

# **Appendix 1**

## **Summary of MTFP**

Summary Draft Medium Term Financial Plan 2015-2020					
	2015-16	2016-17	2017-18	2018-19	2019-20
	£'000	£'000	£'000	£'000	£'000
<b>Net Service Costs</b>	355,585	350,346	358,774	346,576	355,527
<b>Growth (Incl Public Health)</b>	12,853	24,690	(17,698)	3,451	3,400
<b>Savings</b>					
<b>Approved</b>	(22,421)	(4,000)	0	0	0
<b>New</b>	(200)	(17,762)			
<b>Inflation</b>	4,529	5,500	5,500	5,500	5,500
<b>Total Funding Requirement</b>	<b>350,346</b>	<b>358,774</b>	<b>346,576</b>	<b>355,527</b>	<b>364,427</b>
<b>Government Funding</b>	(88,693)	(73,094)	(58,474)	(48,444)	(38,079)
<b>Retained Business Rates</b>	(117,960)	(120,344)	(126,750)	(131,731)	(137,172)
<b>Council Tax</b>	(69,815)	(76,884)	(80,775)	(84,862)	(89,156)
<b>Collection Fund Surplus</b>					
<b>Council Tax</b>	(2,131)	(1,213)	0	0	0
<b>Retained Business Rates</b>	(4,922)	(2,447)	0	0	0
<b>Core Grants</b>	(33,877)	(58,626)	(48,392)	(41,245)	(41,281)
<b>Earmarked Reserves (Directorates)</b>	(1,833)	(2,080)	(370)	(370)	0
<b>Total Funding</b>	<b>(319,231)</b>	<b>(334,688)</b>	<b>(314,761)</b>	<b>(306,653)</b>	<b>(305,689)</b>
<b>Budget Gap (excl use of Reserves)</b>	31,115	24,086	31,815	48,875	58,739
<b>Unallocated Contingencies</b>	0	0	0	0	0
<b>Budgeted Contributions to Reserves</b>	0	0	0	0	0
<b>General Fund Reserves</b>	(7,841)	(24,086)	(1,815)	(875)	(739)
<b>Unfunded Gap</b>	23,274	0	30,000	48,000	58,000
Savings to be delivered in each year	(23,274)		(30,000)	(18,000)	(10,000)
	<b>31/03/2016</b>	<b>31/03/2017</b>	<b>31/03/2018</b>	<b>31/03/2019</b>	<b>31/03/2019</b>
Balance on General Fund Reserves (£000s)	63,616	39,530	37,715	36,840	36,102

# **Appendix 2**

## **Detailed Analysis of MTFP**

## Detailed analysis of the Medium Term Financial Plan by service area 2015/16 to 2019/20

Service	Total	Savings		Growth	Adjustments	Total	Savings		Growth	Adjustments	Total	Savings		Growth	Adjustments	Total						
	2015-16 £'000	Approved £'000	New £'000	£'000	£'000	2016-17 £'000	Approved £'000	New £'000	£'000	£'000	2017-18 £'000	Approved £'000	New £'000	£'000	£'000	2018-19 £'000	Approved £'000	New £'000	£'000	£'000	2019-20 £'000	
Adult Services	92,909	0	(6,003)	2,978	(17)	89,867	0	0	3,403	0	93,270	0	0	2,057	0	95,327	0	0	0	0	95,327	
Public Health	32,119	0	0	722	(1,050)	31,791	0	0	(1,185)	(447)	30,159	0	0	(750)	0	29,409	0	0	(730)	0	28,679	
Children Services	90,608	0	(5,401)	(1,180)	855	84,881	0	0	0	(600)	84,281	0	0	0	0	84,281	0	0	0	(370)	83,911	
Communities, Localities and Culture	79,990	0	(4,507)	1,354	(457)	76,380	0	0	1,078	0	77,458	0	0	714	0	78,172	0	0	0	0	78,172	
Development & Renewal	15,716	0	(1,046)	285	134	15,090	0	0	0	(663)	14,427	0	0	0	0	14,427	0	0	0	0	14,427	
Law, Probity & Governance	9,396	0	(180)	26	(204)	9,038	0	0	0	0	9,038	0	0	0	0	9,038	0	0	0	0	9,038	
Resources	7,373	0	(625)	333	(17)	7,064	0	0	250	0	7,314	0	0	0	0	7,314	0	0	0	0	7,314	
Net Service Costs	328,110	0	(17,762)	4,518	(755)	314,111	0	0	3,546	(1,710)	315,947	0	0	2,021	0	317,968	0	0	(730)	(370)	316,868	
Other Net Costs																						
Capital Charges	8,010	0	0	(535)	0	7,475	0	0	(419)	0	7,056	0	0	0	0	7,056	0	0	0	0	7,056	
Levies	1,705	0	0	0	0	1,705	0	0	0	0	1,705	0	0	0	0	1,705	0	0	0	0	1,705	
Pensions	18,622	0	0	338	0	18,960	0	0	1,500	0	20,460	0	0	1,000	0	21,460	0	0	1,000	0	22,460	
Other Corporate Costs	(10,630)	(4,000)	0	75	21,050	6,495	0	0	(615)	(20,000)	(14,120)	0	0	430	(13,690)	0	0	3,500	0	(10,190)		
Total Other Net costs	17,707	(4,000)	0	(122)	21,050	34,634	0	0	466	(20,000)	15,100	0	0	1,430	16,530	0	0	4,500	0	21,030		
Inflation	4,529	0	(1,629)	7,000	129	10,029	0	(1,500)	7,000	0	15,529	0	(1,500)	7,000	21,029	0	(1,500)	7,000	0	26,529		
Total Financing Requirement	350,346	(4,000)	(19,391)	11,396	20,423	358,774	0	(1,500)	11,012	(21,710)	346,576	0	(1,500)	10,451	355,527	0	(1,500)	10,770	(370)	364,427		
Funding																						
Government Funding	(88,693)	0	(36)	15,635	0	(73,094)	0	(87)	14,707	0	(58,474)	0	(133)	10,163	(48,444)	0	(149)	10,514	0	(38,079)		
Retained Business Rates	(115,295)	0	(2,544)	0	0	(117,839)	0	(8,471)	2,080	0	(124,230)	0	(2,639)	(2,327)	(129,196)	0	(2,991)	(2,435)	0	(134,622)		
Section 31 Grant (BR)	(2,665)	0	0	160	0	(2,505)	0	(15)	0	0	(2,520)	0	(15)	0	(2,535)	0	(15)	0	0	(2,550)		
Council Tax	(69,815)	0	(7,069)	0	0	(76,884)	0	(3,891)	0	0	(80,775)	0	(4,088)	0	(84,862)	0	(4,294)	0	0	(89,156)		
Collection Fund Surplus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Council Tax	(2,131)	0	918	0	0	(1,213)	0	1,213	0	0	0	0	0	0	0	0	0	0	0	0		
Retained Business Rates	(4,922)	0	2,475	0	0	(2,447)	0	2,447	0	0	0	0	0	0	0	0	0	0	0	0		
Core Grants																						
Public Health Grant	(33,877)	0	0	666	0	(33,211)	0	0	740	0	(32,471)	0	0	750	(31,721)	0	0	730	0	(30,991)		
Local Lead Flood	(85)	0	0	85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
NHB	(17,813)	0	(3,804)	0	0	(21,617)	0	(5,000)	14,287	0	(12,330)	0	(5,000)	13,407	(3,923)	0	(5,000)	5,741	0	(3,182)		
NHB Returned	(329)	0	0	329	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Education Services Grant	(4,140)	0	0	341	0	(3,799)	0	0	1,027	0	(2,772)	0	0	1,026	(1,746)	0	0	1,026	0	(720)		
Improved Better Care fund	0	0	0	0	0	0	0	(820)	0	0	(820)	0	(3,036)	0	(3,856)	0	(2,533)	0	0	(6,389)		
Council Tax Freeze Grant 2015/16	(907)	0	0	907	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Reserves																						
General Fund (Corporate)	(624)	0	0	0	(1,456)	(2,080)	0	0	0	1,710	(370)	0	0	0	(370)	0	0	0	0	370	0	
Earmarked (Directorate)	(1,209)	0	0	0	1,209	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
General Fund (Smoothing)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Financing	(342,505)	0	(10,059)	18,123		(334,688)	0	(14,624)	32,841		(314,761)	0	(14,910)	23,019	(306,653)	0	(14,982)	15,576		(305,689)		

# **Appendix 3**

## **Growth**

## Summary of Growth Bids - 2016/17 - 2018/19

## Appendix 3

Reference No.	Growth Bids Description	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
<b>Adults &amp; Children Services</b>						
GRO ADU 1-16	Demographic Pressures in Adult Social Care	1,925	1,990	2,057		5,972
GRO ADU 2-16	Implementation of the Ethical Care Charter (Carers Travel)	1,009	1,413	-		2,422
ACC CHI 1-16	Tower Hamlets Educational Maintenance Allowance	370	370	370		1,110
	Earmarked Reserve	(370)	(370)	(370)		(1,110)
GRO ESW 2-14	Home – School Transport	(180)	-			(180)
ACC ESW 1-15	Mayor's Higher Education Bursary	(630)				(630)
	Support for Higher Education	600				600
	Earmarked Reserve	(600)				(600)
ACC ESW 2-15	Mayor's Education Award	(370)				(370)
ACC ESW 3-15	Free School Meals for Year 3 to Year 6 Pupils	(891)	(892)			(1,783)
	Corporate growth contingency	891	892			1,783
		<b>1,754</b>	<b>3,403</b>	<b>2,057</b>	<b>-</b>	<b>7,214</b>
<b>Communities, Localities and Culture</b>						
GRO CLC 1-16	Freedom Pass	(238)	162	186		110
GRO CLC 2-16	Waste Collection and Treatment	465	497	528		1,490
		<b>227</b>	<b>659</b>	<b>714</b>		<b>1,600</b>
<b>Development and Renewal</b>						
GRO D&R 1-16	Carbon Reduction Commitment	144	-			144
	Corporate Cost	(144)	-			(144)
GRO D&R 2-16	Planned Maintenance Corporate Property	523	-			523
GRO D&R 3-16	Royal London Hospital Site – Security and Associated Costs	140				140
	Earmarked Reserve	(663)				(663)
		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Resources</b>						
GRO RES 1-16	Loss of Benefit Subsidy	333	250			583
	Corporate Growth Contingency	(333)				(333)
	DHP (Council Provision)	1,000	(1,000)			-
	Earmarked Reserves	(1,000)	1,000			-
		<b>-</b>	<b>250</b>			<b>250</b>
<b>Corporate Costs</b>						
	Capital Charges	500				500
	Pension Costs	338	1,500	1,000	1,000	3,838
	Single Tier State Pension	1,800	-			1,800
	Apprenticeship Levy	800				800
	Stairway to Heaven	(25)				(25)
	Street cleansing & ASB	1,000				1,000
	Civic Centre Provision	20,000	(20,000)			-
	DCLG Commissioners	(40)	(60)			(100)
	Unallocated growth	(3,562)		430	3,500	368
	Earmarked Reserves	25				25
	Inflation	5,500	5,500	5,500	5,500	22,000
		<b>26,336</b>	<b>(13,060)</b>	<b>6,930</b>	<b>10,000</b>	<b>30,206</b>
<b>Total Growth Bids (All Directorates)</b>		<b>28,317</b>	<b>(8,748)</b>	<b>9,701</b>	<b>10,000</b>	<b>39,270</b>

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/ADU/01/16**

**TITLE OF ITEM:** Demographic Pressures in Adult Social Care

**DIRECTORATE:** Adults

**SERVICE AREA:** Adult Social Care

**LEAD OFFICER:** Cath Scholefield

**FINANCIAL INFORMATION:**

	Contingency / Budget allocation	Bid (Base is 2015/16 Budget)			
		2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Employees (FTE)					
Employee Costs					
Other Costs	57,679	1,925	1,990	2,057	
Income					
To Reserves					
<b>TOTAL</b>	57,679	1,925	1,990	2,057	

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**DESCRIPTION & JUSTIFICATION**

**Growth Calculation:** [ Use this box to illustrate the empirical assumptions built into this bid and how they relate to historic/ developing trends]

The growth calculation assumes that increases in population, combined with other demographic factors detailed below will lead to more clients needing social care support for longer. The estimated average rate of growth per client group is different and is influenced by a number of factors such as age, ethnicity, deprivation and other such demographic factors. To derive a fairly acceptable forecast the demographic findings are combined with the expected policy changes such as the implementation of the person led assessments. Such change will lead to containment of demand resulting in avoiding care costs that would have hit the adult's budget. It is also assumed that this will lead to additional cost pressures within homecare, day care, meals service, direct payments and residential and nursing care.

**Budget 2015-16**

Client Group	Homecare	Day care	Meals	Direct Payments	Residential/Nursing care	Total Budget	Estimated Growth Rate	Growth Requirement
	£'k	£'k	£'k	£'k	£'k	£'k	%	£'k
OP	10,211	2,852	703	3,025	11,556	28,347	3.20%	907
PD	2,693	137	0	1,685	2,068	6,583	3.00%	197
LD	2,651	3,779	0	753	10,069	17,252	3.80%	656
MH	320	955	0	156	4,066	5,497	3.00%	165
<b>Total</b>	<b>15,876</b>	<b>7,723</b>	<b>703</b>	<b>5,619</b>	<b>27,758</b>	<b>57,679</b>		<b>1,925</b>

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/01/16**

Predicted population growth in Tower Hamlets will inevitably bring an increase in the number of people who need adult social care services. Tower Hamlets has high levels of deprivation, which in turn is associated with poor mental and physical health. Deprivation levels may be further exacerbated by welfare reform. An increase in the number of people living for longer with poor health is also a factor driving an increase in demand for adult social care across all client groups.

There is likely to be an increased demand for adult social care from all sections of the population as it continues to expand. Based on the latest GLA projections, the borough's population is expected to grow by 10% over the next five years (2013 to 2018), equating to an average annual population growth rate of 2%. A 20% increase is expected by 2023, equating to 320,200 residents. The projected growth is mainly in the lower working age range (people aged 30 to 44) who account for 53 per cent of the growth in the next five years and 46 per cent of the growth in the next 10 years. A proportion of this group will require support and services from adult social care.

High levels of deprivation are strongly linked to poor mental and physical health. Tower Hamlet is the 7<sup>th</sup> most deprived local authority in England out of the 326 local authorities. There is also a link between some learning disabilities and poverty. Possible explanations include poor nutrition and low uptake of screening programmes and antenatal care, which increase the prevalence of learning disabilities. Levels of deprivation may be further worsened by welfare reform changes which are starting to come into effect. It is likely that this may have an impact on demand, due to the evidence that high levels of deprivation are a driver for increased need for social care services. Further, Demos analysis suggests that the welfare reform changes will have particularly negative economic consequences for disabled people, with significant knock-on effects. Trends show that increases in healthy life expectancy have not kept pace with improvements in total life expectancy. If the extra years from increased longevity are mostly spent in disability and poor health, there will be an increase in demand for social care across all client groups.

Older people in Tower Hamlets have worse health in many areas compared to England averages. In addition, a higher than average proportion of older people in the borough live alone. Older people who live alone are significantly more likely to have a social care need than those who do not live alone. Survival rates of young people with profound and multiple learning disabilities are improving and this cohort is now coming through to adult hood. Tower Hamlets is a young borough and there is considered to be a higher rate of learning disabilities in the school-age population. Due to a complex set of reasons, there are higher prevalence rates of profound and multiple learning disabilities in children of a Bangladeshi ethnic background. Tower Hamlets has a significant Bangladeshi community.

The Tower Hamlets Mental Health Strategy Needs Assessment lists a number of "risk factors" and "protective factors" in relation to mental health. On some of these, Tower Hamlets has been shown to face a greater challenge than the rest of London (carers, older people, drug and alcohol misuse) but all need attention because of the specific risks they pose to mental health or because all are linked to the high levels of deprivation which exist in the borough. One of the most significant drivers of demand in mental health is the high population turnover in Tower Hamlets.

The introduction of the Care Bill and the predicted rise in the number of adults requiring adult social care has resulted in an increased demand for carer assessments and carer services.

This bid uses estimated growth rates from the Department of Health sponsored systems 'Projecting Adult Needs and Service Information' (PANSI) and 'Projecting Older People Population Information' (POPPI) Systems. These systems combine population projections with benefits data and research on expected prevalence rates to produce projections of the likely future demand on social care and health services.

Projections from POPPI and PANSI for previous years have proven to be reasonably accurate and we are satisfied that these are the most robust figures available for calculating projections of future growth.



**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/01/16**

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demand-led provide details of the increase in client numbers and the basis of any projections.**

**Older People**

There has been a progressive increase in services provided to older people since 2009/10. Despite the various one off efficiency savings the actual spend on commissioned older people's services has increased by 19.1% over the past five years. Due to the health and demographic factors, demand for adult social care services from older people is predicted to continue to increase between now and 2020. Assuming an annual average growth rate of 3.0%, **growth requirement in 2015/16 for Older People Services is estimated at £462k.**

Home care, which is particularly heavily used by older people in Tower Hamlets, is expected to continue to be under growing pressure over the next 8 years.

**Clients with Learning Disabilities**

A great deal of national and local research indicates that we can expect a significant increase in demand for support from adult social care for adults with a learning disability over the next five years. However, local evidence suggests that this may be at a slow and steady rate, rather than the relatively high increase rates predicted in 2011. One area of significant increase has continued to be the transition cases with an extra 1,000 cases predicted to come through in the next five years.

The Tower Hamlets JSNA used Emerson and Hatton's prevalence estimates for 2011 and 2021 to estimate existing and future numbers of people with severe and moderate learning disabilities in Tower Hamlets.

The forecasted rate is 38% increase overall, and an average increase of 3.8% for each year, which indicates an **estimated annual growth requirement of £656k for LD client services. A strong influencing factor is the number of transition LD cases which are predicted to see a significant increase.**

Projecting Adult Needs and Services Information (PANSI) uses the same Emerson and Hatton prevalence estimates and Office of National Statistics figures to come up with predictions for adults aged 18 to 64 with a moderate or severe learning disability. It is noticeable that demand is expected to be proportionately higher in Tower Hamlets compared to our neighbours.

**Mental Health Clients**

Evidence suggests there has been a steady increase in the number of adults who have a mental health problem and who are eligible to receive support from adult social care.

The number of community referrals made to mental health services has decreased; demand has increased in other areas. This includes the number of Mental Health Act assessments, the use of mental health voluntary sector services, and the number of adults aged 18 to 64 years old with mental health as their "primary client group" receiving mental health services from adult social care.

The number of adults aged 18 to 64 years old with mental health as their "primary client group" receiving mental health services from adult social care has increased by 19% between 2010-11 and 2011-12 and then 6% between 2011-13 and 2014-15, a total of 27% in the last three years, equating to an average annual increase of 9%.

However, Projecting Adult Needs and Services Information (PANSI) has a number of future predictions for mental health prevalence rates amongst working-age adults in Tower Hamlets. This information is categorised according to mental health condition, and does not give an indication as to who might be eligible for adult social care.

This shows a 6% increase between 2012 and 2014, and a 5% increase between 2014 and 2016. There is an average annual increase of 3%.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/01/16**

Thus the real growth requirement within MH services is likely to be between 3%-9%. On the basis that the 9% based on LBTH average is likely to be skewed by the 19% in 2011-12, it has been assumed that the PANSI rate of 3% may represent a more realistic, steady state estimate. A 3% increase in demand for MH services is likely to lead to **growth requirement of £165k per annum**.

**Clients with Physical Disability**

The causes of physical disabilities and sensory impairments in working-age adults are complex. This information - along with predictions on future prevalence rates – is not detailed in this report. Evidence suggests there has been a moderate increase in demand in the number of working-age adults who have a physical disability or sensory impairment and who are eligible to receive support from adult social care.

Projecting Adult Needs and Services Information (PANSI) has a number of future predictions for physical disability and sensory impairment prevalence rates amongst working-age adults in Tower Hamlets. This information is categorised according to health condition, and does not give an indication as to who might be eligible for adult social care. The data shows a 6% increase between 2012 and 2014, and a 6% increase between 2014 and 2016, therefore an average annual increase of 3%, which accounts for £197k of budget pressure.

**2 VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/inspection judgements**

The amounts required for growth is intended to pay for homecare, day care, meals, direct payments and residential and nursing care services.

Currently the directorate is going through a significant change in the approach of assessing and brokering for needs of social care clients. Whilst in the past the approach has been resource led the new approach will see a shift to person centred assessments. This will ensure that the directorate meets its statutory duties in providing social care and at the same time plans prevention services in a person centred manner. Under the new approach the scrutiny of care packages will take place at the team leader level as such ensuring value for money at the source of assessments. As a result the savings and efficiency will be realised much earlier than compared to the previous process of panel decision making and be at a higher level.

Further the directorate is reviewing the contracts it has with external providers to ensure rates paid by Tower Hamlets are competitive and represent value for money. However, as most contracts now contain a requirement to pay the London living wage to staff directly providing services, this is likely to impact on the competitiveness of rates paid by Tower Hamlets compared to other local authorities. The likelihood of paying carer's travel time will place another greater pressure on the negotiations with providers.

Overall the budget has seen increased unit costs, especially in the Home Care area which combined with an increase in the number of adults receiving home care, day care and direct payments has resulted in increased the budget pressures. The overall effect of increase in unit costs has not been passed fully onto the budget due to a number of efficiency projects such as detailed scrutiny of cost care packages. It is very likely the new approach to person centred assessments will play a significant role in smoothing non budgeted inflationary pressures. The development of extra care sheltered housing (ECSH) as an alternative to institutional care, at an average annual cost of £9,676 per service user against £28,600 per institutional placement, has been another efficiency driver.

Compared to other London authorities, we are a low user of institutional care as we seek to offer choice to our service users and focus on them maximising their independence in their community.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/02/16**

<b>TITLE OF ITEM:</b>	Implementation of the Ethical Care Charter (Mayoral Manifesto commitment)		
<b>DIRECTORATE:</b>	Adults'		
<b>SERVICE AREA:</b>	Commissioning and Health	<b>LEAD OFFICER:</b>	Karen Sugars

**FINANCIAL INFORMATION:**

A range of three potential impacts have been identified (methodology shown below). The financial information relating to each of the three potential impacts identified is set out in the three tables immediately below.

Option 1 -High impact

	Contract Values	Bid (Base is 2015/16 Contract Values)		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Employees (FTE)				
Employee Costs				
Other Costs	15,600	1,794	2,512	0
Income				
To Reserves				
<b>TOTAL</b>	15,600	1,794	2,512	0

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/ADU/02/16**

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**Option 2-Medium impact**

	Contract Values	Bid (Base is 2015/16 Contract Values)		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Employees (FTE)				
Employee Costs				
Other Costs	15,600	1,009	1,413	0
Income				
To Reserves				
<b>TOTAL</b>	15,600	1,009	1,413	0

**Option 3-Low impact**

	Contract Values	Bid (Base is 2015/16 Contract Values)		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Employees (FTE)				
Employee Costs				
Other Costs	15,600	673	942	0
Income				
To Reserves				
<b>TOTAL</b>	15,600	673	942	0

**DESCRIPTION & JUSTIFICATION**

Growth Calculation: [ Use this box to illustrate the empirical assumptions built into this bid and how they relate to historic/ developing trends]

In response to their findings from a 2012 survey into the state of homecare services in the UK, Unison is calling for councils to commit to becoming Ethical Care Councils by only commissioning providers who sign up to their Ethical Care Charter.

The Charter seeks to establish minimum standards for safety, quality and dignity of care by both ensuring customers are not 'short-changed' and by ensuring recruitment and retention of a stable workforce by offering fair pay, conditions and training. The Council has pledged to sign up.

The Charter is set out in three stages with view to councils committing immediately to Stage 1 and adopting a plan for stages 2 & 3. Travel time (a phase 1 requirement accounts for roughly 75% of the overall cost pressure associated with Charter implementation however). It should also be noted that there

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/02/16**

is now a well-established body of case law that requires that employers pay workers such as home carers for the time spent travelling between locations, not just for direct care hours provided. Irrespective, therefore of the implementation of the Charter, it is considered prudent to assume that when we re-commission home care services in 2016 we will be required to seek tender prices that reflect this requirement.

Homecare services commissioned by the Borough include an in-house Reablement Team, Fides Care (currently managed in-house) and a number of external homecare providers.

Our in-house Reablement services already meet all of the requirements of the Charter including paying for travel time. Therefore there will be no increase in cost for the service as a result of the Charter.

All of our commissioned external providers already adhere to one or more of the requirements at each stage of the Charter:

- Commissioning of visits to customers is determined by their needs and not minutes or tasks;
- 15 minute calls are not used routinely;
- Visits will not be scheduled so that homecare workers are forced to rush;
- Statutory sick pay will be paid to those eligible.
- Customers will be allocated the same homecare worker where possible
- Zero hours contracts will not replace permanent contracts
- Providers have a procedure to follow-up concerns about customer wellbeing
- Homecare workers will be regularly trained
- All homecare workers will be paid at least the living wage;
- All homecare workers will be covered by an occupational sick pay scheme

Stage 1 also requires that homecare workers will be paid for their travel time and travel costs. Stage 2 requires that training time and time for homecare workers to meet regularly (such as at team meetings) should be provided in work time and at no cost to the worker. Not all of our providers are signed up to these requirements and the cost to the provider in doing so is likely to be passed on to us as commissioners.

**Cost Implications:**

In order to calculate the potential cost of paying our external providers' homecare workers for travel time, the methodology employed was to use the in-house homecare team as a model in July 2014, before it was disbanded. The average travel time for the team was calculated using data from timesheet records and the homecare roster system.

This data has then been combined with different assumptions about the extent to which the additional costs will be treated by providers to produce three possible scenarios, which reflect a high (full), medium and low range. There are two key future points at which it will be possible to refine this range:

- At the point when the commissioning and contracting strategy for the upcoming retender of these services is determined (December 2015 / January 2016). This will enable us to factor in the size and number of contracts to be let, as well as the geographic coverage of each contract in order to refine assumptions about the extent to which additional costs can be absorbed by providers;
- At the point when tender submissions (including pricing submissions) are received in relation to the re-tender of these services (June / July 2016). At this point we will be able to calculate with more accuracy the range of the impact, which can then be fully identified once evaluation is complete and successful bidders identified.

High impact:

For a 35 hour working week travel time was calculated as 5.5 hours per homecare worker (15% of the working week). The same methodology was used to calculate the potential cost of paying homecare workers for attending training, team meetings and supervision.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/02/16**

Average customer contact time for a worker equated to 27.5 hours per week. With 5.5 hours spent travelling, a total of 2 hours (5.7%) was estimated as time spent at meetings and in training. This equates to an additional cost of £1.19 million per annum. Based on our total outturn for 2014/15 we would potentially see a total increase in spend of £4.30 million per year as our external providers sign up fully to the Charter.

The following table shows the full year financial implication if the travel time was to be awarded (phase 1) and then adds the additional costs relating to other non-contact time (phase 2)

<b>Service Type</b>	<b>Total value of Externally Provided Contracts</b>	<b>Average % Time Carers Spend travelling/ Training</b>	<b>Financial Implication of Allowing for Travel/Training</b>
	<b>£'000</b>		<b>£'000</b>
Home Care – Travel Time/Costs	15,600	15%	2,340
Home Care – Training/Meeting		5.7%	890
<b>Total</b>	<b>15,600</b>	<b>20.7%</b>	<b>3,230</b>

At the current time the administration is still determining its approach to the phasing and pace of Charter adoption. The calculation in the financial information box section above is therefore based on the likely scenario that full implementation is effected via the re-commissioning of these services during 2016 with a target date for new contracts to take effect from 01 November 2016 (so a 5/12 part year effect in 2016/17).

Medium impact:

To calculate medium impact an assumption has been made that 25% of the potential additional cost is absorbed by bidders in pricing their tender submissions. This impact is described in the table below.

<b>Service Type</b>	<b>Total value of Externally Provided Contracts</b>	<b>Average % Time Carers Spend travelling/ training</b>	<b>Financial Implication of Allowing for Travel/Training</b>
	<b>£'000</b>		<b>£'000</b>
Home Care – Travel Time/Costs	15,600	11.25%	1,755
Home Care – Training/Meeting		4.275%	667
<b>Total</b>	<b>15,600</b>	<b>15.525%</b>	<b>2,422</b>

Low impact:

To calculate low impact an assumption has been made that 50% of the potential additional cost is absorbed by bidders in pricing their tender submissions. This impact is described in the table below.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/ADU/02/16**

<b>Service Type</b>	<b>Total value of Externally Provided Contracts</b>	<b>Average % Time Carers Spend travelling/ Training</b>	<b>Financial Implication of Allowing for Travel/Training</b>
	<b>£'000</b>		<b>£'000</b>
Home Care – Travel Time/Costs	15,600	7.5%	1,170
Home Care – Training/Meeting		2.85%	445
<b>Total</b>	<b>15,600</b>	<b>10.35%</b>	<b>1,615</b>

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demanded provide details of the increase in client numbers and the basis of any projections.**

There are some notable caveats to these calculations. The in-house service was used as a model for calculations. This team operated borough-wide. In the future, commissioning external providers based on a geographical patch might prove more time efficient and therefore slightly more cost efficient in terms of travel time than these figures suggest.

We cannot be sure that all external providers do not currently pay their workers for training and meeting time. Further work would be needed to clarify this. The calculations set out are based on none of our providers currently paying workers for this.

These figures must be considered in the context of the introduction of the national living wage in April 2016. In readiness for this, the UK Home Care Association (UKHCA) has calculated a 'fair' unit price for homecare (including London Living Wage) of £21.40 an hour (the profit/surplus element of that is 64p per hour). Our current average unit cost is £14.50 per hour, a gap of £6.90 per hour. Whilst the UKHCA may have calculated this unit price generously, they do include all of the elements of fully implementing the Ethical Care Charter, so the financial challenge could be a significant one. If the Government does not provide any additional funding it will become a pressure on the local authority, although this figure can be considered the 'worst case scenario'.

The Council has pledged to sign up to Unison's Ethical Care Charter. Failure will impact council's reputation.

**2 VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/ inspection judgements**

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/ADU/02/16**

Our most recent tendering process in 2011/2012 was very competitive and it is felt by Commissioning that adding the requirements of the Ethical Care Charter to our specification when we next retender is unlikely to see providers absorbing the associated costs in any significant way. However when we re-tender our commissioned care contracts this year, some of the associated costs of signing up to become an Ethical Care Council could be offset by delivering value for money via reviewing how we commission services in the future and what we include in our specification.



**ACCELERATING DELIVERY – CABINET KEY PRIORITIES  
ONE OFF SPENDING PROPOSALS**

**Item Ref. No:  
ACC/CHI/01/16**

**PART 1:**

**TITLE OF ACCELERATED DELIVERY INITIATIVE:** Tower Hamlets Educational Maintenance Allowance (previously known as: The Mayor’s Education Award)

**COMMUNITY PLAN THEME:** Prosperous Community

**PRIORITY:** Education

**DIRECTORATE:** Children’s Services

**SERVICE AREA:** School Improvement  
Secondary (G26) **LEAD OFFICER:** Sue Crane

**SHORT DESCRIPTION OF ACTIVITY PROPOSED:**

The September 2015 Commissioners Decision Making meeting approved the extension of Tower Hamlets Educational Maintenance Allowance (previously known as the Mayor’s Education Award (MEA)) for an additional 3 years.

The TH EMA will be £400 p.a. per individual to be delivered in two instalments, one in the Spring Term and one in the Summer Term, both instalments consisting of £200 each.

Awards will only be considered for students with a household income of up to £20,817 in the 2015/16 tax year.

The scheme was designed to assist students taking courses of full-time education for at least one year’s duration. The scheme contributes to the Prosperous Community theme by delivering financial support to families in need, increasing the ability of their young people to take part fully in further education.

The budget for the 16-19 TH EMA award is cash limited. Therefore, the Directorate reserves the right to refuse any application made under this policy on the grounds that sufficient funds are not available.

**ACCELERATING DELIVERY – CABINET KEY PRIORITIES  
ONE OFF SPENDING PROPOSALS**

**Item Ref. No:  
ACC/CHI/01/16**

**FINANCIAL INFORMATION:**

Please give an indication of financial requirements to deliver the proposed acceleration. If this will be delivered within existing budgets, please indicate 'nil'.

	Resource requirements		
	2016/2017 £000	2017/2018 £000	2018/2019 £000
	Revenue		
- General Fund			
- HRA	370	370	370
Capital			
	370	370	370

**ACCELERATING DELIVERY – CABINET KEY PRIORITIES  
ONE OFF SPENDING PROPOSALS**

**Item Ref. No:  
ACC/CHI/01/16**

<b>KEY DECISIONS ON MOBILISATION : Please indicate proposed approach to decision making on mobilisation of new initiative</b>	
<b>Cabinet Decision</b> (Only required for 2016/17 expenditure proposals and those requiring early decision in order to be implemented in 2016/17).	Y Likely Cabinet for decision:
<b>Add-on to existing service or contract</b>	Y Date effective from/to: 2016/17 – 2018/19
<b>Participatory Budgeting exercise</b>	N Indicative date:
<b>Other</b>	Budget allocation to be agreed as part of budget setting for 2016/17 financial year with a fully worked scheme to be considered by Cabinet in February 2016 for operation thereafter for a three- academic year period covering study from September 2016.

<b>OUTLINE TIMESCALE FOR DELIVERY</b>	
<b>Decision and/or resource allocation by:</b>	February 2016
<b>Mobilisation – initiative underway by:</b>	June 2016
<b>Key delivery milestones</b>	
By November 2015	Funding identified
By February 2016	Operational Policy agreed by cabinet
By September 2016	Initial Bursary awards made for 2016/17 academic year
By August 2019	Scheme Complete

<b>DELIVERY RISKS Please indicate any risks which may delay or prevent delivery and mitigating measures to be taken</b>	
<b>Risk identified</b>	<b>Mitigating action</b>
There is a risk that not enough young people will apply and meet the qualifying criteria	The scheme will be designed with criteria that enable enough young people to apply A publicity campaign will ensure applications are encouraged
There is also a potential risk that the scheme will be oversubscribed	The budget for TH EMA award is cash limited. Therefore, the Directorate reserves the right to refuse any application made under this policy on the grounds that sufficient funds are not available.

**ACCELERATING DELIVERY – CABINET KEY PRIORITIES  
ONE OFF SPENDING PROPOSALS**

**Item Ref. No:  
ACC/CHI/01/16**

**PART 2: Only required if additional resources required**

**NB FOR CAPITAL EXPENDITURE SCHEMES, A CAPITAL TEMPLATE SHOULD ALSO BE PROVIDED**

**ADDITIONAL OUTPUTS TO BE DELIVERED – these must be additional to those already planned for delivery with existing budgets**

Description of Output (New homes, Security Cameras, Youth Workers)	Additional by end March 2017	Additional by Sept 2017	Additional by March 2018
Young people supported in taking designated courses of higher education.		875	875

**OUTCOMES IN PRIORITY AREAS Describe what outcomes this expenditure would achieve in relation to the priority area and set out the uplift which can be expected in key targets**

**Description of outcomes proposed:**

The bursary will encourage more young people to enter higher education.

Strategic Indicator (Council Strategic Indicator)	Current target 2016/17	Target with 16/17 additional spend	Current target 2017/18	Target 17/18 with additional spend

**VALUE FOR MONEY/EFFICIENCY**

Provide evidence that the proposed expenditure will offer value for money, e.g.

- unit cost comparisons of proposed provision

Where existing provision is being extended

- cost/performance benchmarking of existing provision which is to be extended
- internal/external evaluation of existing provision to be extended

Where proposed provision is new /innovative

- evidence/rationale for effectiveness and value for money of approach proposed

The Tower Hamlets Educational Maintenance Allowance would be a grant scheme aimed at long term residents of Tower Hamlets who would otherwise have received a £30 (Central Government) EMA if the scheme had continued and who are not eligible for a weekly payment under the YPLA's transitional arrangements for continuing students.

Students would be required to be settled in the UK/EEA and to have lived in Tower Hamlets for three years before the start of the course.

Awards will only be considered for students with a household income of up to £20,817 in the 2015/16 tax year.

The award will consist of two payments of £200 each, paid to the student in the Spring and Summer terms.

The supposition is that students will receive any YPLA support they are entitled to in the Autumn term.

The release of payments will be triggered by a positive indication from a school or college that a student has reached accepted levels of attendance, and progress towards their targets.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/CLC/01/16**

<b>TITLE OF ITEM:</b>	Freedom Pass		
<b>DIRECTORATE:</b>	Communities, Localities and Culture		
<b>SERVICE AREA:</b>	Public Realm	<b>LEAD OFFICER:</b>	Simon Baxter

<b>FINANCIAL INFORMATION:</b>				
	<b>Contingency / Budget allocation</b>	<b>Bid (Base is 2015/16 Budget)</b>		
	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
<b>Employees (FTE)</b>				
<b>Employee Costs</b>				
<b>Other Costs</b>	9,363	(238)	162	186
<b>Income</b>				
<b>To Reserves</b>				
<b>TOTAL</b>	9,363	(238)	162	186

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**DESCRIPTION & JUSTIFICATION**

The Freedom Pass scheme provides free travel on public transport for pass holders over 60 and registered as disabled throughout London. The scheme is administered by London Councils and decisions on apportioning the costs of the scheme between boroughs are made by Members of London Councils' Transport & Environment Committee.

The Freedom Pass settlement is agreed annually. London Councils manage the negotiation of the Freedom Pass settlement with TfL and the Association of Train Operating Companies for concessions on national rail and with bus companies that operate outside the TfL bus network. The methodology for the allocation process between all the London Boroughs of their respective budget contributions to TfL is based on the following:-

1. TfL state the overall Freedom Pass cost for London
2. London Councils receive a DfT grant towards Freedom Passes
3. The DfT grant is then deducted from the total cost to calculate the cost payable by Boroughs towards the scheme.

London Councils' Transport & Environment Committee revised the method of apportionment to move away from the 'Relative Needs Formula' to one based wholly on usage. . For 2016/17 a combined sum of £1.651 million will be repaid to boroughs from uncommitted reserves for London Councils as a one –off payment.

The schedule produced by London Councils has been re-based to show the contribution required by LBTH in 2016/17 which is actually £9.125m (following confirmation from London Councils), a reduction of £0.238m on the 2015/16 figure. London Councils settlement has been

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/CLC/01/16**

approved at the London Councils Leaders' Committee 8<sup>th</sup> December 2015. Updated schedules have been circulated to boroughs confirming the impact for each individual authority. Set out in the table below is the total contribution payable by boroughs towards the scheme in 2016/17 of £355.678 million, an increase of £2.704 million or 0.77%.

**Growth Calculation:** [ Use this box to illustrate the empirical assumptions built into this bid and how they relate to historic/ developing trends]  
Calculations are based on the schedule of contributions provided by London Councils which reflect the factors highlighted in the section below.

**Inflation**

%	YEAR	BORO	CHANGE	LBTH	GROWTH
		CONTRIBUTION	LBTH % of		
		£'000	Total	£'000	£'000
0.77%	2015/16	352,974	2.65%	9,363	402
2.00%	2016/17	355,678	2.56%	9,125	(238)
2.00%	2017/18	362,791	2.56%	9,614	489
2.00%	2018/19	370,047	2.56%	9,806	192

**NOTE**

1. TFL settlement does not include the cost of the am journeys
2. Bus, Tram, Underground and DLR costs are apportioned by respective usage.
3. London Overground and National Rail costs are apportioned as 70% by the respective usage and 30% by the the proportion of previous year's Formula Funding.
4. Non TFL buses and reissue elements are apportioned by proportion of the previous year's Formula Funding allocated to boroughs (as calculated by Central Government)

There is an admin fee also charged by London Councils' for managing the Freedom Pass operation for the 2016/17.

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demanded provide details of the increase in client numbers and the basis of any projections.**

The Council is bound to pay a contribution to the Freedom Pass scheme and may not legally withdraw from the scheme. The apportionment methodology is determined by the Boroughs working through London Councils.

The settlement is usually confirmed annually in December which provides the information on what the Authority's annual contribution will be based on for the next year. The figures provided for, in this growth bid for future years reflect the same assumptions as per the current regime, this will be subject to change once further information is available from London Councils

Other work currently being undertaken on demographic and social changes within the Borough indicate that the Authority has an increasing population which may mean an increased demand for

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/CLC/01/16**

freedom passes. It should be noted therefore that further re-basing exercises undertaken by London Councils moving away from RNF to usage could mean that the Authority's contributions will again rise (comparative to other local authorities) in future years.

**2 | VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/inspection judgements**

The Authority has no individual control over the amount of money levied upon it to fund the Freedom Pass scheme. Arguably the Freedom Pass scheme represents value for money in offering enhanced mobility to traditionally less mobile members of the community and enhances sustainable travel by encouraging the use of public transport.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/CLC/02/16**

<b>TITLE OF ITEM:</b>	Waste Collection and Treatment		
<b>DIRECTORATE:</b>	Communities, Localities and Culture		
<b>SERVICE AREA:</b>	Public Realm	<b>LEAD OFFICER:</b> Simon Baxter	

	Contingency / Budget allocation	Bid (Base is 2015/16 Budget)		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Employees (FTE)				
Employee Costs				
Other Costs		465	497	528
Income				
To Reserves				
<b>TOTAL</b>				

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**DESCRIPTION & JUSTIFICATION**

In the 3 year period 2016/17 to 2018/19 waste collection and treatment costs will increase due to growth in the quantity of Municipal Waste brought about by the economic recovery gaining momentum along with the anticipated growth in the resident and day time population levels within the borough.

The GLA population model shows that the borough's population is expected to increase between 2015/16 and 2016/17 by 9,200 people. By 2018/19 the borough's population is expected to have grown 10% above the 2015/16 level.

This bid is addressing the financial shortfall that such growth will create.

The details are set out below:

**Growth in Waste Treatment and Disposal Costs**

The Council currently has contracts in place for the treatment and disposal of waste and recyclable materials that utilise spare operating capacity at existing waste facilities within and around London. The Council's residual Municipal Waste and Other wastes (organic and healthcare waste) are managed through a contract with Veolia, which will run until 2017.

The sorting of the Council's dry recyclable material is managed under a separate contract which is operated by Bywaters(Leyton) Ltd which commenced at the end of January 2015.

A number of assumptions have been made in calculating the funding required. These are :

- that the Council's expectation of having near zero waste direct to landfill from 2015/16 onwards, incurring no additional costs for the increase in Landfill Tax, will be realised



**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/CLC/02/16**

- the additional residual waste will be managed through Veolia waste treatment facilities
- that the growth is based on the actual tonnages being realised in 2015/16 and will continue at that rate.
- it is known that the markets for recyclable materials have remained depressed since the Council's current MRF contract was put in place and that Local Authorities are once again being charged a processing fee for dry recyclable materials, with this being set to continue for the foreseeable future.
- that the gate fee price for processing the Council's dry recycling is based on the current rate of non-conforming loads and contaminated materials

**Growth Calculation:**

The calculations are based on charges levied on a unit rate basis per tonne of waste treated or disposed of. The growth for 2016/17 has been calculated on the basis of the additional quantity (tonnes) of waste that is to be treated and disposed of in that year with reference to these rates.

There are two main factors that influence the quantity of Municipal Waste generation. These are economic prosperity and growth in the housing stock/population within an area. After a number of years of declining waste generation Economic recovery has already started to influence increases in waste generation in Tower Hamlets and will continue to do so if the economy recovers further.

The waste growth for Q1 of 2015/16 is 4.3%. This level of growth has been used as the basis for the calculation for 2016/17.

Whilst the current waste contracts are due to expire at the end of March 2017, the growth provision for years 2017/18 and 2018/19 are estimated on the basis of the same core set of assumptions as used to calculate the growth for 2016/17 as we are awaiting updated intelligence from the Waste Data flow systems which we expect to receive later in the year.

Set out below is a breakdown of the cost elements for these 3 main fractions of the Municipal Waste:

**Municipal Residual Waste:**

The estimated tonnage of residual waste in 2015/16 is 96,614 tonnes

<b>Year</b>	<b>Estimated Residual Waste Growth (Tonnes)</b>	<b>Cost per Tonne (£)</b>	<b>Cost of Growth (£)</b>
2016/17	4151	£101.69	£422,090
2017/18	4333	£104	£450,632
2018/19	4519	£106.08	£479,398

**Dry Recycling:**

The growth requirement in 2016/17 is assumed on the basis of the amount of recycling being delivered to the MRF increasing in line with the general growth of waste @ 4.3%. The additional tonnage being split across the 3 gate fee bands in the same proportion as is currently being experienced.

Although a new MRF contract is due to start in April 2017, the same set of assumptions have been used to estimate the growth requirement for 2017/18 and 2018/19 with the addition of a

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/CLC/02/16**

gate fee price set at 2% per year

Year	Additional Tonnage	Cost per Tonne (£)	Cost of Growth (£)
2016/17 (includes 4.3% waste growth)	37 tonnes (standard)	£17.95	£33,875
	487 tonnes (mid)	£66.85	
	5 tonnes (rejected)	£129	
2017/18 (includes 4.3% waste growth)	39 tonnes (standard)	£18.31	£36,039
	508 tonnes (mid)	£68.19	
	5.5 tonnes (rejected)	£131.58	
2018/19 (includes 4.3% waste growth)	37 tonnes (standard)	£18.68	£38,342
	487 tonnes (mid)	£69.55	
	5 tonnes (rejected)	£134.21	

Other Wastes (Organic wastes and healthcare waste):

Year	Tonnage (combined, difference)	Cost per Tonne (£)	Cost of Growth (£)
2016/17	96.5	Various rates apply	£9,425
2017/18	101	Various rates apply	£10,027
2018/19	105	Various rates apply	£10,667

The same assumptions have been used to calculate the growth for Other Waste types

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demanded provide details of the increase in client numbers and the basis of any projections.**

The Council has a statutory obligation to treat and dispose of the Municipal Waste that is generated within the borough and the quantity of Municipal Waste will increase year on year with the growth in the number of housing units and associated population increase and projected increases in economic performance. Because the services for waste treatment and disposal are charged for on a per tonne basis the cost associated with the growth in the quantity of Municipal Waste is inescapable.

There are a number of variables that could have an impact on the waste treatment and disposal budget:

- the scale of the economic recovery increases the average amount of waste produced per property beyond the level that has been anticipated for the calculations or is less if the recovery falters.
- that Veolia owned waste treatment facilities do not have sufficient spare capacity to accommodate the additional waste and Veolia need to seek alternative 3rd party facilities at a higher gate fee price, such as reverting to the use of landfill.
- the percentage of non-conforming loads and contaminated material, which are at a higher rate, is beyond the level projected.

The bid for 2017/18 and 2018/19 is indicative as it is based on the current contracts. The retendered waste contracts will commence during 2017/18 at which time the impacts on growth and

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/CLC/02/16**

budgets will be reassessed and confirmed.

The directorate has developed a model to track the borough's waste tonnage and the waste disposal cost projections to provide insight in the potential pressure on financial provision and future demand for the services. The projections show that there is a parallel correlation between the waste amount per household per week and the household income. The current projections are for growth levels in waste tonnages returning to the prerecession levels and possibly exceeding them if the social demographic profile of the Borough continues to change to reflect greater levels of wealth at current rates.

**2 | VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/inspection judgements**

The Council has made significant strides in mitigating the costs of waste treatment and disposal by maintaining levels of diversion from landfill disposal to other forms of waste treatment and reducing exposure to the increases in Landfill Tax with the cost per tonne.

In addition, the Council's contracts for waste treatment and disposal services have been procured through open competition under OJEU and through partnership working with the Council's contractor's competitive gate fee prices have been secured at a range of existing waste treatment facilities within and around London.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2017/18**

Item Ref. No:  
**GRO/D&R/01/16**

**TITLE OF ITEM:** Carbon Reduction Commitment Energy Efficiency Scheme

**DIRECTORATE:** Development and Renewal

**SERVICE AREA:** Energy Services **LEAD OFFICER:** Sian Pipe

**FINANCIAL INFORMATION:**

	Base Budget allocation	Bid (Base is 2015/16 Budget)		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
<b>LBTH Buildings</b>	115	89		
<b>Street Lighting</b>	80	55		
<b>TOTAL</b>	195	144		

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**Note:** The current year costs are being met from Corporate Reserves but there is no on-going budgetary provision.

**DESCRIPTION & JUSTIFICATION**

**Growth Calculation:**

The CRC Energy Efficiency Scheme (formerly known as the Carbon Reduction Commitment) is a mandatory carbon emissions reporting and pricing scheme to cover all organisations in the UK using more than 6,000MWh per year of electricity.

The scheme requires participants to buy allowances for every tonne of carbon they emit (relating to electricity and gas), as reported under the scheme.

Participants are required to buy allowances from Government each year to cover their reported emissions. This means that organisations that decrease their emissions can lower their costs under the CRC.

Carbon tax for the Carbon Reduction Commitment is set by the Treasury. It was capped at £12 per tonne in phase 1 of the scheme, with the Government now raising the tax to £15.60 per tonne for the second phase from 2015/16. There has been no announcement of future costs for 2015/16 onwards but it has been assumed that the annual increase may be 30% in line with the European carbon market.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2017/18**

**Item Ref. No:  
GRO/D&R/01/16**

The Council's total liability for 2013-14 is £358,000, however this includes state funded schools. These will no longer be included within the scheme from April 2014, so this growth bid solely relates to the anticipated liability falling on the Council.

Liability for the Council buildings was at £335,000 in 2014-15, however there is a possibility that both dynamic and passive electricity supplies will be included in phase 2 of the scheme. If so, this will include the borough's street lighting. An initial provision of £80,000 has therefore been included in 2014/15 for the street lighting element.

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demanded provide details of the increase in client numbers and the basis of any projections.**

The tax is mandatory; failure to pay will result in major penalties both civil and criminal.

It is impossible to determine the exact amount of tax as the consumption of sites varies during the compliance year. The amount of tax can only be calculated once the annual consumption figures have been received (end of May each year).

Site numbers and occupation will affect the amount of tax paid, reduction or the increase of registered sites needs to be considered along with carbon reduction measures and ongoing energy efficiency.

**2 VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/ inspection judgements**

There is no alternative to the CRC.

Savings can be made by introducing effective energy efficiency and carbon reduction measures.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/D&R/02/16**

<b>TITLE OF ITEM:</b>	Planned Maintenance Programme – Year 2		
<b>DIRECTORATE</b>	Development and Renewal		
<b>SERVICE AREA:</b>	Capital Delivery	<b>LEAD OFFICER:</b>	Dale Walker

<b>FINANCIAL INFORMATION:</b>				
	<b>Contingency / Budget allocation</b>	<b>Bid (Base is 2015/16 Budget)</b>		
	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
<b>Employees (FTE)</b>				
<b>Employee Costs</b>				
<b>Other Costs</b>	803	523		
<b>Income</b>	('One-off' Budget for 2015/16 only)			
<b>To Reserves</b>				
<b>TOTAL</b>	803	523		

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

<b>DESCRIPTION &amp; JUSTIFICATION</b>
<p><b>Growth Calculation</b></p> <p>Stock condition surveys have been undertaken and analysis of the survey outputs has been carried out to support a planned maintenance programme. Funding was approved for the 2015/16 financial year to finance the first year of a programme which has seen essential backlog maintenance being undertaken to a range of council buildings to maintain a safe and appropriate operational environment. This year has also seen the start of a cyclical repair and condition programme to key buildings, including Bromley Public Hall and St George's Town Hall.</p> <p>Some works have been delayed as a result of the implementation of new Measured Term Contracts from April and the slippage of some works due to a delayed start on the programme by the appointed contractors. Now survey reports from the contractors are being received and works ordered, the programme is starting to pick up. Works to St George's Town Hall and Bromley Public Hall will account for a significant proportion of expenditure during the second half of the financial year. Some works have been subject to listed building consent.</p> <p>It is proposed that a Year 2 (2016/17) programme is undertaken, along with the completion of any slipped 2015-16 schemes. The focus will shift to other areas of the council portfolio, including buildings previously managed by the Communities, Localities and Culture Directorate. The programme priorities are included in the attached Appendix A.</p> <p>The following points should be noted:-</p> <ul style="list-style-type: none"> <li>• The budgeted figures above are revenue only</li> <li>• Procurement / Legal / Staffing or other direct costs are not included</li> </ul>

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

**Item Ref. No:  
GRO/D&R/02/16**

- The programme scope allows for redecoration, repairs and life cycle component replacements. Improvement/Conversion and upgrade costs are not included
- All items potentially affecting health & safety have been ordered as a priority
- The 2016/17 figure of £523,000 represents a new bid - it does not reflect slippage of the year 1 programme which will be completed in 2016/17 funded from a carry forward of the existing budget

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demanded provide details of the increase in client numbers and the basis of any projections.**

The planned maintenance programme objective is to maintain essential council buildings in an acceptable and safe condition and to prevent assets deteriorating to a point where major capital investment is required to maintain service delivery. Failure to deliver the programme will impact on reactive repair budgets and risk unplanned service downtime.

**2 VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/ inspection judgements**

To date, works of an urgent nature or for essential health & safety compliance have been financed through responsive maintenance expenditure supported by capital where necessary. This approach is reactive and unplanned, impacting adversely on budgets, service delivery, working conditions and reputation. A planned maintenance programme will protect our assets and ensure investment is prioritised on assets with the greatest service value and will be compatible with the objectives of the revised Asset Management Strategy.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/D&R/03/16**

<b>TITLE OF ITEM:</b>	Royal London Hospital Site – Security and Associated Costs		
<b>DIRECTORATE:</b>	Development and Renewal		
<b>SERVICE AREA:</b>	Facilities Management	<b>LEAD OFFICER:</b>	Keith Fraser

	Contingency / Budget allocation	Bid (Base is 2015/16 Budget)		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Employees (FTE)				
Employee Costs				
Other Costs	0	140		
Income				
To Reserves				
<b>TOTAL</b>	0	140		

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**DESCRIPTION & JUSTIFICATION**

The Council purchased the Royal London Hospital (RLH) site in February 2015 with planned refurbishment to begin during the 2018/19 financial year. Insurers have placed sufficient security and maintenance requirements on the council to preserve loss cover at £65 million, however these costs are not currently included within budgets.

<b>Growth Calculation:</b>		
Type	£	Description
Security	<b>120,000</b>	To include manned guarding, 365 days per year
Red Care	<b>500</b>	Annual rental
Alarm Maintenance	<b>5,000</b>	To include fire and burglar alarm maintenance, inspection costs, fire extinguisher re-charging, emergency lighting annual maintenance & inspection
Electricity	<b>8,000</b>	Estimated consumption for CCTV, alarms, and lighting
Waste Management	<b>500</b>	2 x 26yd skips annually to remove detritus
Phone	<b>750</b>	Connection charges, line rental
Minor Repairs	<b>6,000</b>	To cover any minor damage to alarm systems or immediate fabric repairs to security grilles/boarding
	<b>140,750</b>	



**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2016/17- 2018/19**

Item Ref. No:  
**GRO/D&R/03/16**

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demand-led provide details of the increase in client numbers and the basis of any projections.**

The risk of not securing the site or maintaining it according to the requirements of the insurance underwriters could lead to the insurance cover being removed, meaning that the council would have to carry the risk of a £65 million re-instatement cost.

**2 VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/ inspection judgements**

See above.

**COMMITTED / UNAVOIDABLE GROWTH BID  
BUDGET 2015/16- 2017/18**

Item Ref. No:  
**GRO/RES/01/16**

<b>TITLE OF ITEM:</b>	Loss of Benefit Subsidy		
<b>DIRECTORATE:</b>	Resources		
<b>SERVICE AREA:</b>	Customer Access and ICT	<b>LEAD OFFICER:</b>	Steve Hill

	Contingency / Budget allocation	Bid (Base is 2014/15 Budget)		
	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Employees (FTE)				
Employee Costs				
Other Costs				
Income		500	333	250
To Reserves				
<b>TOTAL</b>				

\*Committed growth agreed on an annual basis, therefore future years are included as indicative figures to aid medium term financial planning

**DESCRIPTION & JUSTIFICATION**

**Growth Calculation:** The Government has announced that it has changed that way in which grant for administering Housing Benefit is allocated, and has also introduced a 10% 'efficiency' reduction. This reduction applies to the grant the Council received for administering Housing Benefit and Local Council Tax Support (LCTS).

The council has no control over this funding – it has been notified that it will reduce by £500k in 2015/16. Further reductions have been included for the following 2 years, as it is likely that further 'efficiency' reductions are introduced as public expenditure is cut over the life of the next parliament.

**1. RISKS AND IMPLICATIONS:**

**Why is this expenditure inescapable and what are the consequences/ risks if funding is not approved? If it is demanded provide details of the increase in client numbers and the basis of any projections.**

The growth is not optional – it has been notified by the Government. If not approved, further cuts from other Council services would be required to balance the budget.

**2 VALUE FOR MONEY/EFFICIENCY**

**Provide evidence that the proposed expenditure will offer value for money. Where the expenditure is additional to existing budgetary provision for this service, evidence should also be provided of the value for money of the base provision. Evidence should be drawn from BVPIs, unit costs comparisons, benchmarking exercises or audit/ inspection judgements**

Administrative savings from both the Benefits and Council Tax services have been included in the 2015/16 proposals, along with additional income generation proposals of over £16m.

# **Appendix 4**

## **Savings**

No	Ref No	Description of Savings Opportunity	2016/17
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<b>Adults Services</b>			
1	ADU001/16-17	Review of Day Services for Older People	241
2	ADU003/16-17	New funding arrangements for new Belvedere House	150
3	ADU005/16-17	Reduction in Social Services early retirement costs	71
4	ESCW054/16-17	Review of high cost Learning Disability care packages	50
5	ADU006/16-17	Charging for community Social Care services	540
6	ADU007/16-17	Sharing Services with NHS Partners	800
7	ADU008/16-17	Improving focus on reablement for social care users	800
8	ADU009/16-17	Improving focus on maintaining independence for social care users	918
9	ADU010/16-17	Improving the efficiency of the community equipment service	60
10	ADU011/16-17	Commissioning and procuring efficient adult social care	1,373
11	ADU012/16-17	Working with the NHS to deliver jointly funded care packages	1,000
			<b>6,003</b>

<b>Children's Services</b>			
12	CHI003/16-17	Undergraduate & PGCE bursaries	161
13	CHI004/16-17	Realignment and funding of efficiencies in early years provision	4,368
14	CHI005/16-17	Directorate support services- more efficient working*	160
15	ESCW034/16-17	Directorate administration review*	317
16	ESCW042/16-17	Healthy Lives service - reduction in non staff spend	15
17	ESCW045/16-17	Reduction in Schools early retirement costs	30
18	CHI006/16-17	Review of Child and Adolescent Mental Health services (CAMHS)	200
19	CHI007/16-17	Review of Attendance and Welfare Service	100
20	CHI008/16-17	Reduction of General Fund subsidy for Gorsefield Rural Studies Centre	50
			<b>5,401</b>

<b>Communities, Localities and Culture</b>			
21	CLC001/16-17	Saving Money by Reducing or Stopping Sunday Idea Store Opening	93
22	CLC002/16-17	Renegotiation of Current Leisure Services Contract	1,240
23	CLC003/16-17	Making the Youth Service More Efficient	700
24	CLC004/16-17	Discontinue the Incontinence Laundry Service	41
25	CLC005/16-17	Alternative Service Delivery Model for Animal Warden Service	160
26	CLC006/16-17	Income Generation Opportunity from CCTV Network	400
27	CLC007/16-17	Review of Enforcement Function- More Generic Working	451
28	CLC008/16-17	School Crossing Patrols to be delivered by Schools	89
29	CLC010/16-17	Alternative funding arrangement for Toilets	100
30	CLC011/16-17	Reduce funding to local police budgets	270
31	CLC012/16-17	Review of Streetcare and Streetworks Team	90
32	CLC013/16-17	Make more parking services available online and by phone	500
33	CLC014/16-17	Introduction of Car Parking at John Orwell Centre	48
34	CLC015/16-17	Saving from existing underspend of London Taxi Card budget	100
35	CLC016/16-17	Reduction in Blackwall Tunnel Approach Cleansing	75
36	CLC017/16-17	Alternative Waste Disposal Solution	150
			<b>4,507</b>

<b>Development and Renewal</b>			
37	D&R001/16-17	Management of vacancies and review of pensions contributions	200
38	D&R002/16-17	Corporate Landlord and other Commissioning Efficiencies	125
39	D&R003/16-17	Increased productivity and commercialisation of planning and building control services	100
40	D&R004/16-17	Reduction to the Corporate Match Funding budget	246
41	D&R005/16-17	Reduction to the Mainstream Grants Budget	40
42	D&R006/16-17	Reorganisation of Housing Management & Procurement Teams	145
43	D&R007/16-17	Restructure of Programme Management & Assurance Team	90
44	D&R008/16-17	Generating more income from council assets	50
45	D&R009/16-17	Directorate transformation and efficiency programme	50
			<b>1,046</b>

No	Ref No	Description of Savings Opportunity	2016/17
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<b>Law, Probity and Governance</b>			
46	LPG001/16-17	Service Efficiency: Deletion of Vacant Post	45
47	LPG002/16-17	Review of external spend	50
48	LPG003/16-17	Reduction in children's court fees budget	40
49	LPG004/16-17	Increase external income from Legal Services	25
50	LPG005/16-17	Deletion of Burial Subsidy Scheme	20
			<b>180</b>

<b>Resources</b>			
51	RES001/16-17	Downsizing of Contact Centre Management Team	19
52	RES002/16-17	Corporate Finance Staffing - process savings	100
53	RES003/16-17	Partnership delivery of employment programmes	150
54	RES004/16-17	Benefits Service Assessment	30
55	RES005/16-17	ICT reduction through down-sizing of user base	150
56	RES006/16-17	Better recovery of Court Costs	50
57	RES007/16-17	Housing Benefit Overpayment Recovery	126
			<b>625</b>

<b>Total Approved Savings (All Directorates)</b>			<b>17,762</b>
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# **Appendix 4.2**

## **Cumulative Equalities Analysis Budget 2016- 2017**

# **Adults Savings 2016/17**

OPP TITLE:		Review of Day Services for Older People						
DIR:	Adult Services					REF:	ADU001	
SERVICE:	Strategic Commissioning					LEAD OFFICER:	Barbara Disney	
TEAM:						THEMES:	Lean: Service Re-Design and Consolidation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
	£ 2,024	£ 241	£ -	£ -	£ 241	No	No	Yes
FTE Reductions	30	5	0	0	5			
DETAILS OF SAVINGS OPPORTUNITY								
<p>This savings proposal is part of a wider review of day services for older people which is currently under consideration by the Mayor and Cabinet, to be taken for decision in November 2015.</p> <p>The council currently spends £2,024,000 on the in-house and externally provided day services for older people who meet eligibility criteria for social care support.</p> <p>The council needs to modernise day services for older people with eligible social care needs, in order to meet rising demand and help more older people in a way which is more tailored to their care-related and cultural needs. The review and proposed redesign responds to multiple pressures including demographic change, the expectations of service users and the ongoing financial challenges faced by the council as a result of Government spending reductions.</p> <p>The proposed redesign focusses primarily on service improvement and better outcomes for service users, whilst also achieving cost efficiency and value for money.</p> <p>The proposal includes better provision for service users of Mayfield House (which has 30 places and average daily attendance of four) by moving these services to more modern facilities in consultation with service users.</p> <p>Mayfield House is in a poor state of repair, lacks full disability access and does not provide separate prayer, ablution or activity spaces for men and women, resulting in under-occupancy and lack of access for Somali women. This compares to the highly-adapted and culturally-sensitive space at other premises.</p> <p>The low attendance rate (on average four people per day out of 30 spaces) means the service at Mayfield House is very expensive per person, compared to other in-house and externally provided day services in Tower Hamlets, which are also higher quality and more culturally appropriate environments.</p> <p>Re-providing the service currently delivered at Mayfield House will be an opportunity to improve both the experience of current service users and our offer to Somali women, while ensuring value for money.</p> <p>There will inevitably be a need for a transition period, where the council will work closely with service users and carers to alleviate any disruption and fears about changes to or loss of existing services.</p> <p>The council will ensure those people are signposted to alternative day opportunities appropriate to their needs. This would also release a council building for potential alternative use.</p>								
IMPLICATIONS								
<p><b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b></p> <p>Whilst this proposal will improve day services across the borough whilst reducing cost, there will be a period of transition for staff members and service users who may feel uncomfortable with change.</p>								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No	The proposal will reduce the budget for older people's day services, by ensuring that needs are met more effectively and efficiently. As part of the strategy current gaps in provision will be addressed, increasing resources for these groups.						
Does the change reduce resources available to support vulnerable residents?	No	The proposal will ensure that resources are available for all vulnerable groups, helping to meet identified gaps in existing provision, whilst reducing the overall budget. All service users will have their needs assessed to ensure that individually they will still get the support that they need and are eligible for, although the overall budget will be reduced.						



Does the change involve direct Impact on front line services?	Yes	The location of some services will change but the Council will ensure that there is a geographical spread of service through the procurement process and all service users will be assessed in relation to their transport needs, and provided with support as required, to enable them to access the service which best meets their care-related and cultural needs.
<b>CHANGES TO A SERVICE</b>		
Does the change alter who is eligible for the service?	No	
Does the change alter access to the service?	Yes	Providing support for Somali Women as they are effectively excluded from current provision and their needs are not yet met at other premises,
Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	Yes	We will have to go to the market through formal procurement processes, and this may involve changes in providers. The procurement process will be outcomes-focussed to ensure it delivers high quality of services based on user expectations from the review.
Does the change involve local suppliers being affected?	Yes	Contracts suppliers will need to comply to service level standards and pricing standards
Does the change affect the Third Sector?	Yes	As above
Does the change affect Assets?	Yes	This will release buildings for alternative use.
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	Yes	A reduction in staffing will include redeployment of a manager (PO2), three day care staff (SC5), a cook (SC4) and a temporary day care worker (SC5)
Does the change involve a redesign of the roles of staff?	Yes	There will be some training provided to support new standards and the practices of the other facilities.

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Review of Day Services for Older People

### **1b) Service area**

Strategic Commissioning

### **1c) Name and role of the officer/s completing the analysis**

Jack Kerr, Strategy, Policy and Performance Officer

## **Section 2: Information about changes to services**

### **2a) In brief please explain the savings proposals and the reasons for this change**

The council currently spends £2,024k on the in-house and externally provided day services for older people who meet the eligibility criteria for social care support. This savings proposal is part of a wider review of day services for older people which is currently under consideration by the Mayor and Cabinet, to be taken for decision in November 2015. The Council needs to modernise day services for older people with eligible social care needs in order to meet rising demand and help older people in a way which is more tailored to their care-related and cultural needs. The review and proposed redesign responds to multiple pressures including

demographic change, the expectations of service users and the ongoing financial challenges faced by the Council as a result of Government spending reductions. As such, this proposed redesign of day services for older people is an opportunity to modernise traditional day services provided for eligible social care service users' in the borough in order to ensure there are a variety of opportunities for older people to access a service that best meets their needs, improves outcomes, increases standards of care, contributes to social cohesion and meets the needs of our future population of older people whilst providing value for money to the Local Authority.

The focus of this saving proposal, subject to the final outcome of the 'Review of Older People's Day Services', is better provision for service users of Mayfield House Day Centre by moving these services to more modern facilities. Currently, Mayfield House does not provide adequate provision for our Somali older people. Mayfield House is in a poor state of repair, lacks full disability access and does not provide separate prayer, ablution or activity spaces for men and women, resulting in under-occupancy and lack of access for Somali women. This compares to the highly-adapted and culturally-sensitive space at other premises. Re-providing the service currently delivered at Mayfield House will be an opportunity to improve both the experience of current service users and our offer to Somali women, while ensuring value for money

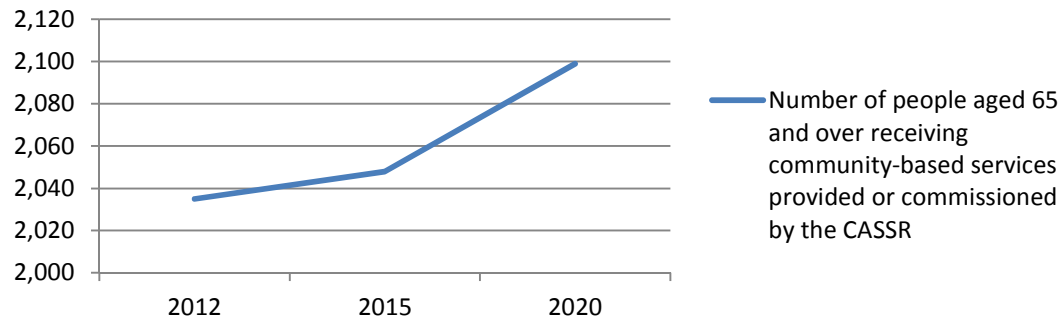
## **2b) What are the equality implications of your proposal?**

The proposed service model seeks to modernise and improve the current Day Opportunities Service for existing and new service users to ensure it:

- Meets local needs and aspirations;
- Is equitable across all communities in Tower Hamlets;
- Commissions the best quality care for the best possible price;
- Explores new ways of delivering the services so that the council can manage increased demand without risking its statutory responsibilities;
- That service users' value day opportunities services which is culturally sensitive, supportive of their needs and cohesive.

Analysis of data shows a progressive increase in services provided to older people. Demand for adult social care services from older people is predicted to continue to increase between now and 2020. This projected increase in demand is expected to have a significant impact on community-based services as can be seen in the table shown below

### Number of people aged 65 and over receiving community-based services provided or commissioned by the CASSR



It is recognized that a 'one size fits all' approach is not going to be effective in meeting future needs. It is with this in mind that the new service will be designed in such a way as to promote greater personalisation of services. Significantly all existing service users will benefit from a service which offers greater choice, maximizes independence, contributes to addressing loneliness and social isolation for older people and potentially minimizes hospital admissions and readmissions across all community groups in Tower Hamlets

With specific regards to Mayfield House Day Centre, it is currently under-utilized. There are 30 spaces available for eligible adult social care service users however there are only six service users currently accessing Mayfield House who have been assessed as eligible for social care services. They have been assessed as eligible to attend between one day a week and three days a week, which means that, of the 150 day spaces per week, only 12 are used – this equates to an 8% occupancy rate by people who have been assessed as having eligible needs. The table below indicates the current weekly usage:

	Monday	Tuesday	Wednesday	Thursday	Friday	Attendance per week
1.						3 days
2.						2 days
3.						2 days
4.						2 days
5.						2 days
6.						1 day
<b>Occupancy per day</b>	3 people	3 people	1 person	2 people	3 people	

In comparison, the table below highlight the occupancy rate of other day centres in Tower Hamlets

Service	Capacity per day	Average daily attendance	% as Capacity
Riverside	40	30.6	76.5%
Mayfield House	30	3	8%
Sonali Gardens	40	27.08	67.69%
St Hilda's Weekend	12	9.52	79.33%
Sundial	30	21	70%

There are ten people who attend the service who do not have identified care needs and whose needs could be supported through a lunch club facility. The needs of attendees differ greatly and the staff team have worked consistently to support all with emphasis on those most vulnerable, but risks have been posed by visitors by negatively intervening, whilst staff provide support to eligible service users. The building lacks full disability access, separate seating/activity/toilets/washing and prayer space for males and females which has deterred women from using the service. The building is on the main road so it is difficult for transport to stop to drop off customers to the Centre. Any such service should also meet the need of Somali elder women who are not currently accessing services. Mayfield House currently supports only men from Somaliland. At the moment, there is a lack of service provision for Somali Elder women in the borough. The aim for the future is to ensure current service users are able to access and

receive support in a service which has the facilities available which meet cultural and religious requirements.

The new proposals suggested by this saving opportunity would see Mayfield House closed down and in its place new and existing clients will be able to access a range of day services in a high standard, purposely built building in one of our spot contracted services at Sonali gardens. They have separate worship and activity areas for male and female attendees, and a large kitchen suitable for the preparation of meals. This would enable a better quality of provision and offer more choice for Somali women who have historically felt excluded from the current service at Mayfield House. This proposal would also provide a solution for the group of older men who sometimes use the Mayfield Day Centre service as a “drop-in” but who do not meet eligibility criteria. These men would be better placed using services such as LinkAge Plus or one of the Council’s lunchclubs which are specifically set up as part of the preventative agenda to maximize the independence of individuals, offering a range of activities which promotes health and wellbeing. There are currently at least two service users who are currently being supported but will be requiring more specialist Dementia Services in the near future. These service users would benefit from moving to alternative, more specialist day service provision such as Russian Lane Day Centre for people with dementia which would be better suited to their needs

The review and standardization of the range of spot provision for day services in the borough will also see a much greater personalisation of services to their specific need, offering a range of choices to older people about how they would like to spend their day, especially when considered alongside the LinkAge Plus and the lunchclub offer.

#### Resident feedback

A meeting with service users and carers at Mayfield House on the 27<sup>th</sup> October 2015 to discuss the proposal. Feedback was largely negative: People raised concerns that if Mayfield House closes, the Somali community that currently meets there will disperse. They currently use the community as a support network. Whilst there is no attachment to the building, people were keen to ensure that the group who meets at Mayfield House is kept together to promote their physical and mental wellbeing. People highlighted the value in having a Somali-specific service in the borough. People would prefer the service to be delivered differently rather than closed down. A different organisation running the service may not understand and meet their unique cultural needs, such as traditional Somali food. Sharing the service with another community raises concerns that they will not accept them and a concern that they will be a burden on them.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Adverse (for social isolation)  Adverse (for language)	There is a risk that service users (men from Somaliland) of Mayfield House could face social isolation at any proposed alternative service provision, by the sheer refusal to use it. At a Council consultation meeting in 2015, attendees said that they did not want Mayfield House to be closed. Many said that they were not interested in other choices and some said they would not go anywhere else  There is a risk that customers at Mayfield House will face language barriers in any ‘re-configuration and re-modelling’ of the in-house day service that is away from the current site. However, there is recognition that service users from different communities could come together and share services as a





Disability	Positive                    Neutral(Access to Centre)	<p>Under the Care Act 2014, each local authority must provide or arrange for services, facilities or resources which would prevent delay or reduce an individual's needs for care and support or needs for support of carers. Day services play an important role for both the cared for and the carer. They feed into primary prevention and Reablement through their focus on reducing social isolation and loneliness through social activities, and improving health outcomes by providing health and wellbeing promotions and physical activities. Services can also provide access to basic information and advice</p> <p>Day Service provision at Riverside day Centre will be enhanced to enable an intense reablement/rehabilitation day service for limited episodes and used as the day service of choice for our most vulnerable residents. This will mean an improved service is available for those with complex needs. Current service users of Mayfield House who have eligible social care needs would benefit from being able to access more specialist provision to help with more complex social care needs.</p> <p>Transport is provided to service users where transport is identified as a need to enable individuals to access the services identified. The day services noted provide a range of options both with transport provided through the Council's in-house provision which can be mini bus/taxis or by a commissioned service from the provider. At some services, such as Sonali Gardens, a combination of both in-house and provider own transport is used.</p>
Gender	Neutral (access to day services)	<p>The most recent (2011) Census results are broken down by gender. Significantly, this suggests that by 2020 - although there will still be more older women aged 85+ - the overall growth in the numbers of older people aged over 85 will be significantly driven by a growth in older men.</p>

		<b>2012</b>	<b>2015</b>	<b>2020</b>	<b>% Increase</b>	
		<b>Males 65+</b>	7,254	7,275	7,743	6.7%
		<b>Males 85+</b>	<b>727</b>	<b>886</b>	<b>1,177</b>	<b>61.9%</b>
		<b>Females 65+</b>	8,442	8,536	8,993	6.5%
		<b>Females 85+</b>	1,146	1,214	1,237	7.9%
		<b>All aged 65+</b>	15,696	15,811	16,736	6.6%
		<b>All aged 85+</b>	1,873	2,100	2,414	28.9%
		ONS Subnational Projections September 2011				
		A significant implication of these figures shows that over the next 10 years, it can be expected that a growing proportion of older adult social care users in the borough will be men. This will need to be considered and carefully taken into account in the course of commissioning and planning service provision, to ensure that services are equally welcoming to men and women; and that the market is developed to meet the needs of older men and women equally, driven by the choices and preferences of service users and personal budget holders.				
	Positive (promoting female access)	The reconfiguration of the existing services to Somali elders away from the current site would enable an accessible and appropriate service for the Somali community, including women. Currently women are not willing to attend the existing service due to the environment and are therefore excluded from the service.				
		The review recommendation suggest that the service could be hosted through existing services which have in place ablution, prayer, halal kitchens and separate social and activity spaces - which is an				

	Possible Negative (men)	<p>extended service for both male and females. This element of the service set up as a framework would have an agreed service specifications and outcomes for the service, and promote more cohesion under the 'One Tower Hamlets' pledge.</p> <p>Re-provision of Mayfield House may not satisfy the wishes of Somali men which could result in disengagement from service provision in the community.</p>
Gender Reassignment	Neutral	<p>No adverse impact identified.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Sexual Orientation	Neutral	<p>No adverse impact identified.</p> <p>Unfortunately we do not have accurate data for the numbers of Lesbian, Gay and Bisexual (LGB) older people living in the borough, or for the numbers of LGB older people who currently use Adult Social Care services in the borough or who specifically attend Mayfield House. Accurate national data is not available.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>

		<p>A qualitative study was carried out in 2009, which focused on the experiences of LGB residents in Tower Hamlets, aged 50+.</p> <p>This study observed that, based on estimates that 6.5% of the UK population is 'exclusively homosexual', Age Concern claimed in 2002 that 1 in 15 users of their services would be lesbian or gay. Other statistics from the ONS differ significantly from this estimate, suggesting that only 1.5% of the population identifies as gay, lesbian or bisexual, and in London 2.2% of the population identifies as gay, lesbian or bisexual. Evidence from the 2001 Census shows that Tower Hamlets has the fifth largest reported number of cohabiting same sex couples nationally, and the fourth largest (out of 33 boroughs) in London.</p> <p>In terms of the population of Tower Hamlets, based on the range of estimates nationally and for London, this would suggest that between 350 - 1000 people aged over 65 currently living in the borough are LGB, and that this number will grow very slightly to between 370 - 1100 people by 2020. In terms of older adult social care users in the borough, it would suggest that between 60 - 180 older LGB people will be users of adult social care services in the borough in 2011-12.</p> <p>As with the other equalities characteristics above, the needs of people who are LGB will need to be carefully considered by service planners and commissioners. In particular, commissioners should ensure the market is developed to enable a real choice of good quality, personalised services to personal budget holders, with equality, diversity and inclusion a clear quality criteria when commissioning services and when encouraging service improvement across the developing social care market. The assumption is that all service provision will comply with the Council's equal opportunities policies and be LGBT friendly.</p>
Religion or Belief	Positive	<p>The borough has the highest proportion of Muslim residents of any local authority area in the country, at 35%. (This includes all residents and not just Older People). Christianity, at 27%, is the next largest religion/belief group in the borough followed by 19% of people who say they have no religious beliefs.</p>

The current profile of eligible adult social care service users aged 65 years old and over in Tower Hamlets accessing Day Care services in 2014/15 is set out in the table below.

Religion	Total	Total
Buddhist	0.3%	1
Christian	47.1%	154
Hindu	0.3%	1
Jewish	5.8%	19
Muslim	30.3%	99
No Religion	1.2%	4
Not Stated	7.6%	25
Other Religion	0.6%	2
Sikh	0.3%	1
Undeclared / Not Known	6.4%	21
Grand Total	100.0%	327

Given that they comprise the largest religious group in Tower Hamlets Muslims can be seen to be slightly underrepresented amongst current older people day services, although the older population over 65 has a greater number of white British and or traditionally Christian individuals.

With regards to Mayfield House Daycentre, the service is currently comprised of all Muslim service users. Closing down the centre can be seen to have a disproportionate impact on this group. However, the proposal is part a wider review of older people day services which aims to ensure that day services are put in place that meets local needs and aspirations and address existing gaps such as the lack of provision for Somali women. The review is looking to ensure equitable access across all communities in Tower Hamlets, and that service users have day opportunities services which are culturally sensitive, supportive of their needs and cohesive.

Age	Positive	Over the next 10 years the number of residents in Tower Hamlets aged 65 years and over will see an increase of over 22%. Within this, the number of 85 year olds is projected to increase by 46.7% - the
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		largest increase across any five year age group. When this percentage is translated into population terms, this equates to an additional 3,500 residents in the 10 years from 2013. Of these 923 are expected to be in the over 85 year's age group. Current capacity in older people day services would not be able to manage the demand. Through the review and redesign of older people day services in Tower Hamlets the current older people's day opportunities market place will expand to meet future demand. This will also consider the prevention and rehabilitation needs of service users from an age band of 50 years old and upwards, in order to supply services to meet the broad and divergent health and social care needs that will be presented in later life, as well as services equipped and skilled at supporting frail elders.
Socio-economic	Neutral	No adverse impact identified.
Marriage and Civil Partnerships.	Neutral	No adverse impact identified.
Pregnancy and Maternity	Neutral	No adverse impact identified.

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
Language Barrier	<ol style="list-style-type: none"> <li>1. This risk will be mitigated by providing service users with access to staff or interpreters who speak Somali. Staff can also signpost to advocacy services as appropriate.</li> <li>2. Strategic Commissioning will develop a service specification which demands that all services demonstrate how they will meet the cultural needs of service users.</li> </ol>
Social isolation	Managing the risk of current service users' refusal or not engaging with re-provision. This will need to be considered as a risk, when progressing with the recommendation and how it will be managed.
Meals provision	Any re-provision of services should take into account of lunch provision so that they meet cultural dietary needs including Halal and are suitable for all communities including the Somali community.
Gender	Any changes to the service may impact on Muslim Somali elder men. Service users could be provided with an opportunity to visit other Day Centres to look at the facilities available. However, this is likely to have a positive impact on women

Religion	Any changes to the service may impact Muslim Somali elder men. Service users could be provided with an opportunity to visit other Day Centres to look at the facilities available such as Sonali Gardens which provides separate facilities for men and women. This is likely to have a positive impact for women.
Age	Any changes to the service will impact on older Somali men. This will have a positive impact as it will encourage a more integrated community and be more in line with our 'One Tower Hamlets' vision. Mitigating action: As for religion and gender.
Disability	Day Opportunity Service will need to consider mitigating potential adverse impact by deciding who falls within high need and how often the need will be reviewed so that it is able to meet increased demand, and re-able as many service users as possible or refer back for higher need social work assessment. More data is needed to identify how many high need service users are likely to require the service in a year and how they will all be offered the service, instead of having the same cohort of (35-40) service users accessing it.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

**Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.



<b>OPP TITLE:</b>		<b>New funding arrangements for new Belvedere House</b>						
<b>DIR:</b>		Adult Services				REF: ADU003/16-17		
<b>SERVICE:</b>		Supporting People (Commissioning)				LEAD OFFICER: Karen Sugars		
<b>TEAM:</b>						<b>THEMES:</b>		De-commissioning, Reducing services
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Not Renew Contract with NBH	£ 467	£ 150	£ -	£ -	£ 150	N	No	No
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
To end the support Grant to New Belvedere House Ex-service men's hostel at the end of this grant cycle in March 2016.								
New Belvedere House is a 56-bedroom hostel for ex-servicemen and women who are homeless or otherwise in crisis, based in Tower Hamlets. It offers support and advice to ex- service men and women, linking them into appropriate services such as alcohol detox, employment and long term housing. The service has operated in Tower Hamlets at its current site since 1973.								
New Belvedere House currently has a contract with the Supporting People Service based in Adults Commissioning. The contract is specifically for part of the cost of the provision of a support service; it does not fund the accommodation. The annual value of the contract is currently £150,275 and the contract is to be extended to 31st March 2016 as agreed by the Commissioners. The funding is currently administered via the Corporate Grants programme, though the funding is provided by and remains in Adults Commissioning.								
These funding arrangements are due to an historical transfer of funding from Central Government in 2003. The supporting people funding is part of a wider and multi funded package of support, provided by the internal fundraising of Veterans Aid. They have confirmed that they will identify alternative funding options with effect from April 2016, at which point the grant will cease.								
<b>IMPLICATIONS</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
None								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No	Veterans' Aid will be securing alternative funding to ensure that they can continue to provide services for their vulnerable clients with no impact						
Does the change reduce resources available to support vulnerable residents?	No	Veterans' Aid will be securing alternative funding to ensure that they can continue to provide services for their vulnerable clients with no impact						
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No	Veterans' Aid will be securing alternative funding to ensure that they can continue to provide services for their vulnerable clients with no impact						
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>	<b>Reduction in Social Services early retirement costs</b>							
<b>DIR:</b>	Adult Services					REF: ADU005		
<b>SERVICE:</b>	HR (ESCW)					LEAD OFFICER: Mark Keeble		
<b>TEAM:</b>						<b>THEMES:</b>	Financial Adjustments	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Reduction in Social Services early retirement costs (35305)	£ 144	£ 71	£ 5	£ 5	£ 81	<b>N</b>	No	No
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
There are no new early retirements charged against this cost centre so it reduces year on year. 16/17 reduction reflects reduction in spend in previous years for which budget has not been reduced. Further savings expected to be available for 17/18 and 18/19 but of a far lower value.								
<b>IMPLICATIONS</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
None.								

<b>TITLE:</b>	<b>Review of high cost Learning Disability care packages</b>							
<b>DIR:</b>	Adult Services							
<b>SERVICE:</b>	Learning disability					REF: ESCW054		
<b>TEAM:</b>						LEAD OFFICER: Giuseppe di Martino		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Efficiency Review of Learning Disability Service	£ 18,544	£ 50	£ -	£ -	£ 50	Delivering Differently		Yes
FTE Reductions	0	0	0	0	0			

#### DETAILS OF SAVINGS OPPORTUNITY

The council has legal duties to meet the needs of people who are eligible for social care support. In Tower Hamlets. Our social care budgets are under significant pressure due to rising demand for services and high levels of complex needs, coupled with continued reductions in funding from central government.

As a result, it is crucial we review care and support to ensure we can continue to meet the needs of everyone eligible for social care, in the most cost effective way.

The Community Learning Disability Service is integrated with community health services and jointly provided by Barts Health NHS Trust and the council.

The council aims to achieve savings whilst benefiting service users. This will be achieved by reviewing care packages to ensure that they are meeting the needs of eligible service users in the most appropriate and cost effective way.

For example, we will review expensive residential and community care packages to help people to be more independent where appropriate and move to be closer to family and friends.

Potential savings may also be made to the council through increased support from health workers in the NHS. It is assumed that the reduction in expenditure can be achieved whilst maintaining appropriate support to meet the needs of eligible service users. This proposal will not alter who is eligible for services.

The council will carry out reviews of care packages in close consultation with service users and their families or carers, to ensure eligible needs for support continue to be met, provide reassurance in relation to fears or disruption, and make sure the most vulnerable adults have a seamless experience in accessing specialist or targeted support.

#### IMPLICATIONS

**including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT**

Reviews of care packages will need to be robust with effective oversight to ensure that service users' needs continue to be met whilst meeting the aim of maximising independence. The saving to be generated is an estimate based on work to date in reviewing high cost care packages, but the final saving delivered will depend on the individual needs of service users and may therefore differ from the estimate.

#### EQUALITIES SCREENING

	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups
Does the change reduce resources available to address inequality?	Yes	The proposal would reduce the overall financial envelope by meeting needs more efficiently. Eligible service users will still have their needs met.
Does the change reduce resources available to support vulnerable residents?	Yes	The financial envelope, but not the services that develop the required outcomes, in themselves. However it may impact on the times for reviews
Does the change involve direct Impact on front line services?	Yes	There will be better outcomes for some existing service users. Our guidance and availability of options will change for Service Users with special educational needs and learning disabilities coming from Children's Services. Work is ongoing to improve transition planning for these service users which will ensure there is a smooth transition to adulthood for service users and their families.

#### CHANGES TO A SERVICE

Does the change alter who is eligible for the service?	No	
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	Yes	Some services users will have their personal budgets revised in line with the new providers terms and costs. Eligible service users would still have their needs met.

Does the change affect who provides the service, i.e. outside organisations?	Yes	There is a potential for some external organisations to be affected if service user needs indicate a change of provider is appropriate or where there is a move to a personal budget. Therefore outside organisations may find the number of service users varying, as review outcomes are implemented with service users.
Does the change involve local suppliers being affected?	Yes	There is a potential for some service users to have their services delivered by a different provider after review, if their needs have changed and/or they have moved to a personal budget. Therefore if a local supplier is concerned, they may find the number of service users varying, as review outcomes are implemented with service users choice.
Does the change affect the Third Sector?	Yes	There is a potential effect on the Third Sector, if the if a service users needs indicate a more appropriate service and/or service users move to a personal budget. The effect on the Third Sector will therefore vary according to review outcomes implemented with service users.
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	Yes	Changes in process and performance management processes will be required. This will be supported with training to provide a better service.

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Review of High Cost Learning Disability Care Packages

### **1b) Service area**

Learning Disability CLDS Service and Adults Social Care Service, Adults' Services Directorate

### **1c) Service manager**

Giuseppe Di Martino – Service Manager, Community Learning Disability Service  
Cath Scholefield, Interim Service Head - Adult Social Care

### **1d) Name and role of the officer/s completing the analysis**

Nasim Patel, Strategy, Policy and Performance Officer,  
Policy, Programmes, and Community Insight Team (PPCI),  
Resources, Adults' and Children's Directorate,  
London Borough of Tower Hamlets

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

#### Summary of Proposal

The 2016/17 savings attached to this proposal amounts to £50,000. This is from a baseline budget of £18.544m.

It is suggested that the savings proposal will be achieved by reviewing existing care packages to determine whether they continue to meet the eligible needs of service users in the most person centred and cost effective way.

During 2014/2015, 658 service users with Learning Disability received social services support.

This proposal seeks to:

1. Negotiate reductions in provider costs whilst continuing to meet eligible needs;
2. Review the needs of service users in out -of -borough residential and nursing home placements, and consider whether these needs could be met in community settings, for example in supported living settings..

#### Detailed overview:

The council has legal duties to meet the needs of people who are eligible for social care support. The Tower Hamlets social care budgets are under significant pressure due to rising demand for services and high levels of complex needs, coupled with continued reductions in funding from central government.

As a result, it is crucial for the council to review care and support to ensure Tower Hamlets can continue to meet the needs of everyone eligible for social care, in the most cost effective way.

The Community Learning Disability Service is integrated with community health services, jointly funded by Barts Health NHS Trust and the council.

The council aims to achieve savings whilst benefiting service users. This will be achieved by reviewing care packages to ensure that they are meeting the needs of eligible service users in the most appropriate and cost effective way.

For example, we will review the support needs of people who have residential and community care packages and help them to become more independent, and where appropriate, to move to be closer to their family and friends.

Potential savings may also be made to the council through increased joint support from health workers in the NHS and from the voluntary and independent sector. It is assumed that the reduction in expenditure can be achieved whilst maintaining appropriate support to meet the needs of eligible service users. This proposal is unlikely to alter who is eligible for services.

The council will carry out reviews of care packages in close consultation with service users, their families and carers, to determine that eligible needs for support are met, to provide reassurance in relation to concerns or disruption, and to ensure that the most vulnerable adults have a seamless experience in accessing specialist or targeted support in line with the council's Adult Social Care Practice Framework and the Care Act. Since the publication of the outcome of the investigations at Winterbourne View, there is also a greater impetus to support people with challenging needs to live in the community as the first option, and to move away from institutional settings.

**2b) What are the equality implications of your proposal?**

**All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).**

**Please go back to each of the test of relevance questions and *using evidence* please provide a more detailed analysis of the equality impact of your proposal.**

This proposal will affect some existing service users who receive a service from the Community Learning Disability Service. The aim is to achieve £50k savings for 2016/17, from a total budget of £18.544m budget. This is in addition to £225k savings delivered in 2014-15.

Currently there are approximately 658 people aged 18 years and over with a Learning Disability who are known to social care services in Tower Hamlets. The service users who are likely to be selected for review are those with care packages costing £100,000 per year and over, and possibly those with care packages costing over £50,000 a year.

It is expected that this will affect mostly adults living with Learning Disabilities in residential care, all of whom live out of borough, as the council does not have any Learning Disabilities residential care homes in Tower Hamlets. It may also include people living in the community with high cost care packages. Reviews of care packages will look at people's current support needs and wellbeing and decide whether the existing care package best meets the persons assessed needs and whether it offers value for money, without compromising the service users' quality of life. Any changes to the care package would be discussed and agreed with the person and their family/carers.

The Service has sought to achieve some savings by re-negotiating lower rates for personal care support provided by the council's preferred service providers, which also provide value for money and continue to meet the support needs of service users and their carers.

The council's Commissioning and Health service will be involved in supporting social care staff to find the best solution for the service user and to manage any potential transition without disruption to their support arrangements. This may include the development of in-borough supported living schemes as an alternative to out of borough residential placements. People will only move to alternative accommodation or a different care provider with their consent and that of their family or carer(s). If they lack capacity to make a judgement, then a decision would be made in their best interests. For some, this could mean a revision of their personal budgets to reflect the revised care package costs. The council will ensure that the needs of service users will continue to be met based on their eligible support needs under the Care Act 2014.

### **Feedback from Consultation Roadshows**

Feedback from Service Users from learning disability "Have your Say" group on 19<sup>th</sup> October 2015 about the proposal:

At the meeting the Interim Service Head for Adults Social Care and CLDS service manager explained to the Group that the aim of this proposal seeks to review high cost packages with a view to bringing clients back into Tower Hamlets from out of borough placements, if appropriate. The aim is to introduce clients to supported living placements on their own or shared accommodation with personalised support. This is to encourage an outcomes based placement which is to help people with LD to live independently. Service users were asked what they thought about the overall proposal, the positives and the risks, who would be



affected the most and what help might be needed if someone was to move out of residential care into the community. Their responses were:

- It can take a long time to live independently in the community;
- Living with more people is much more comfortable;
- Need time to develop the right skills , and require the right support from key workers;
- Need support with paying bills/tenancy related issues;
- Being clear whether family and friends can help or can ask for help from the Council when needed;
- The family is involved to make decisions;
- How will family and independent professionals help to scrutinise the quality of service received and whether it is value for money?
- We want to be independent and provided with the right support;
- Transport will need to be made easier;
- Maximise choice and help us be more involved in the decision making process;
- Although being independent is important it can be scary and lonely so important to live with friends and/or close to friends and family;
- Protect our safety in the community.

Feedback from Carers from the “Carers’ Forum” on 29<sup>th</sup> October 2015 about the proposal:

At the meeting the Service Manager for CLDS explained to the Carers that the aim of this proposal is to review high cost packages with a view to bringing clients back into Tower Hamlets from out of borough placements, if appropriate. The aim is to:

- Introduce clients to supported living placements on their own, or
- shared accommodation with personalised support. This is to encourage an outcomes based placement which is to help people with Learning Disabilities to live independently in the community.

The following support measures would be put in place:

- Support for financial management, to be able to pay bills for instance;
- Have an allocated key worker; and

- Move away from council-led support to person-centred support.

The carers said that this was not a new approach and supported the idea that people should be able to live independently. They did raise the issue that they did not think that the care packages surrounding the individuals were robust enough. For people with Learning Disabilities, one size doesn't fit all.

#### Suggested Action:

- There should be a family intervention focussed project which provides the right support according to need;
- Informal carers do not have the specialist qualifications such as an NVQ to deliver specialist care. Therefore, an educational programme for formal and informal carers for lifting and handling might be beneficial. Use 'YouTube' videos to demonstrate how to operate a hoist/ health and safety standards/what to do if need more help;
- Carers should have a carers assessment, and reflected in the Safeguarding process;
- When social workers review, amend, or change care packages, social workers must ensure that family and service users are involved throughout the decision-making process and help is provided to adjust to changes.

#### Feedback from Older People at Appian Court Consultation –Tuesday 3<sup>rd</sup> November 2015

- Questioned how much the Council will look at an individual's circumstances/choice when making these decisions;
- Need to carefully manage transition arrangements if moving back into the community;
- Need to make sure the family of the person with a learning disability (who are often quite elderly themselves) are properly supported as more responsibility may be put on them;
- Due to changes in circumstances of close family and friends support they provide may falter or become inconsistent...the worry is that this will disrupt the service an individual needs and make it difficult for the service user to maintain their quality of life and independent living;
- Think it's good that people are being brought back closer to their family where possible.

#### Feedback from Local Voices consultation on Friday 30<sup>th</sup> October 2015

- Consensus was that as long as each case is properly risk assessed than they think it is right that people are brought back into the community, closer to their friends and family, and in an environment that allows them to be more independent.

- Decisions should not be cost driven – the principal of least restrictive and most appropriate care for a person’s needs should be at the forefront of all decision making.
- Need to think about social isolation – make sure that appropriate support networks are in place if moving people back into the community.
- Need to make sure that the transition back into the community is managed properly.

**Local data**

658 service users with Learning Disabilities (LD) received LD support during 2014/15.

*Gender* – A higher proportion of men are receive a service from CLDS at 57.1% (376 men) than women at 42.9% (282 women), and which is proportionate to the borough profile.

The overall borough population by mid –year 2014 population estimates show that the gender split is 52 per cent men and 48 per cent women. Men are therefore overrepresented.

*Age* - A higher proportion of service users are aged between 18-64 years at 91.5% (602 people). 8.5% (56 people) are aged 65+ and which is proportionate to the borough profile

The overall borough population by mid –year 2014 population estimates show that the almost half of all borough’s residents are aged 20-39 at 48 per cent, 9 per cent are aged 60 or over. The age profile of learning disability service users is therefore broadly the same as the borough profile.

*Ethnicity* - Majority of service users are:

- a) Bangladeshi ethnic background at 40.3% (265 service users);
- b) White British at 37.7% (248 service users)
- c) Caribbean ethnic background at 4.1% (27 service users)
- d) African ethnic background at 3.8% (25 service users)

*Table 1: Percentage of LD Clients by Ethnicity*

<b>Ethnicity</b>	<b>Total</b>	<b>Total</b>
Any other ethnic group	1.2%	8
Any other ethnic group: Chinese	0.8%	5
Asian or Asian British: Any other background	0.9%	6
Asian or Asian British: Bangladeshi	40.3%	265
Asian or Asian British: Indian	0.6%	4
Asian or Asian British: Pakistani	0.9%	6
Black or Black British: African	3.8%	25
Black or Black British: Any other background	2.0%	13
Black or Black British: Caribbean	4.1%	27
Mixed: Any other mixed background	0.8%	5
Mixed: White and Asian	0.8%	5
Mixed: White and black African	0.3%	2
Mixed: White and black Caribbean	1.4%	9
Undeclared / Not Known	1.1%	7
White: Any other background	2.1%	14
White: British	37.7%	248
White: Irish	1.4%	9
<b>Grand Total</b>	<b>100.0%</b>	<b>658</b>

The GLA estimates for 2011 show that 47 per cent of the borough's population are from BME backgrounds. Within in this, the largest ethnic group is the Bangladeshi population who make up 30 per cent of all residents. The data above is proportionate to the borough profile

*Religion and belief* - Majority of service users are:

- a) Muslim at 43.2% (284 service users)
- b) Christian 32.5% (214 service users).
- c) 'not stated' their religion or belief at 9.6% (63) or 'not declared' it 8.4% (55).

The GLA estimates for 2011 show that the largest faith groups are Christian (39%) and Muslim (36%). People of a Muslim faith and therefore slightly overrepresented in services.

*Marital status* - Majority of service users are single at 67.8% (446).

### Profile of service users' informal carers

We have some information about the informal carers of our LD service users. In total there are 369 carers who might be affected by the savings proposals. 195 carers are aged from 18-64 years; 43 carers are aged 65-74; and 25 are aged from 75-8 years.

*Table 2: Age of Informal Carers*

<b>Age groups</b>	<b>Totals</b>
10 - 15	1
18 - 64	195
65 - 74	43
75 - 84	25
85+	9
Undeclared/Not known	96
<b>Grand Total</b>	<b>369</b>

The majority of the informal carers are women, and women are therefore overrepresented compared to the borough profile. The table below shows 270 carers are women and 92 carers are men.

*Table 3: Gender of Informal Carers*

<b>Gender</b>	<b>Totals</b>
Female	270
Male	92
Undeclared/Not known	7
<b>Grand Total</b>	<b>369</b>

The majority of informal carers are from a Bangladeshi background (151) and White British (68). However, a high number of carers have not declared their ethnicity (107) and it is therefore difficult to form a judgement about over or underrepresentation.

*Table 4: Ethnicity of informal carers*

<b>Ethnicity</b>	<b>Totals</b>
Any other ethnic group: Chinese	2
Asian or Asian British: Any other background	2
Asian or Asian British: Bangladeshi	151
Asian or Asian British: Indian	3
Asian or Asian British: Pakistani	1
Black or Black British: African	12
Black or Black British: Any other background	1
Black or Black British: Caribbean	8
Undeclared/Not known	107
Mixed: Any other mixed background	2
Mixed: White and Asian	4
Mixed: White and black Caribbean	1
White: Any other background	4
White: British	68
White: Irish	3
<b>Grand Total</b>	<b>369</b>

Table 5 shows that the majority of carers (271) have not yet been assessed formally for a Carer's Assessment under the Care Act 2014.

*Table 5: Number of Assessed Carers*

<b>Carer Assessment</b>	<b>Totals</b>
Yes	98
No	271
<b>Grand Total</b>	<b>369</b>

### **Types of services received**

The table below shows the types of services that LD service users have received in the past year (2014/15). The majority received 'Day Services' at 52% (341 service users); Adults Homecare at 44% (289); Residential at 20% (132); and prevention and support services at 20% (132).

*Table 6: Overview of the types of services received by LD service users*

<b>Received Services (n.b. some service users receive more than one service)</b>	<b>Percentage</b>	<b>Total</b>
Adults Residential	20%	132
Adults Day Services	52%	341
Adults Prevention and Support Services	20%	132
Adults Cash Payments	19%	127
Adults Transport	0%	2
Adults Extra Care Sheltered Housing	3%	21
Adults Home Care	44%	289
Adults Meals	2%	14
Adults Adaptations and Equipment - Reviewable	1%	5
Adults Nursing	1%	4
Adults Community Support	0%	1
Adults Supported Living	3%	20

### **Approximate Cost of Current Care Packages**

The table below shows that 153 service users receive a high cost care package. The majority of care packages provided cost between the £100k threshold and £75-99K threshold for 78 service users. 75 service users care packages cost between the £50-74k cost threshold.

*Table 7: Cost of care packages*

Count of Person				
Primary Support Reason /Cost threshold of Care Packages	100k+	50-74K	75-99K	Total
Learning Disability Support	42	75	36	153

A further breakdown shows that a majority of service users with packages costing more than £50k per year are placed in either residential or nursing care homes

*Table 8: HIGH COST (50k+) ANNUAL PACKAGES*

PSR	People		Receiving				
	Count	%	Home Care	Residential or Nursing	Supported and Other	Day Care	Direct Payment
Learning Disability Support	153	66%	30	107	30	63	19

The majority of service users in receipt of high cost care packages are men (86/56%).

*Table 8: Gender of service users in receipt of High Cost care packages: 50k and above*

PSR	Learning Disability Support	
Gender	Count of Person ID	Count of Person ID2
Female	67	44%
Male	86	56%
Grand Total	153	100%

The majority of service users in receipt of high cost care packages are aged between 18-64 years (139/91%).

*Table 9: Age of service users in receipt of High Cost care packages- 50k and above*

PSR	Learning Disability Support	
Age Groups	Count of Person ID	Count of Person ID2
18 - 64	139	91%
65 - 74	11	7%



75 - 84	3	2%
Grand Total	153	100%

White British are the largest ethnic group in receipt of high cost care packages (77/50%); then Bangladeshi (40/26%).

Table 11: Ethnicity of service users in receipt of High Cost care packages- 50k and above

PSR	Learning Disability Support	
ASC RAP Ethnicity	Count of Person ID	Count of Person ID2
Any other ethnic group	1	1%
Asian or Asian British: Bangladeshi	40	26%
Asian or Asian British: Indian	1	1%
Asian or Asian British: Pakistani	1	1%
Black or Black British: African	7	5%
Black or Black British: Any other background	4	3%
Black or Black British: Caribbean	13	8%
Mixed: Any other mixed background	1	1%
Mixed: White and black Caribbean	3	2%
White: Any other background	2	1%
White: British	77	50%
White: Irish	3	2%
Grand Total	153	100%

The majority of service users are (124/81%) Christian (69/45%) or Muslim (40/26%).

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Possibly positive	<p>Social Care data shows that 658 service users with Learning Disabilities received support during 2014-2015. The majority of service users are:</p> <ul style="list-style-type: none"> <li>a) Bangladeshi ethnic background at 40.3% (265 service users);</li> <li>b) White British at 37.7% (248 service users)</li> <li>c) Caribbean ethnic background at 4.1% (27 service users)</li> <li>d) African ethnic background at 3.8% (25 service users).</li> </ul> <p>The majority of service users receiving a high cost care package are</p> <ul style="list-style-type: none"> <li>• White British (50%/77 service users)</li> <li>• Bangladeshi (26%/40 service users)</li> </ul> <p>The biggest single group of service users are Bangladeshi. However a high proportion of service users who have a high cost care package are White British. This proposal may affect this particular ethnic group's support needs and quality of life if they have been institutionalised for a long period of time, and lack confidence or the ability to move into the community. The council will carry out reviews of care packages in</p>

		<p>close consultation with service users and their families or carers, to ensure eligible needs for support continue to be met, provide reassurance in relation to concerns or disruption, and make sure the most vulnerable adults have a seamless experience in accessing specialist or targeted support.</p> <p>Furthermore, the positive impact of this proposal is to put the service user and their carers in control of their needs, to identify and support them to live independently and improve their well-being through more person centred, creative and flexible support. If a service user moves out of- a residential or nursing home placements and into community supported living accommodation, this should help them to become part of the local community. It is anticipated that this proposal will help service users maintain contact with their families and communities of choice, where previously this may have been more difficult due to long distance travel constraints. Any transition will be carefully assessed , and prepared for over an appropriate period of time and is dependent on a number of factors including developing the person’s independent living skills, the availability of supported living accommodation in the community and supporting family or carers to manage their relatives changing circumstances.</p> <p>Any social care review /re-assessment will take into account cultural and language needs. Service provision will be reflective of the diverse range of needs such as providing culturally sensitive meals (Halal/Kosher etc) and translation/interpreting services. Feedback from the ‘Have your Say Group’ consultation was that it ‘can take a long time to live independently’.</p>
Disability	Positive	<p>Due to the focus of the service, people with Learning Disabilities may be affected by the proposal. In 2014/15, the majority of service users received ‘Day Services’ at 52% (341 service users); Adults Homecare at 44% (289); Residential at 20% (132); and prevention and support services at 20% (132).</p> <p>153 service users receive a high cost care package, with the highest cost between£75-99K for 78 service users. 75 service users care packages cost between £50-74k and 42 service users are £100k and over.</p> <p>Within the high cost care packages, a high proportion of service users are in residential or nursing placements (107).</p>

		<p>The proposal aims to ensure that service users with learning disability who are able to live independently with support are able to do so, and may no longer need to be placed in residential placements outside the borough, away from family and friends. The impact should therefore be positive.</p> <p>During the review or re-assessment, options for community based living will be explored in association with each person and their family or carers which will also help to ensure that risk of distress and anxiety to service users is minimised and that they are effectively supported through the process,. Appropriate support will be provided in any new independent placement to ensure that the person is able to live independently and meet their desired outcomes. This could include training for travel, cooking, shopping, money management, the payment of bills etc. The service user's progress should be regularly reviewed and re-assessed in collaboration with social care professionals, and Third Sector groups to ensure that they are able to continue to live in the community safely.</p> <p>Carers may require a Carers Assessment in line with the 2014 Care Act</p> <p>CLDS Social workers have begun to apply the Adult Social Work Practice framework when re-assessing need. Where a service user and their carer agree to the transition from placement to community, the ability to adapt to the new arrangements should be monitored regularly and any risks such as safeguarding issues considered. The review should provide an outcomes-based support plan and ensure that no-one is inappropriately placed.</p> <p>The development of a local care market of services for people with LD might mean that a return to the Borough can be actively and confidently explored.</p>
Gender	Positive	<p>The data shows that there are a higher number of men in receipt of LD support (57.1% /376 men) than women (42.9%/ 282). 56% men (86 Service users out 153) are in receipt of high cost care packages compared to 44% women (67 service users). Any change to the service may have a greater impact on male service users.</p> <p>The proposal will ensure that male and female service users with a learning disability are able to live</p>

		<p>independently with support in the community. As noted above, the impact should therefore be positive.</p> <p>The majority of carers of LD clients are women (270) followed by men (92). Any change to the service may have a greater impact on female carers. The data also shows that out of 369 carers, 271 had not received a Carers Assessment. CLDS Social Workers may refer carers for a 'Carers Assessment' as part of the review process so that any care needs are carefully considered in line with the Care Act. The impact will therefore be positive.</p>
Gender Reassignment	Neutral	<p>Although data for this equality strand is not recorded for service users, the proposal is unlikely to have a disproportionate impact on this protected group. Any care needs should be considered carefully in line with the Care Act, with social care provided in a sensitive manner.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Sexual Orientation	Neutral	<p>Data around sexuality is not recorded for the majority of service users. The proposal is unlikely to have a disproportionate impact on this protected group, as support needs will be assessed/reviewed based on the Care Act eligibility criteria</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Religion or Belief	Positive	<p>The largest group of service users are Muslim at 43.2% (284 service users) or Christian 32.5% (214 service users). For the cohort of 153 high cost care package users, the largest group of service users are Christian (69/45%) or Muslim (40/26%).</p> <p>A high proportion of carers (in numbers) are Muslim 133 followed by 52 Christian.</p>

		<p>Whilst the proposal may have a disproportionate impact on these groups, this is likely to be positive. Any changes to care packages to more independence focussed support are likely to better enable service users to observe and practice their faith i.e. prayer times/ religious days etc. A move out of residential into the community should explore where service users can be near their preferred place of worship/ or butchers for Halal or Kosher food, for instance, as part of the approach to offer person-centred care.</p>
Age	Positive	<p>A high proportion of service users are young adults who are aged between 18-64 years at 91.5% (602 people). 65+ represent 8.5% (56 people) of service users. The majority of service users in receipt of high cost care packages are aged between 18-64 years (139/91%) out of 153. Any change to the service may therefore have a disproportionate effect on service users of working age.</p> <p>We have some information about the informal carers of our LD service users. In total there are 369 carers who might be affected by the savings proposals. 195 carers are aged from 18-64 years, 43 carers are aged 65-74; and 25 are aged from 75-84 years. Any change to the service may therefore have a disproportionate effect on carers of working age.</p> <p>The proposal will enable service users to live more independently where they are able to do so and better support their informal carers. Therefore, the proposal is likely to have a positive impact on all service users and their carers.</p> <p>The data suggests that a majority of carers 271 out of 369 have not yet been assessed formally for a Carer's Assessment. A number of carers may benefit from this.</p> <p>Any re-assessments (reviews) will need to take into account the service users' and their informal carers' support needs to live safely at home with minimal risk. Any changes to care packages will need to be managed through a series of risk assessments (i.e. OT assessments/Carers assessments) This will need to be carefully discussed with service users, carers, and other social care and health professionals in line with the Care Act and the new Adult Practice framework.</p>

Socio-economic	Positive	Data regarding income is not recorded. However most LD service users are reliant on the Government and their families for financial support. A review of each person's welfare benefits entitlements should be conducted as part of the review/re-assessment as part of the council's income maximisation agenda. For example, any move into supported living accommodation should assess how the service user will pay bills such as ground rent and service charge bills. Subject to this, any impact whilst disproportionately affecting low income groups is likely to be positive, as observed for other protected groups above.
Marriage and Civil Partnerships.	Neutral	A high proportion of service users are single at 67.8% (446). The majority of service users in receipt of high cost care packages are single at 81% (124). Any change to the service may therefore have a disproportionate effect on single service users.  A high proportion of carers are married at 166, however 161 carers did not state their status.  Whilst the proposal may have a disproportionate impact on 'single' service users or 'married' carers, this is likely to be positive as it will enable service users to enjoy greater independence and carers to be better supported.
Pregnancy and Maternity	Neutral	Although information is not recorded for this protected characteristic, it is expected that there will be no adverse impact on this protected group, as support needs of expectant mothers will be assessed within the Care Act eligibility criteria and the Adults and Children's Practice Framework.
Other		Not applicable.

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

### **Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

As part of the monitoring of Learning Disability Services including commissioned services, service user profile information should continue to be collected and analysed to ensure there is no adverse impact on vulnerable adults receiving Learning Disability Care packages.

- It is recommended that social care managers monitor/audit the number of care packages that are reviewed to ensure service users' needs are in line with the Adults Social Work Practice framework.
- It is recommended that social workers monitor changes to care packages for 6 months to gauge service user satisfaction levels with the process and service
- The Carers Forum suggested that there it is a good idea to help LD service users live independently in the community. This will reduce social isolation. Concerns raised at Apian Court consultation cautioned the council to carefully manage the transition arrangements of moving back into the community, and to make sure that the carers are properly supported as more responsibility may be put on them. They also suggesting carrying out an audit of adapted homes that are not fully utilised for people with disability and develop an 'Adapted Homes Housing Register'.



<b>TITLE:</b>	<b>Charging for community Social Care services</b>							
<b>DIR:</b>	Adult Services							
<b>SERVICE:</b>	Adults					REF: ADU006		
<b>TEAM:</b>	Adult Social Care					LEAD OFFICER: Luke Addams		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Introducing charging for community based services	£ 73,504	£ 540	£ 540	£ -	£ 1,080	Yes		Yes
FTE Reductions		0	0	0	0			

#### DETAILS OF SAVINGS OPPORTUNITY

The council has legal duties to meet the needs of people who are eligible for social care support. In Tower Hamlets, our social care budgets are under significant pressure due to rising demand for services and high levels of complex needs, coupled with continued reductions in funding from central government.

We are considering the introduction of a charging policy so that people who can afford to pay are charged for services that are currently provided free of charge. This would be in line with most other councils in England who introduced charging some time ago. Nationally, social care and support services have never been universally free at the point of use.

The new policy would enable us to save money now and particularly in the future as the need for social care services is predicted to rise significantly, whilst ensuring that services continue to be provided and that appropriate financial support is available for those who need it.

This change would also ensure that our charging policy is more equitable towards those receiving services who currently contribute towards the cost, since those receiving some other services do not.

The following services are currently charged for:

- Residential and nursing care
- Residential respite care
- The personal care provided to tenants in Extra Care Sheltered Housing
- Telecare services to tenants of sheltered housing and Extra Care Sheltered Housing
- Delivered meals (meals on wheels)
- Meals and refreshments in council run day centres, for which a flat rate is charged.

The following services, where the council has discretion to charge, are not currently charged for:

- Home care
- Day care services
- Employment support services
- Telecare outside of sheltered and Extra Care Sheltered Housing
- Other community based support services

If this proposal is agreed, the council would conduct a full review and public consultation before determining which community services would be charged for in future.

Charging would be based on ability to pay following an assessment of a person's disposable income after reasonable living costs- a 'means test'. This involves assessing income and capital to determine whether a service user is able to contribute, after a 'minimum income guarantee' which is set by the Government but may be increased as any local policy. As part of any consultation on a new charging policy, the council would explore means- test thresholds and minimum income guarantees to ensure that they are set at a fair and appropriate level.

Based on numbers currently being charged in extra care sheltered accommodation, we estimate that this would affect up to a maximum of 1,400 out of 2,700 users of community based services, who would be required to pay a contribution to the cost of their care. The actual number would depend on the policy adopted by the Council. Based on the average contribution of clients being charged support in extra care housing, the average weekly contribution would be £33. Based on these assumptions, the additional income generated would be a maximum of £2.4m, but considering the picture in other similar boroughs, £1.2m is considered a more realistic estimate. Additional resources of £120k per annum would be required to carry out financial assessments of service users' ability to pay.

**DETAILS OF SAVINGS OPPORTUNITY CONTINUED**

The net saving is therefore £1.080 million. This is in line with the additional income that has been raised in other boroughs introducing similar charging policies- Hackney for example raise between £1m and £1.5m income. We estimate that the policy could be introduced from the second half of 2016-17.

If the council proceeds with charging for community services, this would be introduced alongside a proactive approach to support service users with high quality financial advice, so they can maximise their income- for example through benefits and other sources of support- to help meet the costs of care.

Following the budget consultation, if there is a decision to implement a charging policy, we will consult in more detail with service users to ensure that any impacts are understood and mitigated against.

**IMPLICATIONS TO CONSIDER**  
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT

Since this is a change to the current policy on charging a public consultation will be required if it is decided to progress this proposal, to inform any final policy. The savings figure suggested in this proforma is an estimate based on the assumption that a similar charging policy to that already in place for residential care would be applied to community based services. The actual income generated will depend on the final policy that is adopted, and may vary from the estimate in this proposal.

**EQUALITIES SCREENING**

	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups
Does the change reduce resources available to address inequality?	No	
Does the change reduce resources available to support vulnerable residents?	No	
Does the change involve direct Impact on front line services?	No	

**CHANGES TO A SERVICE**

Does the change alter who is eligible for the service?	No	
Does the change alter access to the service?	No	
Does the change involve revenue raising?	Yes	The change will bring c£1m extra revenue in client contributions. A policy will need to be adopted, which will aim to ensure the fairness of charging and ensure that ability to pay is considered. An equalities assessments will be required to inform whether the policy is adopted.
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	No	
Does the change involve local suppliers being affected?	No	
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	

**CHANGES TO STAFFING**

Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Charging for community social care services

**1b) Service area**

Adult Social Care

**1c) Service manager**

Luke Addams as the Interim Director for Adults Social Care

**1d) Name and role of the officer/s completing the analysis**

Jebin Syeda, Strategy Policy and Performance Officer / Joanne Starkie, Community Engagement Quality and Policy Manager

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The council has legal duties to meet the needs of people who are eligible for social care support. This proposal to charge aims to support the sustainability of services and managing resources in as fair and equitable way as possible.

In Tower Hamlets, our social care budgets are under significant pressure due to rising demand for services and high levels of complex needs, coupled with continued reductions in funding from central government. We are considering the introduction of a charging policy so that people who can afford to pay are charged for services that are currently provided free of charge. This would be in line with most other Councils in England who introduced charging some time ago. The new policy will enable us to generate income to contribute towards meeting the needs of vulnerable people in the community, particularly in the future as the need for social care services is predicted to rise significantly, whilst ensuring that services continue to be provided and that appropriate financial protection is available for those who need it and maximises people's personal income through benefits maximisation which fits with the Council's wider Welfare Reform agenda.

The following services are currently charged for:

- Residential and nursing care
- Residential respite care (with the exception of respite for learning disability service users, which is not currently charged for)
- The personal care provided to tenants in Extra Care Sheltered Housing
- Telecare services to tenants of sheltered housing and Extra Care Sheltered Housing
- Delivered meals (meals on wheels)
- Meals and refreshments in council run day centres, for which a flat rate is charged.

The following services, where the council has discretion to charge, are not currently charged for:

- Home care
- Day care services
- Employment support services
- Telecare outside of Sheltered and Extra Care Sheltered Housing
- Other community based support services, including preventative and "universal" services

Charging would be based on ability to pay following an assessment of clients' disposable income. We do not currently hold financial assessment information on social care users unless they receive residential care where a financial assessment would need to be undertaken to determine contribution in line with the 2014 Care Act statutory and legal framework<sup>1</sup>.

If we were to apply the residential care charging framework to users of community based services<sup>2</sup>, we estimated that this would affect 500 users, who would be required to pay a contribution to the cost of their care and an average weekly contribution would be £46.15.

As a result of further work to model the possible impact of a new charging scheme, it is estimated that the number likely to be affected is higher than originally thought. We anticipate that up to 1,400 people may be affected by this policy. Based on the average contribution of clients being charged support in extra care housing, the average weekly contribution would be lower than when first assessed at £33. This is an estimate and the final number will depend on the policy adopted and the actual income and capital of service users. If it is decided to proceed with this opportunity, we will develop a number of options and carry out further work to establish the impact of each option. These will be consulted on as part of the process before a charging policy is adopted by the Council.

It is also important to note that applying the residential care charging framework to community based services is just one of the possible options that will be considered: This proposal is about the principle of charging for community-based services, and the actual framework and thresholds to be applied will be proposed more fully at a later date.

Based on these assumptions, the additional income generated would be a maximum of £2.4m, but considering the picture in other similar boroughs, £1.2m is still considered a more realistic estimate. Additional resources of £120k per annum would be required to carry out financial assessments of service users' ability to pay.

The net saving is therefore £1.080 million. This is in line with the additional income that has been raised in other boroughs introducing similar charging policies- Hackney for example raise between £1m and £1.5m income. We estimate that the policy could be introduced from the second half of 2016-17.

Our aim is to support and promote strong communities so that people can live their lives as independently and safely as possible. Our approach is to promote independence and choice, to be fair and equitable and give service users more power and control over their lives.

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/366104/43380\\_23902777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf)

<sup>2</sup> This is broadly based on a threshold of £23,250.00

## **2b) What are the equality implications of your proposal?**

**Evidence to assess the equalities implications** It is difficult to model the cash flow implications or impact on the current users of social care, of any changes to the charging framework because to a large extent many of our services are provided free of charge. We have not had the requirement to compile financial assessments and therefore do not have any information on the level of assets or the income of these individuals. If a charging framework is put in place and we have completed financial assessments for individuals, we will be better placed to assess what the implications are and will undertake further work to consider the impact. We can use this information to review the protection of assets thresholds.

We can draw on wider research about income of local people. There is some research which gives us income levels; however there is lack of data on the asset levels of the local population. We will take a much more rounded view and consider income as well as assets of individuals through our financial assessments.

### The profile of adult social care users<sup>3</sup>

- The biggest single group of adult social care users are “White British” at 44%. This is followed by “Asian Bangladeshi” at 24%, Black African at 6% and Black Caribbean at 5%.
- The biggest single religious group of adult social care users are “Christian” at 38%. This is followed by “Muslim” at 29%.
- The majority of adult social care users are over 65 years old (58%).
- The majority of adult social care users are female (55%). 42% are male. Very little information is available on transgender service users.
- By the nature of the services being provided, it can be assumed that the vast majority of adult social care users have a disability/long term conditions.
- 29% of adult social care users are single, making this the biggest single group in terms of marital status. 22% are widowed.

### Income in Tower Hamlets<sup>4, 5</sup>:

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<sup>3</sup> November 2015 figures. This includes those in residential care and those in receipt of community based support who meet the national eligibility threshold. Figures do not include those accessing commissioned universal or preventative support services.

<sup>4</sup> SMAH – draft

<sup>5</sup> Tower Hamlets Council Corporate Briefings

[http://towernet/document\\_library/corporate\\_research/RB2013\\_12\\_PopulationkeyfactsTowerHamelts](http://towernet/document_library/corporate_research/RB2013_12_PopulationkeyfactsTowerHamelts)

The median annual household income in Tower Hamlets in 2013 was £30,805. Compared to the other Olympic boroughs, the household income in Tower Hamlets is comparably higher. The lowest household income (median) in London is concentrated in the East London Boroughs Barking & Dagenham (£25,833), Newham (£26,364) and Hackney (£28,293).

The median household income by ward ranges from £25,397 per year in St Dunstan's and Stepney Green to £47,426 per week in St Katherine's and Wapping<sup>6</sup>

Data from the Housing Needs Survey 2014 demonstrates how income varies by ethnic groups and age: Residents of a White British ethnic background are more likely to have high (£60,000+) levels of income whilst the lowest levels of income (under £15,000) are found in the Black and Asian ethnic groups. However 'All Older' households have the lowest levels of incomes across groups with almost 70% having incomes of less than £10,000.

#### Assets in Tower Hamlets

40% of houses in Tower Hamlets are socially rented, a third (33%) are privately rented and 27% are owner-occupied<sup>7</sup>. The borough has high rental figures compared to the rest of the UK.

As previously noted, there is lack of data on the asset levels of local population. However, research indicates that over 50% of 'All Older' households own their home either outright or on a mortgage. Over 40% are renting in the social sector while only c.2% rent in the Private Rented Sector. Given that income levels for older people are low but home ownership rates are relatively high, many of this group can be described as 'equity rich but cash poor'. Income and assets will need to be explored in greater detail as part of any future development of a full policy.

#### Cost and use of services

Residential / nursing care and home care represent the two biggest areas of expenditure in adult social care. The former accounted for approximately 30% of expenditure in 2014/15 whilst the latter accounted for approximately 18%. Day care accounted for approximately 9% of expenditure, representing the third biggest area of spend on support services.

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<sup>6</sup> July 2015 JSNA Summary Document

<sup>7</sup> 2011 Census

### Service users who receive free community-based support services

- Homecare: 2438 adult social care users received home care in 2014-15. In line with the profile of all adult social care users, the biggest groups are: Older (68.5% aged 65 or over), female (59%), White British (43.5%) followed by Asian Bangladeshi (27%) and Christian (38%) followed by Muslim (31%). 25% are widowed. By the nature of the service, it can be assumed that the vast majority have a disability/long term condition. Of these, 12% have a learning disability and 5.5% have mental health issues.
- Day care: 772 adult social care users used day care services in 2014-15. The profile is different to the overall profile of adult social care users in terms of age, ethnicity and religion or belief. The biggest groups are: Younger (58% aged 18 to 64), female (53%), Asian Bangladeshi (38%) followed by White British (33%) and Muslim (41%) followed by Christian (36%). 40% are single. By the nature of the service, it can be assumed that the vast majority have a disability/long term condition. Of these, there is a higher prevalence of adults with a learning disability (44%) or mental health issue (10%).
- Other free community-based support services: There are a range of other community-based support services. These include information and advice, LinkAge Plus Centres for older people and support to adults with a disability to find employment. Some of these services are provided directly by the local authority, whilst others are commissioned. The “profile” of users will vary from service to service. However, by the nature of the support being provided, it can be assumed that the majority have a disability/long term condition.

### Service users who make some financial contribution towards the cost of their care

The biggest service area where adult social care users are making some contribution towards the cost of care is residential care. Of this cohort, the majority are older (306 are aged 65 or over), male (265), White British (316) followed by Asian Bangladeshi (38) and Christian (254) followed by Muslim (47). By the nature of the service, it can be assumed that the vast majority have a disability/long term condition.

### Service users who pay the full cost of residential care

23 adult social care users were paying the full cost of residential care as at March 2015. 19 are aged 65 years or over, whilst the ages of four more had not been recorded. 15 were female and four were male. Eight were of a “Christian” religion or belief, though the religion or belief of 14 others had not been recorded.

### The most expensive social care packages



We currently have 61 service users with care packages between £100,340 and £201,594 per year each, in both residential and community settings (our most expensive care packages are spread evenly across a range of services). Of these:

- 51 are aged 18 to 64 years old – this is younger than the average “profile” of an adult social care user
- 38 are male – this is different to the average “profile” of an adult social care user
- 30 are Christian and 17 are Muslim. This broadly follows the profile of all adult social care users.
- 28 are of a “White British” ethnic background and 18 are of a “Bangladeshi” ethnic background. This broadly follows the profile of all adult social care users.

We do not have the information on the income and asset levels of the people who are receiving the most expensive community-based packages therefore it is not possible to say what the impact would be and which community groups would be impacted on if a threshold for contribution was applied.

#### The ability of adult social care users to deal with financial matters

In response to the question “do you usually deal with finances and paperwork by yourself?”, 58% of adult social care users report not being able to do this<sup>8</sup>. 20.5% say they can do this with help, and the remaining 21.5% say they can do this easily by themselves. The proportion of people reporting being unable to deal with finance and paperwork drops to 55% for homecare users, but rises significantly for respondents using day care, respondents with a learning disability and respondents of a Bangladeshi ethnic background (71.5%, 77% and 78% respectively). Collectively, this suggests that the majority of adult social care users would need advice and support in order to make and manage a financial contribution towards the cost of their care.

#### Resident feedback on charging for adult social care

Feedback from residents, adult social care users and carers has been mixed<sup>9</sup>: A number of people feel that this proposal is a positive move which will be fairer by ensuring that those who can afford to pay, do so. Respondents suggest that the income this generates could be positive for adult social care services given the savings that have to be made. Most respondents were keen to stress that those on low incomes should not have their income lowered further, and a few felt that services should be free to all.

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<sup>8</sup> February 2015, Annual Adult Social Care Survey in Tower Hamlets. Sent to approximately 3,500 service users with an average response rate of approximately 30%

<sup>9</sup> Online feedback, meeting with Local Voices October 2015, meeting with “Have Your Say” October 2015, meeting with Carer Forum October 2015 and meeting with older people at Appian Court October 2015. 59 meeting attendees in total.

The specific concerns that were raised through consultation were as follows:

- A concern that those in need of help may be “put off” from approaching adult social care for fear that they will have to pay. Clear and careful communication could help mitigate against this risk.
- A concern that those receiving help may feel like they have to reduce the support they receive or not accept further help in order to protect their assets or savings. Clear and careful communication could help mitigate against this risk.
- A concern that the most vulnerable may have difficulties in budgeting. Support would need to be considered in respect to this.
- A concern that the most vulnerable may not be assertive enough to appeal against financial decisions they disagree with. Support would need to be considered in respect to this.

#### Equality Impact Assessment – Approach

This proposal introduces the principle of charging for community-based services. This Equality Impact Assessment focuses on home care and day care as the two most commonly used community-based support services. More detail is in the next section.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Possibly Adverse	The principle of charging for community-based support services may have a disproportionate impact on White British service users (homecare) and Bangladeshi service users (day care) as the biggest single users of each service.  A proportion of these groups may have less income or less in assets if the principle of charging is introduced. However, the actual number of people affected will depend on the threshold and charging framework that is developed and agreed. The potential impact can be minimised by ensuring that only those who can afford to pay, do so.

Disability	Possibly Adverse	<p>The principle of charging for community-based support services may have a disproportionate impact on residents with a disability due to the nature of the services being provided. Whilst adult social care users with a physical disability make up the majority of service users in home care and day care, it should be noted that proportionately more service users with a mental health issue or learning disability use day care as opposed to home care.</p> <p>A proportion of adult social care users may have less income or less in assets if the principle of charging is introduced. However, the actual number of people affected will depend on the threshold and charging framework that is developed and agreed. The potential impact can be minimised by ensuring that only those who can afford to pay, do so.</p> <p>It should also be noted that people with a learning disability are not currently charged for respite care whereas other adults with a learning disability are: Any change in this area may have an impact on adults with a learning disability and their carers.</p> <p>Feedback arising from consultation on this proposal highlights the need to ensure that vulnerable people are not “put off” from seeking help or requesting further support for fear of losing income. Clear and careful communication can help mitigate against this risk. The introduction of a charging framework is likely to result in financial assessments and administration structures. Feedback from service users also makes it clear that the majority of service users need support to manage finance and paperwork. Support in this area will help alleviate the risk of stress or financial difficulty arising from financial mismanagement.</p>
Gender	Possibly Adverse	<p>The principle of charging for community-based support services may have a disproportionate impact on women as the biggest single users of home care and day care.</p> <p>A proportion of women may have less income or less in assets if the principle of charging is introduced. However, the actual number of people affected will depend on the threshold and charging framework that is developed and agreed. The potential impact can be minimised by ensuring that only those who can afford to pay, do so.</p>

Gender Reassignment	Neutral	<p>Inconclusive impact: We do not hold enough information on this group to be able to make a judgement. However, there is nothing from the detail of the proposal that suggests a disproportionately negative impact on transgender men and women.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Sexual Orientation	Neutral	<p>Inconclusive impact: We do not hold enough information on this group to be able to make a judgement. However, there is nothing from the detail of the proposal that suggests a disproportionately negative impact on lesbian, gay or bisexual residents.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Religion or Belief	Possibly Adverse	<p>The principle of charging for community-based support services may have a disproportionate impact on Christian service users (homecare) and Muslim service users (day care) as the biggest single users of each service.</p> <p>A proportion of these groups may have less income or less in assets if the principle of charging is introduced. However, the actual number of people affected will depend on the threshold and charging framework that is developed and agreed. The potential impact can be minimised by ensuring that only those who can afford to pay, do so.</p>
Age	Possibly Adverse	<p>The principle of charging for community-based support services may have a disproportionate impact on older service users aged 65 or over (homecare) and adults aged 18 to 64 years old (day care) as the biggest single users of each service.</p> <p>A proportion of these groups may have less income or less in assets if the principle of charging is introduced. However, the actual number of people affected will depend on the threshold and charging framework that is developed and agreed. The potential impact can be minimised by ensuring that only those who can afford to</p>

		pay, do so. It should be noted that research indicates that older people are more likely to be “equity rich, but cash poor”.
Socio-economic	Possibly Positive	The principle of charging for community-based support services could actively benefit those on low incomes because of the income maximisation through the financial assessment process. However, a full judgement cannot be made until details of the charging framework are proposed: A high threshold, for example, will not affect people on low incomes as they will not be charged. A more details Equality Analysis will be carried out when the details of the Charging Framework are developed.
Marriage and Civil Partnerships.	Possibly Adverse	<p>The principle of charging for community-based support services could actively benefit this group because of the income maximisation through the financial assessment process.</p> <p>A proportion of these groups may have less income or less in assets if the principle of charging is introduced. However, the actual number of people affected will depend on the threshold and charging framework that is developed and agreed. The potential impact can be minimised by ensuring that only those who can afford to pay, do so.</p>
Pregnancy and Maternity	Neutral	Inconclusive impact: We do not hold enough information on this group to be able to make a judgement. However, there is nothing from the detail of the proposal that suggests a disproportionately negative impact on residents who are pregnant or on maternity leave. Furthermore, the age profile of home care users suggests the majority of users of this group are not pregnant or on maternity leave.
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<p><b>Income and asset levels</b></p> <p>The asset levels of a number of adult social care users in need of community-based support services may go up or down if charging is introduced.</p>	<p>Further consultation and analysis will be carried out on what the Charging Framework will look like. This consultation and analysis can ensure that only those who can afford to pay do so. Whilst this group may experience a reduction in disposable income, this reduction will be affordable.</p>
<p><b>Seeking help</b></p> <p>Adults with a disability or long term condition may be reluctant to ask for help for fear of losing assets or income.</p>	<p>Clear and effective communication on the Charging Framework when it is developed will need to provide reassurance and ensure current and future service users understand how charging works.</p>
<p><b>Managing finances</b></p> <p>Service users may have difficulties in engaging in the financial assessment process</p>	<p>Information and paperwork related to the Charging Framework will need to be clear and easy to understand. Support to complete this will be developed in tandem with the Charging Framework in addition to having the option to be signposted to independent financial advice.</p>

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

## Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

Six months after implementation.



<b>OPP TITLE:</b>	<b>Sharing Services with NHS Partners</b>							
<b>DIR:</b>	<b>Adult Services</b>					<b>REF: ADU007</b>		
<b>SERVICE:</b>	<b>Commissioning and Health</b>					<b>LEAD OFFICER: Karen Sugars</b>		
<b>TEAM:</b>						<b>THEMES:</b>		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 8,540	£ 800	£ -	£ -	£ 800		No	Yes
FTE Reductions	174	8	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The council is committed to integrating services better with the NHS, to make services more joined up for people who use them, and ensure value for money. The council is due to undertake a commissioning review alongside the NHS in the next 6 months. This proposal estimates savings can be achieved as part of the review through reducing duplication by setting joint outcomes and commissioning services together, as well as sharing posts with the NHS.</p> <p>The council currently spends £8.540m on staffing across a range of functions identified within the scope of the commissioning review. These are:</p> <ul style="list-style-type: none"> <li>• Access to Resources Team who broker support packages for vulnerable people and monitor contracts (£1,082,231)</li> <li>• Commissioning strategy (senior management costs £791,578)</li> <li>• Strategic commissioning of homecare, day care, residential and preventive services (£474,761)</li> <li>• Vulnerable Adults Commissioning for floating tenancy support and accommodation options (£662,820) and Public Health (£2,356,696)</li> </ul> <p>At this stage the level of saving is yet to be determined, but we estimate that a saving of £800k should be achievable as follows:</p> <ul style="list-style-type: none"> <li>• Joint commissioning activities and shared posts to reduce our commissioning staff cost</li> <li>• Review the senior staffing structure to integrate commissioning across social care and the CCG under one post to further the integration agenda whilst achieving a saving in senior management posts</li> <li>• Recommission specific integrated service models with the CCG in relation to: <ul style="list-style-type: none"> <li>o Mental Health Area Teams (staffing costs of £1,915,086)</li> <li>o Learning Disability (staffing costs of £887,608)</li> <li>o Sensory Sight and Hearing Service (£368,815)</li> </ul> </li> </ul> <p>The overall saving is approximately 7% of total staffing costs in affected service areas.</p> <p>The reduction in staffing will be achieved through vacancy deletion or support for any remaining staff to gain on-going employment with the council through the redeployment process.</p>								
<b>IMPLICATIONS</b>								
<b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b>								
This savings proposal is an estimate as set out above. The actual level of savings generated will depend on the outcome of activity to identify and implement shared services.								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	Yes	Depending on the outcome of the review, the service and support provided through the sensory sight and hearing team could be integrated with other long term social care provision or NHS services. Eligible service users will continue to receive support, but this may not be from a separate specialist team.						
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							

Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	Yes	In seeking better integrated arrangements there is potential to negotiate who delivers these functions, but this is to be determined
Does the change involve local suppliers being affected?	Yes	Our partnership arrangements with East London Foundation Trust (Mental Health) and Barts Health (Learning Disability) will need to be redefined and a new arrangement will need to be negotiated for sight and hearing
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	Yes	The proposal seeks to potentially reduce the relevant staffing establishment by up to 8FTE, some of whom are front line. The aim is to secure this via any current vacancies
Does the change involve a redesign of the roles of staff?	No	

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Sharing services with NHS partners

### **1b) Service area**

Adult Services, Commissioning and Health

### **1c) Service manager**

Karen Sugars – Lead Officer

Cath Scholefield – Head of Adult Social Care

### **1d) Name and role of the officer/s completing the analysis**

Jamal Uddin, Strategy Policy & Performance Officer

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

This is a high level proposal and outlines potential savings of £800,000 as part of a Commissioning Review. In Tower Hamlets, we currently spend £8,540m on staff across a range of functions identified within the scope of the commissioning review and these are: Access to Resources Team who broker support packages for vulnerable people and monitor contracts (£1,082,231); Commissioning Strategy (senior management costs £791,578); Strategic Commissioning of Home Care, Day Care, Residential and preventative services (£474,761); Vulnerable Adults Commissioning for floating tenancy support and accommodation options (£662,820) and Public Health (£2,356,696)

This proposal will consider further integrated opportunities within the Local Authority and commissioning functions by way of a review of joint commissioning arrangements and activity namely with Public Health and Tower Hamlets Clinical Commissioning Group (CCG) to:

- Reduce duplication and achieve better value for money through setting joint outcomes and commissioning services together with NHS partners. It is proposed that £400,000 can be saved using this approach.
- Review staffing resources to identify opportunities for joint posts with NHS partners. It is proposed that £250,000 can be saved using this approach.
- Re-commission the Sensory Sight and Hearing Service (£368,815) as an integrated service model with Adults Social Care and CCG. It is proposed that £150,000 can be saved using this approach.

### 2b) What are the equality implications of your proposal?

This proposal will consider further integrated opportunities within the Local Authority and commissioning functions by way of a review of current commissioning arrangements and activities. It is not intended to cut services but rather to redesign more effective pathways as part of a wider integration of services.

The proposal will include reviewing of contracts to identify duplication and enhance joint contracting arrangements with Public

Health and Tower Hamlets CCG in order to achieve longer term efficiency. Any new contractual arrangements should not result in any loss of quality for service users. It is likely that this proposal will help strengthen contract monitoring between Local Authority and commissioned functions as provision will need to be in compliance with jointly agreed quality standards. Social care and health provision has been a matter of media scrutiny due to poor standards of care and abuse nationally. The new integrated models of care will offer levels of staff training, supervision and safeguarding in accordance with Care Act 2014 and commitment to good practice for both working conditions and customer care. This will be accomplished by investing the collective funds in a more outcome focused way for service users and negotiating better value for money through contractual arrangements.

It is likely that joint posts will be realised as a result of joint commissioning arrangements across senior management structures of the Local Authority including Public Health and Tower Hamlets CCG. This will improve co-ordinated commissioning activity across health and social care provision as part of the wider integration agenda.

There is further opportunity to mainstream the service and support provided through the Sight and Hearing service, which provide specialist help to adults who are deaf, blind, who has a hearing, and visual or dual sensory loss. Because of the nature of the service, any changes will impact mainly on disabled people. In 2014/15, 262 adults contacted this service of which 52% were 65 years or over. Any changes to this service, are likely to disproportionately affect older people in Tower Hamlets. However, this proposal will not alter who is eligible for services and all service users will continue to receive services based on needs assessment as set out in the Adult Social Care Practice Framework which reflects requirements of the Care Act. Depending on the outcome of the commissioning review, further consultation with Sight and Hearing Service users will be planned to ensure service continues to meet the needs of the user. It is likely that in the longer term the wide range of services provided by this team (i.e. social care work, general information and guidance, vision rehabilitation and equipment training) will be better coordinated to the needs of the service user as a direct result of the Local Authority and NHS partners working better together to offer person centred care. The impact will therefore be positive.

Service users will continue to have the option to take a cash personal budget to meet their care needs and will be supported to make these decisions to ensure they are able to maintain their independence.

This proposal was discussed at the meeting with older people on 3<sup>rd</sup> November 2015. Attendees were keen to see better working between NHS and Social Care services. There are good examples of integrated care in the community and some felt that if by more joined up services meant better services then on the whole then people support the idea. However, there were concerns that

in the short term there is a huge cost associated to change and it disrupts service for service users.

Further consultation will be carried out on this proposal as it moves forward, including specific focus groups with users of the Sight and Hearing service.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Positive	<p>The parts of this proposal relating to support for commissioning functions are unlikely to have any direct impact on service users.</p> <p>The largest group of Sight and Hearing Service users who contacted the team in 2014/15 are white (48%). This is an over-representation of 2011 census data which shows the white population of the borough is 34%, which is likely to be due to the age profile of older residents: The majority (58%) of adult social care users are aged 65 or over, and there is a higher proportion of “white” residents in this age group (for example, 33% of the White British population are aged 60 or over). Any proposal that affects this service will therefore have a disproportionate effect on white residents. However as the proposal is to achieve savings by integrating the service with the NHS, so that more care can be delivered from the same point, the impact of the proposal is likely to be positive. The proposal will not affect eligibility for services as support needs will continue to be met based on the Care Act eligibility criteria.</p>
Disability	Positive	<p>The parts of this proposal relating to support for commissioning functions are unlikely to have any direct impact on service users.</p> <p>In relation to the Sight and Hearing Service- by the very nature of the service, people with a disability will be disproportionately affected by the proposal. In 2014/15, 37 adults attended low vision clinics (vision rehabilitation). There was one session per month in that year and on average three people attended each session. Around 32% of service users accessing low vision clinics in that year are registered blind and are amongst the most vulnerable in the community.</p>

		<p>The review of services will take into consideration service users' ability to access services in the community. It is not intended to cut services but rather to redesign more effective pathways to suit the needs of the user. As the proposal in principle is about the Local Authority and NHS partners working better together, we expect the outcome of the review will have a positive impact on service users in the longer term.</p> <p>In addition, any changes to services will also need to be communicated sensitively given that the recipient of these services may have difficulties with mainstream communication mechanisms.</p> <p>The proposal will not affect eligibility for support.</p>
Gender	Positive	<p>The parts of this proposal relating to support for commissioning functions are unlikely to have any direct impact on service users.</p> <p>The Sight and Hearing Service has a higher proportion of female service users (55%), so any change in the service will affect women disproportionately by the proposal. However, it is expected that the proposal will have a positive impact on this targeted group as support needs will continue to be met based on the Care Act eligibility criteria, but in closer partnership with the NHS in a more streamlined and user focussed way.</p>
Gender Reassignment	Neutral	<p>Gender reassignment data is not recorded for the majority of service users. The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p> <p>The proposal will not have an adverse impact on this protected group as support needs will continue to be met based on the Care Act eligibility criteria. In addition, the Local Authority with its partners will focus on providing service users with a person centred approach to their care needs.</p>



Sexual Orientation	Neutral	<p>Sexuality data is not recorded for the majority of service users. The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p> <p>This proposal will not have an adverse impact on users of any sexual orientation as support needs will continue to be met based on the Care Act eligibility criteria.</p>
Religion or Belief	Neutral	<p>The parts of this proposal relating to support for commissioning functions are unlikely to have any direct impact on service users.</p> <p>The majority of users are of the Christian faith (35%) followed by Islam (25%). The Sight and Hearing Service provide specialist clinics in community settings which are able to accommodate people of different faiths and beliefs. The outcome of the review and any contractual arrangements will maintain peoples' desire to observe their faiths and accommodate this as part of the strategy to offer person centred care i.e. offering halal and Kosher food, offering space for prayers etc.</p>
Age	Positive	<p>The parts of this proposal relating to support for commissioning functions are unlikely to have any direct impact on service users.</p> <p>In relation to the Sight and Hearing Service, this proposal will disproportionately affect elderly people as 52% of Sight and Hearing service users are 65 years and over, of which almost half (47%) are 85 years or over. However, it is expected that the proposal will have a positive impact on this targeted group as support needs will continue to be met based on the Care Act eligibility criteria, but in closer partnership with the NHS in a more streamlined and user focussed way.</p> <p>As noted under the disability section - the review of services will need to take into consideration service users' ability to access services in the community. It is not intended to cut services but rather to redesign more effective pathways to suit the needs of the user.</p>

		<p>Any transitional change will need to be managed sensitively to ensure support needs of this group is not disrupted. Service users will continue to have the option to take a cash personal budget to meet their care needs and will be supported to make these decisions to ensure they are able to maintain their independence.</p> <p>As the proposal in principle is about the Local Authority and NHS partners working better together to meet the support and care needs of its service users, we expect the outcome of the review will have a positive impact on service users in the longer term.</p>
Marriage and Civil Partnerships.	Neutral	The highest proportion of users accessing the Sight and Hearing Service declared their marriage status as 'single' (24%) as in unmarried or not in a stable relationship followed by 'married' (22%). It is expected that there will no impact on this group as support needs will continue to be met based on the Care Act eligibility criteria and person centred care will be offered to all.
Pregnancy and Maternity	Neutral	This information is not available, but as the majority of adults whom contacted (52%) the Sight and Hearing Service in 2014/15 are elderly (65+) we expect there will be no impact on this group. This is further supported by data showing 86% of users, who accessed the low vision clinics in the same period, are over 50 years old.
Other		Not applicable

## Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<p>Current service users and their carers of the Sight and Hearing Service may see the change as a cut in service rather than a change in how the service is accessed</p>	<p>The commissioning review will need to maintain a person centred approach to service delivery. It is recommended that service users are consulted in the process once the details of the commissioning review is available, and handover period is managed for any proposed transition, taking into account the sensitive nature of the service and the associated risks involved.</p> <p>It will be important to involve the Sight and Hearing team and their service users in the process, to ensure that any new, integrated service model effectively meets the needs of service users. It may be that changes are needed to support plans if users decide they would prefer to take personal budgets. This process may be managed independently, or may require brokerage or advocacy to ensure that the rights of vulnerable individuals are explored, and they are fully involved in the decision making process.</p> <p>It is not intended to cut services but rather to redesign more effective pathways to suit the needs of the user. As the proposal in principle is about the Local Authority and NHS partners working better together, the expectation is the outcome of the review will have a positive impact on service users in the longer term.</p>

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

### **Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

As part of the monitoring of commissioned services, service user profile information should continue to be collected and analysed to ensure that services are developed in line with identified needs.

It is recommended that further consultation is undertaken with service users 6 months after new operating models have been put in place to collect feedback and review levels of satisfaction with new service models and contract arrangements.

<b>OPP TITLE:</b>	<b>Improving focus on reablement for social care users</b>							
<b>DIR:</b>	Adult Services					REF: ADU008		
<b>SERVICE:</b>	Social Reablement					LEAD OFFICER: Cath Scholefield		
<b>TEAM:</b>	NA					<b>THEMES:</b>		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
A42	£ 23,225	£ 800	£ -	£ -	£ 800	Yes	No	Yes
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The Reablement Service provides intensive support for up to six weeks which aims to ensure that people are able to live independently following events which have caused them to need support - for example an accident or hospital operation.</p> <p>Independence planning and service delivery may include the prescription or provision of disability related equipment and/or minor adaptations. Evidence suggests that maximising reablement opportunities immediately after a crisis or period of deterioration increases the likelihood of the person regaining their independence and so reduces their need for ongoing statutory support in line with the Care Act 2014.</p> <p>Reablement therefore enables service users to recover more quickly and remain living independently, while reducing reliance on more expensive social care or health services.</p> <p>The council currently spends £23.225m on care packages for older people. There were 962 older people who were referred to Reablement Services in 2014-15.</p> <p>One element of reablement relates to supporting people and their formal/informal carers to move from care requiring two people because of the complexity of need and/ or requirement to move the service user from place to place (double handed care), to care requiring one person (single handed care) once their situation has stabilised. The aim is to review 50 double handed care packages to update the moving and handling practices of formal and informal carers and support this with appropriate assistive technology.</p> <p>Evidence from other councils indicates that the benefits of this approach include service users' increased confidence in the carers' ability, increased feelings of safety and wellbeing, improved practice of home care providers and reduced statutory support from the council.</p> <p>This will require investment in support for staff and providers to change their practice, as well as additional equipment for service users.</p>								
<b>IMPLICATIONS</b>								
<b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b>								
The proposed saving is an estimate based on experience in other councils. It is a conservative estimate at 3.5% of the relevant care package commissioning budget. However the actual savings delivered will depend on our ability to meet individual care needs in a more effective and efficient way and therefore may vary from the estimate in this proposal.								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	Yes	The proposal will reduce the budget by ensuring that people's needs are met more effectively and with greater dignity and respect. Therefore we do not anticipate any adverse impact, but a full equalities assessment will be required to establish this.						
Does the change reduce resources available to support vulnerable residents?	Yes	As above						
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							

Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	No	
Does the change involve local suppliers being affected?	Yes	Local contracted home care providers will need to comply with revised moving and handling practice and enable staff to attend associated training
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	Yes	There will be training to support revised standards and practice

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Improving focus on Reablement for social care users

**1b) Service area**

Adult Social Care

**1c) Service manager**

Cath Scholefield, Interim Service Head - Adult Social Care, Adults' Services Directorate

**1d) Name and role of the officer/s completing the analysis**

Nasim Patel, Strategy, Policy and Performance Officer,

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The 2016/17 savings attached to this proposal amount to £800,000. This is from a baseline budget of £23,225,000.

In light of the reduced central government funding of local government the Reablement Service is looking at how it can achieve savings of £800,000 through a re-focusing of the service. An element of the savings proposal will be achieved through improved business processes and the use of the Adults Social Care Practice Framework when assessing people for Reablement services and supporting them to maximise their independence.

£23.225 million is currently spent by the Council on care packages for older people. 855 Older People were referred to Reablement Service in 2014-15. It is proposed that an element of the savings proposal will be achieved through a review of 50 'double handed/two carer' care packages by reassessing people's needs; updating the moving and handling practice of formal and informal carers; and to support this with appropriate use of assistive technology.

#### Detailed Overview

The Reablement Service provides intensive support for up to six weeks which aims to ensure that people are able to live independently following events which have caused them to need support- for example, an accident or hospital admission. Independence planning and service delivery may include the prescription or provision of disability related equipment and/or minor adaptations. Evidence suggests that maximising reablement opportunities immediately after a crisis or period of deterioration increases the likelihood of the person regaining their independence and reducing their need for ongoing statutory support in line with the Care Act 2014. The framework is being rolled out through new business processes, a comprehensive package of training and support for staff, and information for service users.

Reablement is about:

- supporting people to regain their skills, confidence and independence;
- enabling people to set and achieve their own goals so they can have choice and control in their daily lives;
- working with service users and their carers rather than for them; and



- focussing on strengths and aspirations and solutions to perceived difficulties.

The Reablement service was introduced in 2009 for patients discharged from hospital who were either new to homecare or who needed an increase their existing care package; and for service users based in the community. The service utilises its strong existing links with District Nurses, Occupational Therapists and other relevant health and social care professionals to deliver the service successfully.

The council currently spends £23.225m on care packages support for older people. 855 people were referred to Reablement Services in 2014-15. There are 480 informal carers recorded.

An element of Reablement relates to supporting people and their formal/informal carers to regain their skills and confidence in their own home following a change in their circumstances such as a period of hospitalisation. LBTH's new Adult Social Care Practice Framework has been implemented by social work /social care practitioners since April 2015, in response to the Care Act 2014. The framework is being implemented through new business processes, a comprehensive package of training and support for staff, and information for service users.

A second element of this proposal seeks to support service users to move from the need for two carer care packages to one carer, once their situation has stabilised and a review of their care needs has been carried out. The aim is:

- a) to review 50 'double handed' care packages;
- b) to update the moving and handling practice of formal and informal carers; and
- c) to support this with appropriate assistive technology e.g. hoists, slings, slide sheets.

Evidence from a number of other Local Authorities indicates that the benefits of this approach include service users' increased confidence in the carers' ability; increased feelings of safety and wellbeing; improved practice of home care providers and reduced statutory support from the council. This will require some investment in support for staff and providers to change their practice, and may require the provision of additional or alternative equipment for service users.

## **2b) What are the equality implications of your proposal?**

**All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached**

**(Appendix A).**

**Please go back to each of the test of relevance questions and *using evidence* please provide a more detailed analysis of the equality impact of your proposal.**

This proposal seeks to enable service users to live independently with no support or minimal support from statutory services after intensive Reablement intervention. This can result in greater independence, enabling people to maintain personal dignity and delaying or avoiding the need for more intrusive support or even residential care.

Secondly this proposal aims to review approximately 50 'double handed/ two carer' care packages that are high cost and to maximise the service user's independence by:

a) introducing 'one carer' package following assessment and supporting informal carers by assessing for appropriate equipment e.g. hoists, and other equipment through the Occupational Therapy Service, and

b) increased use of assistive technology (AT) where applicable. AT can help disabled people to live more independently at home and manage risks by providing them with devices that raise alarms in case of falls, for instance. These devices can include:

- door entry intercom and access;
- loud speaking hands free telephone;
- TV, DVD and other media devices; and
- lighting and 'plug-in' electrical appliances.

Through these devices, the need for a carer to check on the person frequently or stay with them for long periods of time can be removed. This is likely to delay and reduce the numbers of people needing residential care. The proposal is to mainstream the use of Assistive Technology Services which will result in the greater use of technology to assist vulnerable adults to live independently. The intention is to provide service users and their carers with increased choices and flexibility. Each review or reassessment of needs will be undertaken on an individual basis, with the needs identified particular to that service user. There will be no blanket withdrawal of double – handed carer support.

This proposal aims to reduce costs by providing care in a more person centred and independence focussed way. It is anticipated

that this will enable more people to stay at home, maintain their independence and, where appropriate, be cared for by one individual who, in the case of informal carers, may be a family member or friend. This is likely to be advantageous as it will allow service users to maintain a greater level of personal dignity. The assessment of support needs will need to ensure that any risks to either the service user or carer are effectively managed in order to avoid any adverse impact.

Given the nature of services provided, and the profile of social care service users, this proposal is likely to disproportionately affect disabled and over 65 year old residents, however, as stated above, the impact is likely to be positive as long as risks are effectively managed.

### **Feedback from Consultation Roadshows**

#### Feedback from Service Users at the learning disability 'Have Your Say' group on 19<sup>th</sup> October 2015 about the proposal:

At the meeting, service users provided general feedback about Reablement, the benefits and negatives about the proposal.

- Reablement should be reviewed to make sure it is relevant – if they need more help, they should get more, if need they less help, they should get less;
- Depending on need, some may benefit. Needs should be based on the individual on a case by case basis;
- It's a good idea to use equipment and assistive technology in a more efficient way to help with care;
- Concern about what happens if someone has a fall – can one person pick them up on their own?
- Need to assure people that one person on their own can meet all needs just as well as two people could. Do not want any decrease in quality of service
- Carers need to receive training in practical skills e.g. cooking rather just 'Moving and Handling'
- Carers need to receive training in Medication management

#### Feedback from Older People at Appian Court Consultation on Tuesday 3<sup>rd</sup> November 2015

- Concerned that if somebody is assessed as needing 2 carers their health and wellbeing may be put at risk if they are moved to single handed care
  - o It was said that there is no legal requirement for 2 carers and assistive technology, appropriate equipment and relevant training can give users more independence
- Worried that moving from double handed to single handed care will mean it will take service users longer to carry out daily activities
  - o Short term costs may be high i.e. training costs associated to equipment

### Feedback from Local Voices Forum on Friday 30<sup>th</sup> October 2015

- The group questioned the need for two people in every case – In some instances it may be a waste of resource.
- One individual questioned the need for 2 people based on their own recent personal experience. Felt that one person would have been ok and that the idea of one person coming into your family life is much less invasive and personable. It seemed like both carers were competent enough to do the job on their own.
- Idea of working more flexibly – somebody who can go from case to case where needed to assist rather than having cases with multiple workers assigned to every visit.
- One individual questioned the quality of the assessment and the quality of the support that is put in with regards to people knowing how to safely move and handle people.
- The issue of time around carer visits was raised as a concern. The group agreed that carers need to be more flexible. With regards to proposal of moving from single handed to double handed care, the group would be ok as long as one carer can provide a full service on their own in the time allocated for the visit. If time overruns carers should be allowed to be flexible enough to work around this.
- The group raised concerns that the quality of care might suffer in some cases if it was reduced from double handed to single handed.

In summary, people agreed that this was a viable proposal. They would like to make sure that risks are mitigated properly, i.e. competency of reablement worker/carers/social workers, time of care visits. And that if someone is assessed as definitely needing double handed care than they should still receive it. However if the job can be competently performed by one person, with the aid of appropriate technology and equipment than they would have no problem with this happening.

### Informal Carers

A carer is defined as 'someone who spends a significant proportion of their time providing unpaid support to a family member, partner or friend, who is ill, disabled or has mental health or substance misuse'. (Definition provided by the Carers Forum). Some of the types of support that someone might need from a carer include:

- moving around the house
- washing and dressing
- eating and preparing meals

- shopping for groceries
- making telephone calls or filling in forms
- managing money, such as paying bills
- taking medicines
- attending appointments
- work around the house and garden
- Having someone to talk to.

Some people may need 24-hour care and cannot be left alone; others might be independent but need emotional support during times of crisis. The Council has published its 'Plan for Carers 2015-16 for Adult Social Care'. This Plan sets out how adult social care will support carers between 2015 and 2016 in partnership with the Tower Hamlets Clinical Commissioning Group, Third Sector providers and others. This Plan sets out how we will meet the requirements of the 2014 Care Act.<sup>1</sup> The Carers Centre will support carers to provide an initial self-directed assessment element. The plan states that carer's assessments will be carried out by all adult social care assessment teams using the new Adult Social Care Practice Framework. The Care Act and the introduction of the Better Care Fund provide for significant new opportunities to improve the integration of health and social care support which is seamless.

This improved support for carers will help to mitigate against any increased risk to this group that result from this proposal. Data shows there are 480 informal carers.

#### Health conditions - Physical Disability

- The data shows that 2,952 service users received social care services for help with physical support during 2014-15.
  - Out this cohort of service users: 535 service users received support related to mobility and access and 2417 service numbers receive personal care support due to physical disability

#### High cost care packages

The data below shows high cost annual care packages that cost £50+. Overall, 57 service users receive high cost 'physical support', out of which 17 service users receive homecare. We can assume that these are 'two carer' packages.

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<sup>1</sup> [http://www.towerhamlets.gov.uk/ignl/health\\_\\_social\\_care/carers/adult\\_carers.aspx](http://www.towerhamlets.gov.uk/ignl/health__social_care/carers/adult_carers.aspx)

PSR	Count	%	Home Care	Residential or Nursing	Supported and Other	Day Care	Direct Payment
Learning Disability Support	153	66%	30	107	30	63	19
Mental Health Support	13	6%	0	13	0	0	0
Physical Support	57	25%	17	21	11	2	23
Sensory Support	2	1%	0	2	0	0	0
Social Support	2	1%	1	2	0	0	0
Support with Memory and Cognition	3	1%	1	2	1	0	0
Children's Need Code	2	1%	0	1	0	0	1
Grand Total	232	100%	49	148	42	65	43

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Positive	<p><b>Service Users</b></p> <p>Data shows that service users in receipt of Reablement are mostly from White British background at 45% (386 service users). This is followed by people of a Bangladeshi background at 24% (209 Service users). Analysis of the 2011 census data, shows that White British residents comprise 31% of the borough’s population, the fifth lowest proportion of White British residents in England. This ethnic group is therefore disproportionately high in the group of service users that will be affected by this proposal, but this also reflects that the older population has proportionately more White British residents.</p> <p>There is likely to be no adverse impact on individuals to meet the assessed need as support will be agreed with service users and their carers to meet the well-being of both. Social work practice will continue to take into account provision of culturally appropriate carers, and assessment of the service user’s needs and environment. The new approach is likely to result in an increase of carers’ assessments and the support provided to them to enable them to continue to care for their relative or loved one.</p> <p>Some people may prefer equipment rather than a carer to help them maintain their personal dignity. It is not expected that the proposals will adversely affect any ethnicity groups as support needs will continue to be met in line with the Care Act’s eligibility criteria and the new Adult’s Social Care Practice framework. There is a risk that the service user might lose a relationship built up with their carer, in the case of a reduction in a double handed care package, however as Reablement is a short term programme of support; this should not pose as an issue.</p>

		<p><u>Informal Carers</u></p> <p>There are more informal carers from a Bangladeshi background at 24% (117 carers). This is followed by White British at 24% (114 carers). There would be positive impact on informal carers as the new approach is likely to result in an increase of 'Carers Assessments' in line with the Care Act. This is likely to increase the support provided to informal carers by providing greater choice and control of how they care for their family. Social work practice will continue to take into account culturally appropriate carers, and assessment of the service user's needs and environment.</p>
Disability	Positive	<p>The data shows that a total of 2,952 service users receive social care for 'physical support': 2,417 receive Personal Care Support and 535 receive support with the primary reason being 'Physical support: Access &amp; Mobility'</p> <p>Any change to the service is likely to result in a disproportionate effect for people with disability as the service is primarily used by adults with a disability who require either personal care or access and mobility support.</p> <p>Since this proposal will provide care in a more personalised, dignified way that maximises independence as well as the capacity of informal carers, the impact is likely to be positive. The council's assessment process aims to ensure that risks are identified and effectively managed. For example, an Occupational Therapy assessment will assess the capabilities of formal and informal carers for moving and handling to transfer from bed/chair/ toilet. Training will be provided for formal and informal carers in moving and handling, as well as for any equipment recommended by the Social Worker, OTs, and other professionals. The assessments should also assess for risks to the service user and the carers' health and make recommendations to mitigate any risks identified. Changes to care packages will only be implemented with the consent of service users and their carers.</p>
Gender	Neutral	<p><u>Service users</u></p> <p>The service is open to both men and women. The data shows that 855 people are receiving support</p>



		<p>from the Reablement Service in 2014/15. A higher proportion of women are in receipt of the service at 61% (522 Service users) than 38% men.</p> <p><u>Carers</u> The data below suggests that there are more women as informal carers at 65% than men.</p> <p>The overall borough population by mid –year 2014 population estimates show that the gender split is 52 per cent men and 48 per cent women. Women are therefore overrepresented in the Reablement service and are likely to more affected by any changes. However as noted above, the impacts of this proposal are likely to be positive for all groups regardless of gender.</p>
Gender Reassignment	Neutral	<p>Although data for this equality strand is not recorded for service users, the proposal is unlikely to have an adverse impact on this protected group. Any care needs should be considered carefully in line with the Care Act, with social care provided in a sensitive manner.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Sexual Orientation	Neutral	<p>Data around sexuality is not recorded for the majority of service users. This is mainly due to either clients preferring not to declare or it being a practice issue. The proposal is unlikely to have an adverse impact on this protected group, as support needs will be assessed/reviewed based on the Care Act eligibility criteria.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>

Religion or Belief	Positive	<p><u>Service Users</u> – The largest groups of service users are of a Christian faith at 35%. This is a total of 296 service users. This is followed by 29% service users who have stated that they are Muslim (total number of 250 service users).</p> <p><u>Informal Carers</u> - There are more Muslim carers at 17% (total of 82 informal carers), followed by 8% Christian carers (total of 40 informal carers).</p> <p>The proposal is unlikely to have an adverse impact on this protected group. Any changes to care packages resulting from two carer to one, should be respectful of the service users and their carers' wish to observe and practice their faith i.e. prayer times/ religious days etc. Times when the formal carer visits should be discussed and agreed with the service user and their informal carer/family.</p> <p>The 2011 Census provides statistics about the size of different faith groups in Tower Hamlets. Tower Hamlets has the highest percentage of Muslim residents in England – 35 per cent compared with the national average of 5 per cent.</p> <p>The proportion of Christian residents is 27 per cent. Muslim and Christian are the borough's two largest groups. The impacts of this proposal are likely to be positive.</p>
Age	Positive	<p>The majority of service users who receive Reablement support are aged 65+ - a) 65-74 years at 19% (159); b) 75-84 years at 34% (288), and c) 75-84 year olds 27%(232). The proposal is likely to have a disproportionate impact on older service users. The age profile of service users largely explains the overrepresentation of "White British" and "Christian" service users in the Reablement service, as this group is larger in the older population.</p> <p><u>Carers</u> Informal carers are more likely to be aged between a) 18-64 years at 31% (total of 149 service users). However there are large amounts of unknowns at b) 56% (267). Carers aged from 65+ and above are c) 5% (23) 65-74 year olds; d) 5% (26); and e) 3% (13) '75-84' year olds. The proposal is likely to have a disproportionate impact on all carers.</p>

		As noted above, the impacts of this proposal are likely to be positive.
Socio-economic	Neutral	Currently Reablement is a free service, so there are no adverse impacts on the basis of the service user's financial income.
Marriage and Civil Partnerships.	Neutral	There is limited data collected on service user's marital status. However, this proposal is unlikely to have a disproportionate impact on this group.
Pregnancy and Maternity	Neutral	This information is not available. The majority of service users are aged 65+, and not of childbearing age, so it is unlikely that there will be an adverse impact. Where the carers are pregnant, they will not be expected to provide care.
Other		Not applicable.

#### **Section 4: Equality Impact Assessment Action Plan**

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
Age	
Disability	
Gender	
Religion or Belief	

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

**Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

If the risks are managed, then this proposal should increase choice, flexibility, and the quality of care for service users and their carers. However, it is recommended that any changes to existing care packages are monitored and reviewed on a regular basis involving social care, health and third sector professionals, the service user and their carers, to ensure that the service user /carer is able to live safely and independently in the community at minimum risk of injury or hospitalisation.

<b>OPP TITLE:</b>	<b>Improving focus on maintaining independence for social care users</b>							
<b>DIR:</b>	Adult Services				REF: ADU009			
<b>SERVICE:</b>	Adults Social Care				LEAD OFFICER: Cath Scholefield			
<b>TEAM:</b>					<b>THEMES:</b>			
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 24,486	£ 918	£ 1,763	£ 992	£ 3,673	No	No	Yes
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Social Care provides support for vulnerable adults to assist them in day to day living. This can include services such as home care, day care and residential care homes. The government statistics for 2013/14 show that Tower Hamlets expenditure per person on social care services is 20% higher than the London average.</p> <p>Our new adult social care practice framework, which has been in place since April 2015, seeks to build resilience within a person's family networks to maintain their independence, reducing their reliance on statutory services in line with the Care Act 2014. This is in line with the national policy direction supporting a move towards promoting independence and resilience, as it is better for service users. The framework is being rolled out through new business processes, a comprehensive package of training and support for staff, and information for service users.</p> <p>The new ethos seeks to put the user and their carer in control over the needs that are identified and supported in ways that minimise the involvement of outside agencies. The expectation is that users and carers will choose more creative and flexible support from a wider range of family, friends and community groups to better meet their needs. This approach has been adopted in other local authorities resulting in improved satisfaction from service users with their care, alongside lower expenditure and more efficient use of resources. This will bring expenditure per head for Tower Hamlets closer to the London average.</p> <p>Support is being provided through this process including independent advocacy for those that need it, enhanced information and advice through the internet, printed materials and our commissioned advice services.</p> <p>The council currently spends £24.5m on support for people with learning and physical disabilities in the community. This relates to 309 adults split by age: 32 aged 18-64, and 277 who are 65 plus.</p>								
<b>IMPLICATIONS</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<p>This saving is based on an estimated 15% reduction in the budgets for care packages for physically and learning disabled service users. This is based on external advice on how this has been implemented elsewhere. However, implementation will require sustained behaviour change for staff in social care, external service providers and services users. There is therefore some risk that savings will not be delivered if this assumption is incorrect. Implementation will need to be closely tracked to ensure that these savings are effectively delivered.</p>								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	Yes	The proposal will reduce the budget, however the approach aims to improve equality through greater personalisation and independence for service users and carers. We do not anticipate any adverse impact but a full equalities assessment will be carried out to assess this more fully.						
Does the change reduce resources available to support vulnerable residents?	Yes	as above						
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							

Does the change affect who provides the service, i.e. outside organisations?	No	
Does the change involve local suppliers being affected?	Yes	This proposal would result in a change in the type of care services provided, with an increase in the use of more informal community based resources, and a reduction in more traditional care services (for example, home care.) This is likely to reduce demand for some local suppliers, but increase demand for other types of service. The Council will work with suppliers to support them in developing new services as our needs change.
Does the change affect the Third Sector?	Yes	As above- the third sector supplies a significant proportion of current services.
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Improving focus on maintaining independence for social care service users

### **1b) Service area**

Adults Social Care Service, Adults' Services Directorate

### **1c) Service manager**

Cath Scholefield, Interim Service Head - Adult Social Care

### **1d) Name and role of the officer/s completing the analysis**

Nasim Patel, Strategy, Policy and Performance Officer,  
Policy, Programmes, and Community Insight Team (PPCI),  
Resources, Adults' and Children's Directorate.

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The 2016/17 savings attached to this proposal amounts to £918K for 2016/17 from a baseline budget of £24,486,000 million; and £3,673,000 over a 3 year period. This proposal is to improve focus on maintaining independence for social care service users =£918k for 2016/17

The reason for this saving is because Government statistics show that Tower Hamlets' expenditure per person on social care services is 20% higher in comparison to the London average. The Council spends approximately £24.5 million on support for people with learning and physical disabilities in the community. This relates to 309 adults split by age: 32 service users aged 18-64 and 277 service users who are 65+. The suggestion as to how this savings proposal will be achieved is based on an estimated 15% reduction in the budgets for care packages for people who are physically disabled and people with learning disability service users. Implementation of this will require sustained behaviour change for staff in social care and external partners and anticipates that service users will fully utilise universal services to meet their needs where appropriate in line with the principles of the Care Act 2014. There is therefore some risk that savings will not be delivered if this assumption is incorrect.

The key tool to achieving the reductions is through the new Adults Social Care Practice framework. This has been implemented by social work /social care practitioners since April 2015, in response to the Care Act 2014. The framework is being implemented through the implementation of the Care Act 2014 national eligibility criteria at the point of assessment or review and through new business processes; information for service users and carers; and a new comprehensive package of staff training and support.

#### Detailed Overview

Social care provides support for vulnerable adults to assist them in day to day living. This can include services such as home care, day care and residential care homes. The government statistics for 2013/14 show that Tower Hamlets expenditure per person on social care services is 20% higher in comparison with London averages. The Council's new Adult Social Care Practice framework, which has been in place since April 2015, seeks to build resilience within a person's family networks to maintain their independence, reducing their reliance on statutory services in line with the Care Act 2014 and with the national policy direction



supporting a move towards promoting independence and resilience.

The ethos of the practice framework seeks to put the user and their carer in control of the solutions to meet their identified needs and to support them to maximise the support from their families and local communities as well as universal services to enable them to maintain their independence and reduce their reliance on council services. This approach has been adopted in a number of other local authorities resulting in improved satisfaction from service users, alongside lower expenditure and more efficient use of resources. It is anticipated that this approach will bring expenditure per head in Tower Hamlets closer to the London average. Other local authorities that are held as exemplars<sup>1</sup> in the strengths based assessment model, integrated reablement and demand management include Kent, Hackney, Wiltshire, Richmond.

Support is being provided to assist users and carers through this process, including independent advocacy, enhanced information and advice through the internet, printed materials and a range of commissioned advice services.

The council currently spends approximately £24.5m on support for people with learning and physical disabilities in the community. This relates to 309 adults: 32 aged 18-64, and 277 who are 65+.

Savings: £918,000

**2b) What are the equality implications of your proposal?**

**All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).**

**Please go back to each of the test of relevance questions and *using evidence* please provide a more detailed analysis of the equality impact of your proposal.**

This proposal is likely to affect new and existing service users with Learning Disabilities and Physical Disabilities. The council has legal duties to meet the needs of people who are eligible for social care support. The aim of the proposal is to maximise independent living in the community by looking at how needs are re-assessed in ways that is safe and financially sustainable; and

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<sup>1</sup> The "LGA Adult Social Care Efficiency Programme - final report" July 2014 has details of achievements

seeking greater input from family, friends and the wider community to provide a mix of commissioned care, family care and support from the local community. The proposal involves reviewing the provision of high cost packages of care across client groups for people with Learning Disability and Physical Disability aged 18years and over.

A review of the way that care and support is provided on a day-to-day basis may result in people experiencing a change of service provider, or their care being delivered in a different way. The Council is likely to seek greater involvement in the delivery of support from a wider range of social and personal networks to better meet people's needs. However, whilst the Council can help influence and support local communities, there is a limit to the extent of this. In mitigation, the new Adult Social Care Practice framework will seek to build resilience within a person's family and community networks to maintain their independence, and reduce reliance on statutory services.

The people who will be reviewed are primarily older people or people with a physical disability, and learning disability. The services that are likely to be reviewed are provided across Tower Hamlets, with no specific areas being targeted.

It is acknowledged that these proposals could have a disproportionate impact on older people, and people with disabilities. This proposal relates to individuals with different circumstances and needs, and this will be taken into consideration during their individual review to re-assess their need for direct support from the council. Undertaking regular reviews reflects best practice within Adult Social care. It ensures that the most appropriate support is being given, in the most effective way, to meet each person's eligible needs and that agreed outcomes and goals are being achieved. It is possible that in some cases there may be no changes for the individual. Overall, the proposal is likely to be positive as it will enable service users to enjoy greater independence and carers to be better supported.

Reviews also look at each individual's circumstances and the whole situation, taking into account the needs of carers, family members and others who may be providing informal support. Carers will be entitled to a separate assessment or a review of their needs.

The assessment and management of risk is a key feature of the day to day work of adult social care staff. Each case is carefully considered to balance the likelihood of significant harm arising from a person's situation, against the rights of adults to live independently and to make their own decisions. Each individual reviews will identify the potential options available and agree actions to positively manage risk, increase or maintain independence and reduce the likelihood of any adverse impact. The Practice

framework takes a person centred approach to ensure that wherever possible, individuals have choice and control over their care and support. The spirit of the Care Act 2014 aims to deliver better care, which is closer to home. This involves maximising opportunities for independence and seeking community based alternatives to residential care, where this is feasible and within the available resources.

Most people will see some difference in how their care and support is delivered, but as each case is judged on its merits, it is not possible to say how many people will be affected from the cohort of 309 if these proposals are adopted.

Following any review of the care and support services provided and commissioned by the Council's Adult Social Care Services department, service delivery may change to meet the agreed eligible social care outcomes or goals for an individual as set out in the Care Act 2014.

This proposal might involve a reduction in the overall cost of residential and nursing care placements by negotiating better prices with providers. This is part of the Council's regular commissioning and procurement practice, as contracts come up for review or renewal. The aim is to deliver value for money and make sure that the required standards of care are maintained.

The proposal will include managing providers of learning disabilities services to keep costs down whilst continuing to meet eligible needs and more efficient spot purchase arrangements. People with a learning disability may be supported to move on from residential care to supported living settings, if this meets their care and support needs and they and their families and carers are in agreement.

Cost modelling and benchmarking tools will be applied to support an evidence based evaluation of the actual cost of care. This will help to ensure that any contract efficiencies can be secured whilst maintaining care standards and mitigating the risk of market instability.

This proposal should be viewed in the broader context of health and social care to ensure that there are alternatives to residential care. The service focuses on avoiding or delaying hospital admissions by helping people to remain living independently at home for as long as possible. Residential or nursing care homes may be considered as an option if that is the safest way to meet a person's assessed needs within the available resources.

Service users in residential or nursing care placements are likely to have protected equality characteristics such as older people with disabilities or mental health needs. However, the equality impact of the proposal is judged to be neutral because service users, whose assessed needs can only be met through residential or nursing care will still be provided with an appropriate placement.

#### Learning Disability

- The data shows that 658 service users with Learning Disabilities (LD) received CLDS support during 2014/15.
- 153 service users receive a high cost care package. The majority of care packages provided cost between the £100k threshold and £75-99K threshold for 78 service users. 75 service users care packages cost between the £50-74k cost threshold.

#### Physical Disability

- The data shows that 2,952 service users received social care services for help with physical support during 2014-15.
  - Out of this cohort of service users, 2417 received support for personal care support and
  - 535 service users received support related to mobility and access.
  - 2417 service numbers receive personal care support due to physical disability

#### Mental Health

- The data shows that 706 service users received support for mental health during 2014-15.
  - 332 service users receive 'support'
  - 245 service users receive 'homecare'
  - 133 service users receive 'residential'

#### Sensory Impairment

- The data shows that 66 service users received sensory support during 2014-15.
  - 37 service users have visual impairment
  - 20 service users receive support for hearing impairment
  - 9 service users receive support for dual impairment.

#### Resident feedback

Feedback from residents, adult social care users and carers has largely been positive<sup>2</sup>: Most people felt that the proposal was positive, recognising that people should be supported to be as independent as possible. Feedback that is not directly applicable to this proposal but will be taken forward more generally in adult social care is as follows:

- Communication from practitioners is key. Communication needs to be clear and open, and explain the reasons behind decisions.
- Carers who need help should be offered this at an early stage.
- Whilst a framework is useful, practitioners need to be mindful of individual circumstances.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

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<sup>2</sup> Online feedback, meeting with Local Voices October 2015, meeting with “Have Your Say” October 2015, meeting with Carer Forum October 2015 and meeting with older people at Appian Court October 2015. 59 meeting attendees in total.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	<p><u>Physical Disability</u></p> <p>The data shows that a total of 2,952 service users receive social care for ‘physical support. <i>‘Primary Support Reason - Mobility and Access’</i></p> <ul style="list-style-type: none"> <li>The largest group of service users receiving ‘Access &amp; mobility support services’ are White British at 50.7% (271 clients).</li> <li>This is followed by 18.5% (99 clients) Bangladeshi service users.</li> <li>There are 6.2% (33) of White: other background service users.</li> <li>4.3% Caribbean service users.</li> <li>3.7% (20) White: Irish service users.</li> </ul> <p><i>‘Primary Support Reason – Personal Care Support’</i></p> <ul style="list-style-type: none"> <li>The largest group of service users receiving physical support services for ‘Personal Care Support’ are White British at 48.1% (1162 clients).</li> <li>This is followed by Bangladeshi service users at 21.6% (521 clients).</li> <li>6.3% are African (153 clients)</li> </ul> <p><u>Mental Health</u></p> <p>The largest group of service users receiving support for Mental Health Support are:</p> <ul style="list-style-type: none"> <li>White British ethnic background at 26.5% (187 clients)</li> <li>26.3% are Bangladeshi (186 clients)</li> <li>13% (92 clients) are undeclared/not known</li> <li>8.8% (62 clients) are African</li> <li>6.8% (48 clients) are Caribbean</li> </ul>

Sensory impairment

*Primary Support Reason –support for visual impairment'*

The largest group of service users receiving support for visual impairment are:

- White British at 22.7% (15 clients)
- Bangladeshi at 12.1% (8 clients)
- Caribbean at 7.6% (5 clients)

*Primary Support Reason –support for hearing impairment*

The largest group of service users receiving support for hearing impairment are:

- White British at 19.7% (13 clients)

*Primary Support Reason –support for dual impairment*

The largest group of service users receiving support for dual impairment are:

- White British at 6.1% (4 clients)

Learning Disability

658 LD clients receive LD support. The largest groups of service users are:

- Bangladeshi at 40.3% (265 service users)
- White: British at 37.7% (248 service users)
- Caribbean at 4.1% (27 service users)
- African ethnic background at 3.8% (25 service users).

The largest group of service users are either White British or Bangladeshi. The saving proposal is based on the premise of building the service users' and their carer's resilience in the community through the application of the new Adult's Social Care Practice framework. Implementation of practice change will affect new and existing service users through social care assessments and reviews. This is likely to be positive as it aims to enable service users to maximise their independence and to better support carers.

		<p>Where a case is reviewed, the way that care and support is provided on a day-to-day basis may result in people experiencing a change of service provider, or their care being delivered in a different way. The Council is likely to seek greater involvement in the delivery of support from a wider range of family, friends and community groups to better meet their needs. Changes to existing packages will be planned and implemented in partnership with service users and carers and will continue to be based on the national eligibility threshold for adult social care.</p>
Disability	Neutral	<p><u>Physical Disability</u></p> <ul style="list-style-type: none"> <li>○ The data shows that a total of 2,952 service users receive social care for 'physical support'. <ul style="list-style-type: none"> <li>○ 2,417 receive Personal Care Support</li> <li>○ 535 receive support with the primary reason being 'Physical support: Access &amp; Mobility'</li> <li>○</li> </ul> </li> </ul> <p><u>Mental Health</u></p> <ul style="list-style-type: none"> <li>○ The data shows that 706 service users are in receipt of mental health support.</li> </ul> <p><u>Sensory Impairment</u></p> <ul style="list-style-type: none"> <li>○ The data shows that 66 service users received sensory support during 2014-15. <ul style="list-style-type: none"> <li>○ 37 service users have visual impairment</li> <li>○ 20 service users receive support for hearing impairment</li> <li>○ 9 service users receive support for dual impairment.</li> </ul> </li> </ul> <p><u>Learning Disability</u></p> <p>The data shows that a total of 658 service users with Learning Disabilities receive LD support during 2014/15.</p> <p>The data shows that service users with a Physical Disability and Learning Disabilities are likely to be affected by this proposal. The proposal will ensure that service users who are able to live independently with support are able to do so, so the overall outcome should be positive.</p>



		<p>This proposal aims to put the service user and their carers in control over their needs. The expectation is to allow users and carers to choose more creative and flexible support from a wider range of social and personal networks – such as family, friends, community groups and universal services to better meet their needs.</p> <p>As the aim is to improve people’s quality of life and to maximise their independence through more person centred social care practice; the impact is likely to be either positive or neutral. In line with the Care Act, support will include independent advocacy for those that need it, enhanced information through the internet, printed materials and commissioned advice services.</p> <p>By helping service users to live independently with supported living arrangements and with equipment/ assistive technology nearer their community network, the spirit of the proposal to maintain their independence should result in better outcomes for service users and carers to maximise their potential to live independently. Greater use of assistive technology is likely to assist more vulnerable service users to live in the community with increased choices and flexibility.</p>
Gender	Neutral	<p><u>Physical Disability</u>  The data shows that a total of 2,952 service users receive social care for ‘physical support.  <i>‘Primary Support Reason - Mobility and Access’</i></p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving ‘Access &amp; mobility support services’ are women at 60.7% (325 clients).</li> <li>○ 39.3% (210 clients) men also receive support.</li> </ul> <p><i>‘Primary Support Reason – Personal Care Support’</i></p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving physical support services for ‘Personal Care Support’ women at 60.5% (1462)</li> <li>○ 39.5% (955 clients) are men.</li> </ul> <p><u>Mental health</u>  The largest group of service users receiving MH support are men at 59.5% (420). 40.5% (286) are women.</p>

Sensory impairment

*Primary Support Reason –support for visual impairment'*

The largest group of service users receiving support for visual impairment are:

- Women at 36.4% (24 clients)
- Men at 19.7% (13 clients)

*Primary Support Reason –support for hearing impairment*

The largest group of service users receiving support for hearing impairment are:

- Men at 19.7% (13 clients)
- Women at 10.6% (7 clients)

*Primary Support Reason –support for dual impairment*

The largest group of service users receiving support for dual impairment are:

- Women at 9.1% (6 clients)
- Men at 4.5% (3 clients)

Learning Disability

The largest group of service users receiving LD support are:

- Men are at 57.1% (376 men)
- women at 42.9% (282 women)

Assessment for Impact :

Physical Disability

A higher proportion of women have physical disability related to 'Mobility and Access' (60.7% /325 clients), and for 'Personal Care Support' 60.5% (1462). It is not expected that they will be disproportionately affected by the proposal as their support needs are likely to continue to be met in line with the Care Act eligibility criteria and the Adults Social Care Practice framework. This is likely to have a positive impact as the proposal suggests that the Local Authority, NHS, and the third sector aim to take a more collaborative approach to assessing and reviewing needs, which is likely to increase

		<p>service users customer satisfaction with their care.</p> <p><u>Learning Disability</u>  A higher proportion of men have Learning Disability (57.1% /376 clients). It is not expected that they will be disproportionately affected by the proposal as their support needs are likely to continue to be met in line with the Care Act eligibility criteria and the Adults Social Work Framework. This is likely to have a positive impact as the proposal suggests that the Local Authority, NHS, and the third sector aim to take a more collaborative approach to assessing and reviewing needs which is likely to increase customer satisfaction from service users with their care.</p>
Gender Reassignment	N/A	Data not recorded so unable to assess for impact.
Sexual Orientation	N/A	Data not recorded so unable to assess for impact.
Religion or Belief	Neutral	<p><u>Physical Disability</u>  The data shows that a total of 2,952 service users receive social care for 'physical support.'  '<i>Primary Support Reason - Mobility and Access</i>'</p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving 'Access &amp; mobility support services' are Christian 41.3% (221 clients).</li> <li>○ 22.1% (118 clients) are Muslim</li> <li>○ 16.6% shows 'undeclared/not known'.</li> <li>○ 12.1% (65 clients) did 'not state' their religion or belief.</li> </ul> <p><i>'Primary Support Reason – Personal Care Support'</i></p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving physical support services for 'Personal Care Support' are Christian at 42.7% (1033 clients).</li> <li>○ 28% are Muslim (676 clients).</li> <li>○ 10.9% (264 clients) did 'not state' their religion.</li> </ul> <p><u>Mental health</u></p> <ul style="list-style-type: none"> <li>○ The largest group of service users who require mental support are Muslims at 29.6% (209)</li> </ul>

- This is followed by 23.5% (166) Christians.
- A large number are unknown or did not declare their religion or belief 27.3% (193).

Sensory impairment

*Primary Support Reason –support for visual impairment'*

The largest group of service users receiving support for visual impairment are:

- Muslim at 19.7% (13 clients)
- Christian at 19.7% (13 clients)

*Primary Support Reason –support for hearing impairment*

The largest group of service users receiving support for hearing impairment are:

- Christian at 18.2% (12 clients)

*Primary Support Reason –support for dual impairment*

The largest group of service users receiving support for dual impairment are:

- 7.6% Christian (5 clients)

Learning Disability

- The majority of LD service users are :
- Muslim at 43.2% (284 service users)
- Then Christian 32.5% (214 service users).
- A number of service users who have 'not stated' their religion or belief at 9.6% (63) or 'not declared' it 8.4% (55).

The largest group of service users are either Christian or Muslim. Any care planning will take into account the service user's and carers religious needs to be able to observe their faith or beliefs in line with the Council's community cohesion vision.

Social work assessment or reviews should be based on good practice in line with the new Adults Social Care Practice framework, which is person centred – i.e offering Kosher /Halal meals; or prayer facilities.

Age	Neutral	<p><u>Physical Disability</u></p> <p>The data shows that a total of 2,952 service users receive social care for 'physical support.</p> <p><i>'Primary Support Reason - Mobility and Access'</i></p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving 'Access &amp; mobility support services' are aged 65+ at 80.9% (433 clients).</li> <li>○ 18-64 year old clients comprise of 19.1% (102 clients).</li> </ul> <p><i>'Primary Support Reason – Personal Care Support'</i></p> <p>The largest group of service users receiving physical support services for 'Personal Care Support' are:</p> <ul style="list-style-type: none"> <li>○ aged 65+ at 77% (1861 clients).</li> <li>○ 23% (556 clients) are aged 18-64</li> </ul> <p><u>Mental health</u></p> <p>The largest group of service users are aged:</p> <ul style="list-style-type: none"> <li>○ 18-64 at 91.6% (647).</li> <li>○ 8.4% (59 clients) are aged 65+.</li> </ul> <p><u>Sensory impairment</u></p> <p><i>Primary Support Reason –support for visual impairment'</i></p> <p>The largest group of service users receiving support for visual impairment are:</p> <ul style="list-style-type: none"> <li>○ 40.9% are aged 65+</li> <li>○ 15.2% are aged 18-64</li> </ul> <p><i>Primary Support Reason –support for hearing impairment</i></p> <p>The largest group of service users receiving support for hearing impairment are:</p> <ul style="list-style-type: none"> <li>○ Aged 65+ at 25.8% (17 clients)</li> <li>○ 18-64 at 4.5% (3 clients)</li> </ul> <p><i>Primary Support Reason –support for dual impairment</i></p>
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		<p>The largest group of service users receiving support for dual impairment are:</p> <ul style="list-style-type: none"> <li>○ Aged 65+ at 10.6% (7 clients)</li> <li>○ 18-64 at 3% (2 clients)</li> </ul> <p><u>Learning Disability</u></p> <p>The largest group of service users receiving LD support are:</p> <ul style="list-style-type: none"> <li>○ aged between 18-64 years at 91.5% (602 people)</li> <li>○ 8.5% (56 people) LD service users are aged 65+.</li> </ul> <p><u>Assessment for Impact:</u></p> <p><u>Physical Disability -</u> The data shows that a total of 2,952 service users receive social care for ‘physical support. The largest group of service users receiving ‘Access &amp; mobility support services’ are aged 65+at 80.9% (433 clients).</p> <p><u>Learning Disability:</u></p> <p>The largest group of service users receiving LD support are aged between 18-64 years at 91.5% (602 people). Although the proposal is likely to disproportionately affect older people, it is not expected to result in a disproportionate impact, as the support will be organised through integrated care around the individual’s and their carer’s needs. This should achieve better outcomes for the service users at potentially less cost.</p> <p>Overall, the largest group of adult social care users is over 65, and any change to services will have a greater effect on this group.</p> <p>By providing Reablement support, equipment, telecare and assistive technology, the aim is to prevent, delay or reduce people’s need for care and support. This should benefit this cohort of service users to maximise their independence to live in their own home and improve their quality of life, and help us to reduce admissions to residential and nursing care.</p>
Socio-economic	N/A	Not Applicable

<p>Marriage and Civil Partnerships.</p>	<p>Neutral</p>	<p><u>Physical Disability</u>  The data shows that a total of 2,952 service users receive social care for 'physical support.  <i>'Primary Support Reason - Mobility and Access'</i></p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving 'Access &amp; mobility support services' are married (122 clients).</li> <li>○ 103 are single.</li> <li>○ 130 service users did 'not declare' or status is 'unknown'.</li> </ul> <p><i>'Primary Support Reason – Personal Care Support'</i></p> <ul style="list-style-type: none"> <li>○ The largest group of service users receiving physical support services for 'Personal Care Support' are widowed at 31.3% (757 clients).</li> <li>○ 23% are married (557 clients).</li> <li>○ 19.7% (475 clients).</li> </ul> <p><u>Mental health</u>  The largest group of service users are:</p> <ul style="list-style-type: none"> <li>○ Single – 35% (247 clients)</li> <li>○ Married -17.3% (247 clients)</li> <li>○ Undeclared/not known -33% (233 clients)</li> </ul> <p><u>Sensory impairment</u>  <i>Primary Support Reason –support for visual impairment'</i>  The largest group of service users receiving support for visual impairment are:</p> <ul style="list-style-type: none"> <li>○ 22.7% are widowed ( 15 clients)</li> <li>○ 12.1% are single (8 clients)</li> <li>○ 7.6% are undeclared /not known ( 5 clients)</li> </ul> <p><i>Primary Support Reason –support for hearing impairment</i>  The largest group of service users receiving support for hearing impairment are:</p> <ul style="list-style-type: none"> <li>○ 9.1% are single (6 clients)</li> </ul>
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		<ul style="list-style-type: none"> <li>○ 7.6% are married (5 clients)</li> </ul> <p><i>Primary Support Reason –support for dual impairment</i></p> <p>The largest group of service users receiving support for dual impairment are:</p> <ul style="list-style-type: none"> <li>○ 6.1% are widowed ( 4 clients)</li> <li>○ 6.1% are divorced ( 4 clients)</li> </ul> <p>Learning Disability</p> <p>The largest group of service users receiving support for are</p> <ul style="list-style-type: none"> <li>○ Most of the service users are single at 67.8% (446).</li> </ul> <p><u>Assessment for Impact:</u></p> <ul style="list-style-type: none"> <li>○ <u>Physical Disability</u> - the largest group of service users receiving ‘Access &amp; mobility support services’ are married (122 clients). The majority of service users receiving physical support services for ‘Personal Care Support’ are widowed at 31.3% (757 clients).</li> <li>○ <u>Learning Disability</u> – the largest group of service users are single at 67.8% (446).</li> </ul> <p>The largest group of service users are single. Service users with Learning Disability and Physical Disability are likely to benefit from changes to their care packages, particularly those who are currently placed out of borough and wish to return to their local community. It is not expected that the proposals will have a disproportionate impact as the nature of the proposal is to maximise independence with support from the Local Authority, NHS and the Third Sector.</p>
Pregnancy and Maternity	N/A	Data not recorded so unable to assess for impact.
Other	N/A	Data not recorded so unable to assess for impact.



#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

- It is recommended that social care management teams monitor the number of care packages that are reviewed to ensure service users' needs are in line with the Adults Social Work Practice framework.
- It is recommended that social workers monitor changes to care packages for 6 months to gauge service user satisfaction levels with the process and service and then at least annually in line with the Care Act guidance.
- The Carers Forum suggested that there it is a good idea to help LD service users live independently in the community. This will reduce social isolation. Concerns raised at Apian Court consultation cautioned the council to carefully manage the transition arrangements of moving back into the community, and to make sure that the carers are properly supported as more responsibility may be put on them. They also suggesting carrying out an audit of adapted homes that are not fully utilised for people with disability and develop an 'Adapted Homes Housing Register'.

<b>OPP TITLE:</b>		<b>Improving the efficiency of the community equipment service</b>						
<b>DIR:</b>		Adult Services				REF: ADU010		
<b>SERVICE:</b>		Adults Social Care				LEAD OFFICER: Cath Scholefield		
<b>TEAM:</b>						<b>THEMES:</b>		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
A16	£ 852	£ 60	£ 60	£ 60	£ 180	No	No	No
FTE Reductions	12	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The Community Equipment Service provides assistive technology to support children and adults with disabilities to remain independent in their own homes. The service is funded in partnership with Barts Health and the Clinical Commissioning Group.</p> <p>It is proposed to improve the practice of recycling equipment in order to provide a more cost effective service, and to review the current, privately leased, accommodation of the service to determine whether efficiencies are possible, reducing outgoings from the Council in rental payments. This will achieve a more cost effective service whilst continuing to deliver equipment to those that need it.</p> <p>The council contributes £852k to the overall community equipment service budget. The Council has contracts totalling £710K for the procurement of equipment and the associated maintenance and repair of items.</p> <p>The council and health partners have just commissioned the Institute of Public Care to undertake a service review to consider the future operating models for the service and associated efficiencies. This work is likely to feed into future years savings plans.</p>								
<b>IMPLICATIONS</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
None.								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No	The proposal aims to achieve financial savings through managing the service more efficiently with no impact on the provision of equipment						
Does the change reduce resources available to support vulnerable residents?	No	As above						
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	Yes	There may be efficiencies in accommodation costs by reducing rental payments to private landlords						
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>TITLE:</b>	<b>Commissioning and procuring efficient adult social care</b>							
<b>DIR:</b>	Adult Services							
<b>SERVICE:</b>	Commissioning and Health					REF: ADU011		
<b>TEAM:</b>	Strategic Commissioning / Vulnerable Adults Commissioning					LEAD OFFICER: Karen Sugars		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Various procurement related efficiencies	£ 86,815	£ 1,373	£ 1,077	£ -	£ 2,450			Yes
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The council has legal duties to meet the needs of people who are eligible for social care support. In Tower Hamlets, our social care budgets are under significant pressure due to rising demand for services and high levels of complex needs, coupled with continued reductions in funding from central government. As a result, it is crucial we review our contracts with providers of social care to ensure we can continue to meet the needs of everyone eligible for support in the most cost effective way.</p> <p>This savings opportunity involves reviewing services that are currently provided by external providers through contracts with the council. Savings will be achieved by a combination of negotiated reductions in contract values, reprourement to achieve lower prices and ending contracts for services where the required outcomes for services users are not being achieved.</p> <p>The council currently spends £73,342,169 on adult social care and a further £13,491,012 on services for vulnerable adults (formerly Supporting People). We estimate that a saving of 10% on contracts excluding home care will be achievable. For home care services, our commitment to the ethical care charter means that further cost reduction will not be possible.</p> <p>All contracts will be reviewed individually to ensure that the services being provided are effective in delivering for service users at a reasonable cost. This is part of a broader review of commissioning to secure a focus on high quality and value for money.</p> <p>Providers will be supported appropriately to change their business model where it is identified that changes in service provision are required.</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
The proposed saving is based on an estimated reduction of 10% on current contracts excluding home care. The actual savings delivered will depend on a detailed review of services as part of our ongoing commissioning programme, and may differ from the estimate in this proposal.								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	Yes	The services for which termination / non-renewal or negotiated reductions in contract value are proposed, may have a wider impact in terms of addressing inequality. Changes will be fully assessed for any equalities impact as this proposal is implemented.						
Does the change reduce resources available to support vulnerable residents?	Yes	This will be achieved without adverse impact by ensuring that services are effectively meeting the needs of service users by removing duplication and working with suppliers to improve efficiency. Changes will be fully assessed for any equalities impact as this proposal is implemented.						
Does the change involve direct Impact on front line services?	Yes	This will be achieved without adverse impact by ensuring that services are effectively meeting the needs of service users by removing duplication and working with suppliers to improve efficiency. Changes will be fully assessed for any equalities impact as this proposal is implemented.						
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	Yes	Although this proposal will not change our eligibility criteria and access to social care, some services will cease to be available or may need to reduce access in order to continue to operate at a lower cost. Any changes will be fully assessed for equalities impact to ensure that where any adverse impact is identified this is mitigated.						
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							

Does the change affect who provides the service, i.e. outside organisations?	No	
Does the change involve local suppliers being affected?	Yes	All of the individual proposals relate to services provided by external organisations in the private or voluntary sector, including a number which are locally based. The Council will work with providers to ensure that they understand and are supported in adapting to changing needs for services.
Does the change affect the Third Sector?	Yes	A number of the proposals relate to services currently provided by third sector organisations. The Council will work with providers to ensure that they understand and are supported in adapting to changing needs for services.
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Commissioning and procuring efficient adult social care services

### **1b) Service area**

Commissioning and Health

### **1c) Name and role of the officer/s completing the analysis**

Jack Kerr, Strategy, Policy and Performance Officer

## **Section 2: Information about changes to services**

### **2a) In brief please explain the savings proposals and the reasons for this change**

The council has legal duties to meet the needs of people who are eligible for social care support. In Tower Hamlets, our social care budgets are under significant pressure due to rising demand for services and high levels of complex needs, coupled with continued reductions in funding from central government. As a result, it is crucial we review our contracts with providers of social care to ensure we can continue to meet the needs of everyone eligible for support, in the most cost effective way.

This saving proposal is a high level proposal and outlines potential savings of £1,373,000, 1.6% of the overall budget, as part of a commissioning review of adult social care services that are currently provided by external providers through contracts with the Council. Savings will be achieved through a combination of negotiated reductions in contract values, reprocurement to achieve lower unit prices, and termination / non-renewal of contracts for services where the required outcomes for services users are not being achieved. Opportunities for efficiencies will be explored through the re-tender of these services. This means giving consideration to how far it is possible to obtain the same quality of outcomes for vulnerable adults at lower cost, reducing inefficiency and stimulating innovation to achieve our overall strategic aims for vulnerable people.

The council currently spends £73,342,169 on adults' social care and a further £13,491,012 on services for vulnerable adults (formerly known as the 'Supporting People' service). All contracts will be reviewed individually based on best value principles to ensure that the services being provided are effective in achieving outcomes for service users at a reasonable unit cost. This is part of a broader review of commissioning to secure a focus on outcomes, high quality, and value for money. Current contracts with services in scope of this review are scheduled to expire throughout 2016, 2017 and 2018. Reviews will take place individually as each contract is due to expire as part of the normal contractual arrangements in place.

It should be noted that this is part of a longer term review of commissioned adult social care services in Tower Hamlets in which we have already identified savings and delivered better value for money over the last three years and will continue to do so as commissioned services come up for review over the next three years.

Providers will be supported appropriately to change their business model where it is identified that changes in service contract are required and to re-tender for these in the competitive market as required by procurement law.

## **2b) What are the equality implications of your proposal?**

It is important to note that as a result of this proposal Tower Hamlets Council will continue to meet adult social care needs within its existing resources. However, the Local Authority has a duty to meet these needs in the most cost effective way possible. The focus of this savings opportunity is on achieving better benchmarked unit costs and ensuring the maximisation of capacity within existing adult social care service contracts. Where it is identified that services are not delivering on required outcomes, and that there is scope for efficiencies to be made in order to deliver better value for money, some contracted adult social care services may be reduced or not renewed, or provided in other ways. This may impact services that address inequality. However, as part of the

normal, robust commissioning arrangements in place in Tower Hamlets any proposed service changes will be subject to a full equalities assessment at the appropriate time. Equality assessments are an integral part of the tendering process and any potential inequalities will be addressed in line with equality requirements within the contract.

The proposal will not have an impact on domiciliary care services or residential care services as both are excluded from the scope of this review.

The focus of any new commissioning will largely encompass the meeting of diverse needs that are met under the local authority's powers and duties under the Care Act. It is important to stress that focusing the commissioning spend on the intelligence we receive from users and carers is also a requirement of the Act and so what is currently commissioned may not entirely be what people want or need. The council is not seeking to change the eligibility threshold, eligible needs will be met in the most cost effective ways and so the market must be shaped in order to do this.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>																																																			
Race	Neutral	<p>The decision as to what contract to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed contract changes (as these are not currently known). This means there are no specific details available to draw conclusions from as to which groups will be most impacted. However, the current demographic composition of adult social care service users in Tower Hamlets in 2014/15 is as set out in the table below:</p> <table border="1" data-bbox="624 740 1447 1321"> <thead> <tr> <th data-bbox="636 740 1200 775">Ethnicity</th> <th data-bbox="1207 740 1319 775">Total</th> <th data-bbox="1326 740 1447 775">Total</th> </tr> </thead> <tbody> <tr><td data-bbox="636 780 1200 810">Any other ethnic group</td><td data-bbox="1207 780 1319 810">1.7%</td><td data-bbox="1326 780 1447 810">78</td></tr> <tr><td data-bbox="636 815 1200 845">Any other ethnic group: Chinese</td><td data-bbox="1207 815 1319 845">0.6%</td><td data-bbox="1326 815 1447 845">27</td></tr> <tr><td data-bbox="636 850 1200 880">Asian or Asian British: Any other background</td><td data-bbox="1207 850 1319 880">1.2%</td><td data-bbox="1326 850 1447 880">59</td></tr> <tr><td data-bbox="636 885 1200 916">Asian or Asian British: Bangladeshi</td><td data-bbox="1207 885 1319 916">23.9%</td><td data-bbox="1326 885 1447 916">1127</td></tr> <tr><td data-bbox="636 920 1200 951">Asian or Asian British: Indian</td><td data-bbox="1207 920 1319 951">1.1%</td><td data-bbox="1326 920 1447 951">50</td></tr> <tr><td data-bbox="636 956 1200 986">Asian or Asian British: Pakistani</td><td data-bbox="1207 956 1319 986">0.8%</td><td data-bbox="1326 956 1447 986">36</td></tr> <tr><td data-bbox="636 991 1200 1021">Black or Black British: African</td><td data-bbox="1207 991 1319 1021">5.9%</td><td data-bbox="1326 991 1447 1021">277</td></tr> <tr><td data-bbox="636 1026 1200 1056">Black or Black British: Any other background</td><td data-bbox="1207 1026 1319 1056">1.4%</td><td data-bbox="1326 1026 1447 1056">65</td></tr> <tr><td data-bbox="636 1061 1200 1091">Black or Black British: Caribbean</td><td data-bbox="1207 1061 1319 1091">5.2%</td><td data-bbox="1326 1061 1447 1091">247</td></tr> <tr><td data-bbox="636 1096 1200 1126">Mixed: Any other mixed background</td><td data-bbox="1207 1096 1319 1126">0.3%</td><td data-bbox="1326 1096 1447 1126">16</td></tr> <tr><td data-bbox="636 1131 1200 1161">Mixed: White and Asian</td><td data-bbox="1207 1131 1319 1161">0.2%</td><td data-bbox="1326 1131 1447 1161">9</td></tr> <tr><td data-bbox="636 1166 1200 1197">Mixed: White and black African</td><td data-bbox="1207 1166 1319 1197">0.2%</td><td data-bbox="1326 1166 1447 1197">11</td></tr> <tr><td data-bbox="636 1201 1200 1232">Mixed: White and black Caribbean</td><td data-bbox="1207 1201 1319 1232">0.4%</td><td data-bbox="1326 1201 1447 1232">21</td></tr> <tr><td data-bbox="636 1236 1200 1267">Not yet obtained</td><td data-bbox="1207 1236 1319 1267">0.3%</td><td data-bbox="1326 1236 1447 1267">16</td></tr> <tr><td data-bbox="636 1272 1200 1302">Undeclared / Not Known</td><td data-bbox="1207 1272 1319 1302">5.5%</td><td data-bbox="1326 1272 1447 1302">261</td></tr> <tr><td data-bbox="636 1307 1200 1337">White: Any other background</td><td data-bbox="1207 1307 1319 1337">4.1%</td><td data-bbox="1326 1307 1447 1337">194</td></tr> </tbody> </table>	Ethnicity	Total	Total	Any other ethnic group	1.7%	78	Any other ethnic group: Chinese	0.6%	27	Asian or Asian British: Any other background	1.2%	59	Asian or Asian British: Bangladeshi	23.9%	1127	Asian or Asian British: Indian	1.1%	50	Asian or Asian British: Pakistani	0.8%	36	Black or Black British: African	5.9%	277	Black or Black British: Any other background	1.4%	65	Black or Black British: Caribbean	5.2%	247	Mixed: Any other mixed background	0.3%	16	Mixed: White and Asian	0.2%	9	Mixed: White and black African	0.2%	11	Mixed: White and black Caribbean	0.4%	21	Not yet obtained	0.3%	16	Undeclared / Not Known	5.5%	261	White: Any other background	4.1%	194
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Gender	Neutral	<p>This shows which groups are currently accessing adult social care services in Tower Hamlets and which are therefore likely to be most affected if the current contracts were to change. Adult social care users, because of the nature of the contract, are more likely to be disabled than the general population and so any changes to these services are likely to affect them to a greater extent. However, the nature and extent of this impact will only be known once a decision is made as to what contracts are being changed and a full equalities impact assessment carried out in light of this as part of the commissioning process</p> <p>The decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known). This means there are no specific details available to draw conclusions from as to which groups will be most impacted. However, the breakdown of adult social care service users by gender in Tower Hamlets in 2014/15 is as set out in the table below:</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>54.7%</td> <td>2582</td> </tr> <tr> <td>Male</td> <td>45.3%</td> <td>2139</td> </tr> </tbody> </table> <p>This shows which groups are currently accessing adult social care services in Tower Hamlets and which are therefore likely to be most affected if the current service contract was to change. In comparison with the profile of Tower Hamlets, whereby males account for 52% and females account for 48% of the population, females can be seen to be slightly overrepresented amongst adult social care service users. However, the extent of this impact will only be known once a decision is made as to what contracts are being changed and a full equalities impact assessment carried out in light of this as part of the commissioning process.</p>		Gender	Total	Total	Female	54.7%	2582	Male	45.3%	2139
Gender	Total	Total										
Female	54.7%	2582										
Male	45.3%	2139										

Gender Reassignment	Neutral	<p>There is no information available with regards to the 'gender reassignment' status of adult social care service users in Tower Hamlets. It is therefore difficult to anticipate what the impact will be on this group at this time. However, the decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known).</p> <p>It should be noted that none of the current adult social care services within the scope of this review are specifically targeted at people who have undergone gender reassignment.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>
Sexual Orientation	Neutral	<p>There is no information available with regards to the sexual orientation of adult social care service users in Tower Hamlets. It is therefore difficult to anticipate what the impact will be on this group at this time. However, the decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known).</p> <p>It should be noted that none of the current adult social care services within the scope of this review are specifically targeted at the LGBT community.</p> <p>The lack of comprehensive information on this issue is largely due to low levels of recording on systems. LGBT awareness training (including monitoring) is available for practitioners and will be promoted to staff to ensure more information is collected in future.</p>

Religion or Belief	Neutral	<p>The decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known). This means there are no specific details available to draw conclusions from as to which groups will be most impacted. However, the breakdown of adult social care service users by religion in Tower Hamlets in 2014/15 is as set out in the table below:</p> <table border="1" data-bbox="622 499 1447 879"> <thead> <tr> <th>Religion</th> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Buddhist</td> <td>0.4%</td> <td>18</td> </tr> <tr> <td>Christian</td> <td>38.3%</td> <td>1809</td> </tr> <tr> <td>Hindu</td> <td>0.5%</td> <td>22</td> </tr> <tr> <td>Jewish</td> <td>2.8%</td> <td>132</td> </tr> <tr> <td>Muslim</td> <td>28.9%</td> <td>1364</td> </tr> <tr> <td>No Religion</td> <td>2.5%</td> <td>116</td> </tr> <tr> <td>Not Stated</td> <td>11.7%</td> <td>550</td> </tr> <tr> <td>Other Religion</td> <td>1.4%</td> <td>68</td> </tr> <tr> <td>Sikh</td> <td>0.3%</td> <td>15</td> </tr> <tr> <td>Undeclared / Not Known</td> <td>13.3%</td> <td>627</td> </tr> </tbody> </table> <p>This shows which groups are currently accessing adult social care services in Tower Hamlets and which are therefore likely to be most affected if the current service contract was to change. In Tower Hamlets, Muslims (38%) account for the largest group closely followed by Christians (29%). Christians can therefore be seen to be slightly overrepresented amongst adult social care service users. However, the extent of this impact will only be known once a decision is made as to what contracts are being changed and a full equalities impact assessment carried out in light of this as part of the commissioning process</p>	Religion	Total	Total	Buddhist	0.4%	18	Christian	38.3%	1809	Hindu	0.5%	22	Jewish	2.8%	132	Muslim	28.9%	1364	No Religion	2.5%	116	Not Stated	11.7%	550	Other Religion	1.4%	68	Sikh	0.3%	15	Undeclared / Not Known	13.3%	627
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Age	Neutral	The decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of																																	

any proposed service changes (as these are not currently known). This means there are no specific details available to draw conclusions from as to which groups will be most impacted. However, the breakdown of adult social care service users by age in Tower Hamlets in 2014/15 is as set out in the table below:

Age Band	Total	Total
18-64	41.6%	1966
65+	58.4%	2755

This shows which groups are currently accessing adult social care services in Tower Hamlets and which are therefore likely to be most affected if the current service contract was to change. In Tower Hamlets, 72% of the population are aged 18-64 whilst only 6% are aged 65 and over. People aged 65 are the main users of the services and any changes are likely to have a greater impact on this group. However, the nature and extent of this impact will only be known once a decision is made as to what contracts are being changed and a full equalities impact assessment carried out in light of this as part of the commissioning process

Socio-economic	Neutral	There is no information available with regards to the economic status of adult social care service users in Tower Hamlets. It is therefore difficult to anticipate what the impact will be on this group at this time. However, the decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known).
Marriage and Civil Partnerships.	Neutral	The decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known). This means there are no specific details available to draw conclusions from as to which groups will be most impacted. However, the breakdown of adult social care service users by marriage and civil partnership status in Tower Hamlets

in 2014/15 is as set out in the table below:

<b>Marital Status</b>	<b>Total</b>	<b>Total</b>
Cohabiting	0.7%	32
Divorced	4.9%	232
Married	19.5%	920
Same sex in civil partnership	0.0%	2
Separated	4.4%	207
Single	29.0%	1370
Undeclared / Not Known	19.7%	930
Widowed	21.8%	1027
Same sex not in civil partnership	0.0%	1

This shows which groups are currently accessing adult social care services in Tower Hamlets and which are therefore likely to be most affected if the current service contract was to change. However, the extent of this impact will only be known once a decision is made as to what services are being changed and a full equalities impact assessment carried out in light of this as part of the commissioning process

Pregnancy and Maternity	Neutral	There is no information available with regards to the pregnancy status of adult social care service users in Tower Hamlets. It is therefore difficult to anticipate what the impact will be on this group at this time. However, the decision as to what contracts to maintain, what contracts to reduce/redesign and what contracts to remove will be made at a later date. A full equalities impact assessment will be carried out in light of any proposed service changes (as these are not currently known).
Other		Not applicable

#### 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
Reducing or not renewing current adult social care contracts for adult social care services may have a potential adverse impact on access to social care services.	As each service comes up for review further individual equality analysis and consultation will take place as part of a robust commissioning process to ensure that identified social care needs are met through more efficient service contract. Equality assessments are an integral part of the tendering process. Any proposed service changes will be subject to an equalities assessment at the appropriate time and addressed in line with equality requirements within the contract.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

Before existing services are reduced or not renewed a full equality analysis will take place as part of the commissioning process.. Equality assessments are an integral part of the tendering process. Any proposed service changes will be subject to an equalities assessment at the appropriate time and addressed in line with equality requirements within the contract.

Any impact will be monitored through the commissioning contract cycle.

<b>TITLE:</b>		<b>Working with the NHS to deliver jointly funded care packages</b>						
<b>DIR:</b>		Adult Services						
<b>SERVICE:</b>		Adults Social Care				REF: ADU012		
<b>TEAM:</b>		Adults Social Care				LEAD OFFICER: Luke Addams		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Joint Funding Opportunities	£ 73,504	£ 1,000	£ -	£ -	£ 1,000	No	No	
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The council and the NHS jointly fund care packages where people have both health and social care needs. This proposal is about renegotiating with our NHS partners, to ensure both parties are making an appropriate contribution and splitting the costs fairly.</p> <p>This proposal will involve agreeing a process with health partners which will involve a robust assessment clearly identifying the Council's duty and the NHS duty. A joint panel will enhance good practice through reviewing cases to assess contributions from health partners and correctly attribute costs between health and social care. The savings which are expected as a result of agreeing this new process with health partners are expected to be circa £1m. Savings to the Council will be achieved through reallocating costs between the Council and the NHS. The services that people need will not be changed or stopped.</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<p>The process will require consultation with the CCG. The proposed savings are based on an estimate of the extent to which negotiation with the CCG will result in a reduction in the Council's contribution to the cost of care packages. The actual savings delivered will depend on the outcome of negotiation in relation to individual cases and may therefore differ from the estimate in this proposal.</p>								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	Yes	Revenue will be raised from NHS partners, with no impact on the care provided to service users.						
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							



# **Children's Savings 2016/17**

OPP TITLE:		Undergraduate & PGCE bursaries						
DIR:		Children's Services				REF: CHI003/16-17 - formerly ESCW062/15-16		
SERVICE:		Learning & Achievement				LEAD OFFICER: Terry Parkin		
TEAM:						THEMES: De-commissioning, Reducing services		
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
Review student support (Teacher)	£ 307	£ 161	£ 54	£ 15	£ 230	N	No	Yes
FTE Reductions	0	0	0	0	0			
DETAILS OF SAVINGS OPPORTUNITY								
<p>This opportunity suggests ceasing any new awards of our teacher training bursary. The current teacher training bursary schemes consist of an award of £3,000 that is paid to up to 10 residents each year completing a PGCE primary course taking up employment in a Tower Hamlets school, and £6,000 to up to 5 residents a year completing undergraduate studies. The bursary scheme was developed in 1998 to address teacher shortages and the underrepresentation of Black and Minority Ethnic (BME) teachers in Tower Hamlets schools. Prior to the setting up of the schemes, the proportion of BME teachers in Tower Hamlets schools was 14% (April 2000) compared with a BME pupil population of 71%.</p> <p>Over the last 12 years 153 local people have benefited from the bursary, 71% of whom have been BME and 74% women. This bursary, alongside other initiatives, has helped to increase the proportion of BME teachers in the borough to 30% (Nov 2010) and in particular teachers of Bangladeshi heritage (12%). 59% of the recipients of the bursary have been PGCE primary students.</p> <p>There is no longer a shortage of people taking up teacher training courses. We are not aware of any other local authorities that offer this support.</p>								
IMPLICATIONS TO CONSIDER including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
None								
EQUALITIES SCREENING								
	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	Yes	The Council's contribution to the costs for students completing PGCE courses will cease, although all existing awards will continue to be met. A full EA will be required to assess any impact.						
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	Yes	No new bursaries will be granted. A full EA will be required to assess any impact.						
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Cessation of undergraduate & PCGE Bursaries

### **1b) Service area**

Learning and Achievement

### **1c) Service manager**

Terry Parkin

### **1d) Name and role of the officer/s completing the analysis**

Jebin Syeda, Strategy Policy and Performance Officer

## **Section 2: Information about changes to services**

### **2a) In brief please explain the savings proposals and the reasons for this change**

#### **Introduction**

In 1999 the council introduced a package of incentives to address teacher shortages (including teacher shortage) which had led to an unstable teaching workforce. Additionally, the council sought to address the issue of under representation of Black and Minority Ethnic

teachers in Tower Hamlets Schools. Prior to the setting up of the incentive package, the proportion of BME teachers (excluding teaching assistants) in Tower Hamlets schools was 14% (April 2000) compared with a BME pupil population of 71%. Although at the time this was thought to be above the national average, the composition of the Tower Hamlets teaching workforce was still not sufficiently representative of the borough's population. The shortage of teachers and the under representation of BME staff became a priority.

The proposal aimed to enable local school based staff to progress in the teaching career and in the context of a wider retention policy, it encouraged local people to progress and remain teaching in local schools addressing the teacher shortage and unstable workforce issue. The scheme had developed ahead of the national recognition that diversification of the teaching workforce enabled children from all backgrounds to have role models and that this can act as the solution to address underachievement.<sup>1</sup>

To address the issues, the original incentives package offered support staff based in local schools the opportunity to acquire a range of qualifications. Over the years the package of incentives has changed and adapted to need and funding availability. These are now as below:

Outlined in the table below are the initiatives currently funded:

**Table 1 – Initiatives offered during 2015/16**

NAME OF GRANT	£'000	RECIPIENTS	BENEFICIARY OF GRANTS / PROPOSED RECIPIENT
GCSE fees	3 (subject to student numbers)	Tower Hamlets school employees	Payment of tuition fees for Tower Hamlets employed teaching assistants on Tower Hamlets College's GCSE courses as well as equivalency tests with external providers
Foundation degree tuition fee payments	48 (subject to student numbers)	Tower Hamlets school employees	An annual contribution of £1k towards the tuition fees for each Tower Hamlets employed teaching assistant on the University of Cumbria Foundation degree. The duration of the programme is 3 years. In addition there are fees of £185 for bridging students seeking to complete the final year of the BA QTS degree programme

<sup>1</sup> <http://www.independent.co.uk/news/education/schools/role-model-why-teachers-need-to-represent-all-parts-of-the-community-1932339.html>

BA QTS (Qualified Teacher Status) degree bursary	150 (subject to student numbers)	Tower Hamlets school employees	A bursary of £10k paid in 3 instalments to Tower Hamlets employed teaching assistants resigning from employment to join the final year of a full-time BA QTS degree programme with the University of Cumbria to gain Qualified Teacher Status
PGCE bursary	30 (subject to student numbers)	Tower Hamlets residents	A bursary of £3k paid to local residents taking up employment in a Tower Hamlets school

The pressures on the council to reduce its spending has increased year on year and will only continue to do so given the current government's austerity measures. The council is increasingly looking to find areas with the least severity of impact on front line services. Given that the teacher shortage and BME representation in teaching has improved as demonstrated in the data below, the council is now proposing to cease the incentive package.

Under the current incentives package, we anticipate that ceasing the incentives packages will save the council £230,000 from a base budget of £307,000 by phasing it out over a three year period from 2016/17. This will ensure that those who are already taking up an incentives package can continue on the scheme to complete their training. This change will therefore only impact on those who are not on the scheme but may be thinking about career progression. No new applications will be accepted for the year 2016/17 and subsequent years saving £161,000 in that year. The budget for 2017/18 will be set at £54,000 and £15,000 for 2018/19 to enable us to continue to support those who have already commenced training.

The incentives package has to date addressed the need for a more stable workforce and addressed the issue calling for more BME school staff who reflect the community of Tower Hamlets. The local teacher training college which has gone from strength to strength with the introduction of the incentives package will continue to a local option support for those who want to progress but may not be able to undertake studies away from home due to commitments, financial impact and travelling time. The local authority remains committed to and challenging itself to provide the best outcomes for our local young children and young people, this commitment does not change with the decision to cease funding for courses. Teaching will remain a key profession for those who have an interest and we currently have no challenge in recruiting teachers to our local school as people are attracted to a borough where more than 80% of our schools are good or outstanding.

## **Impact of incentive scheme and current school workforce**

Over time the incentives package has addressed the issues it set out to address and some of its key successes over time can be highlighted as below<sup>2</sup>:

1. The partnership with St Martins College has been key to delivery and in 2008, 33% of all Newly Qualified Teachers (NQTs) in Tower Hamlets schools were trained through this partnership;
2. 68% of Tower Hamlets schools have employed at least one trainee through this partnership, some schools have employed as many as eight students as teachers;
3. In the first 10 years of the incentive, 347 people have received funding on Initial Teacher Training (ITT) courses leading to Qualified teacher Status (QTS). At the time 268 qualified as teachers with 95% being offered employment in a school in Tower Hamlets;
4. The average number of trainee teachers funded annually on ITT is 34.7;
5. In 2000, at the inception of the incentives package, only 14% of teachers were from BME backgrounds. In 2009 this figure had more than doubled to 29%. The representation of Bangladeshi teachers changed doubled from 6.% to 12%; more recent figures show we now have 17% of teacher as with Qualified Teacher Status who are Bangladeshi;
6. We know that the vacancy rates over the years, since the incentives package was introduced has reduced;
7. A survey of those who benefited (and returned the survey) in May 2009 demonstrated that 12% had already been promoted to senior management positions, 12% were seeking promotion and 45% were interested but not yet;
8. Case study evidence of students who have benefited from the incentives package demonstrate the positive impact the incentive has had on people's careers and the passion they bring to the teaching profession;
9. We also know that at October 2015, the gender profile of beneficiaries is 84% females and 16% male;

The support package has clearly made positive contribution and trained more than 1000 people; it is popular with consultation feedback showing that on the whole people want it to continue.

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<sup>2</sup> Recruiting teachers from the local community: 10 year on, 2009, Human Resources Strategy, Tower Hamlets Council

**Table 2 – Data comparison**

Ethnicity breakdown based on Census 2011 data <sup>3</sup>	Age 5 to 17 as the school age population	Age 18 to 64 as the working age group	All age population	Workforce data from schools – October 2015		Beneficiaries of the local incentive scheme to recruit, train and retain local teaching staff	
White	14.2%	35.7%	32.8%	White British only	44.5%	White	34.8
Other White	2.7%	15.8%	12.4%	Other white	10.9%		
Mixed/multiple ethnic group	6.1%	3.3%	4.1%	Mixed	3.4%	Mixed	1.9
Asian/Asian British (excluding Bangladeshi)	4.1%	10.8%	9.1%	Asian (excluding Bangladeshi)	4.7%	All Asian	53.5%
Bangladeshi	61.6%	25.3%	32.0%	Bangladeshi only	23.4%		
Black/African/Caribbean/Black British	9.4%	6.6%	7.3%	Black	7%	Black	7.1
Other ethnic group	1.9%	2.5%	2.3%	Chinese	0.3%	Other or unspecified	2.7%
				Other ethnic groups	5.8%		

Key points to draw from data comparison above:

1. Beneficiaries are from different community groups;
2. School age population is significantly different from the working age population. Bangladeshi youth make up the largest group in the school age population with white adults making up the largest working age group;

<sup>3</sup> [http://www.towerhamlets.gov.uk/lgnl/community\\_and\\_living/borough\\_profile/research\\_tools\\_and\\_guidance/tools.aspx](http://www.towerhamlets.gov.uk/lgnl/community_and_living/borough_profile/research_tools_and_guidance/tools.aspx)

3. White British are over represented in the schools workforce (44.5%) compared to the working age population (35.7%) and all age population (32.8%);
4. Overall Bangladeshi teachers as a percentage of all teachers with Qualified Teaching Status is approximately 17% which is 8.3% below the working age population; Asian, black and Chinese staff make up 35.4% of the schools workforce.

**2b) What are the equality implications of your proposal?**

This savings proposal has been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

This proposal seeks to cease the council's contribution to the costs for students completing course to progress in their teaching profession. In relation to the test of relevance questions, we know that this will:

Reduce the level of resources available to address inequality – The incentives were introduced to address teacher shortages and BME representation, both these areas improved within the first 10 years of the introduction of the scheme and currently there are no issues in relation to both of these areas. Most of the beneficiaries have secured employment in local Tower Hamlets schools and the vacancies rates have dropped. The BME representation in the workforce has improved.

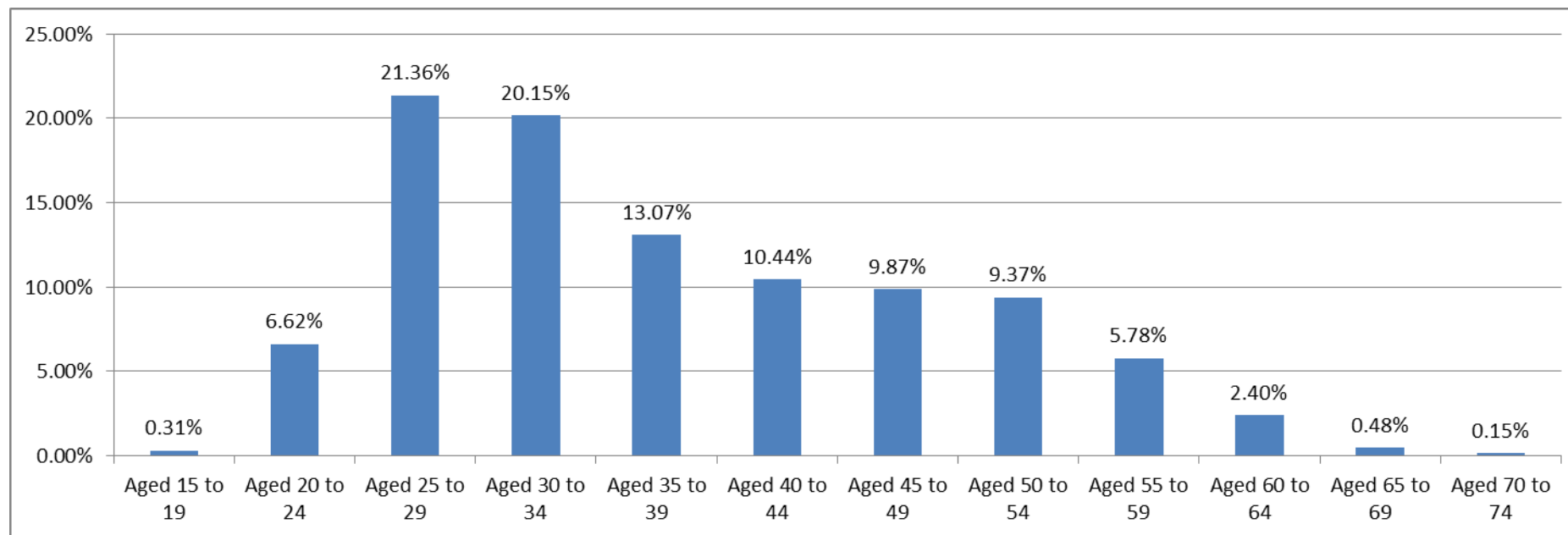
Reduce or remove income transfers to service users – The incentives package allowed for the financial burden of paying for the course to be carried by the local authority enabling those in lower social economic situations to progress in their careers with the aim of addressing BME under-representation and teacher shortages. Although this was not a direct aim of the policy, this has been one of the positive outcomes of this scheme.



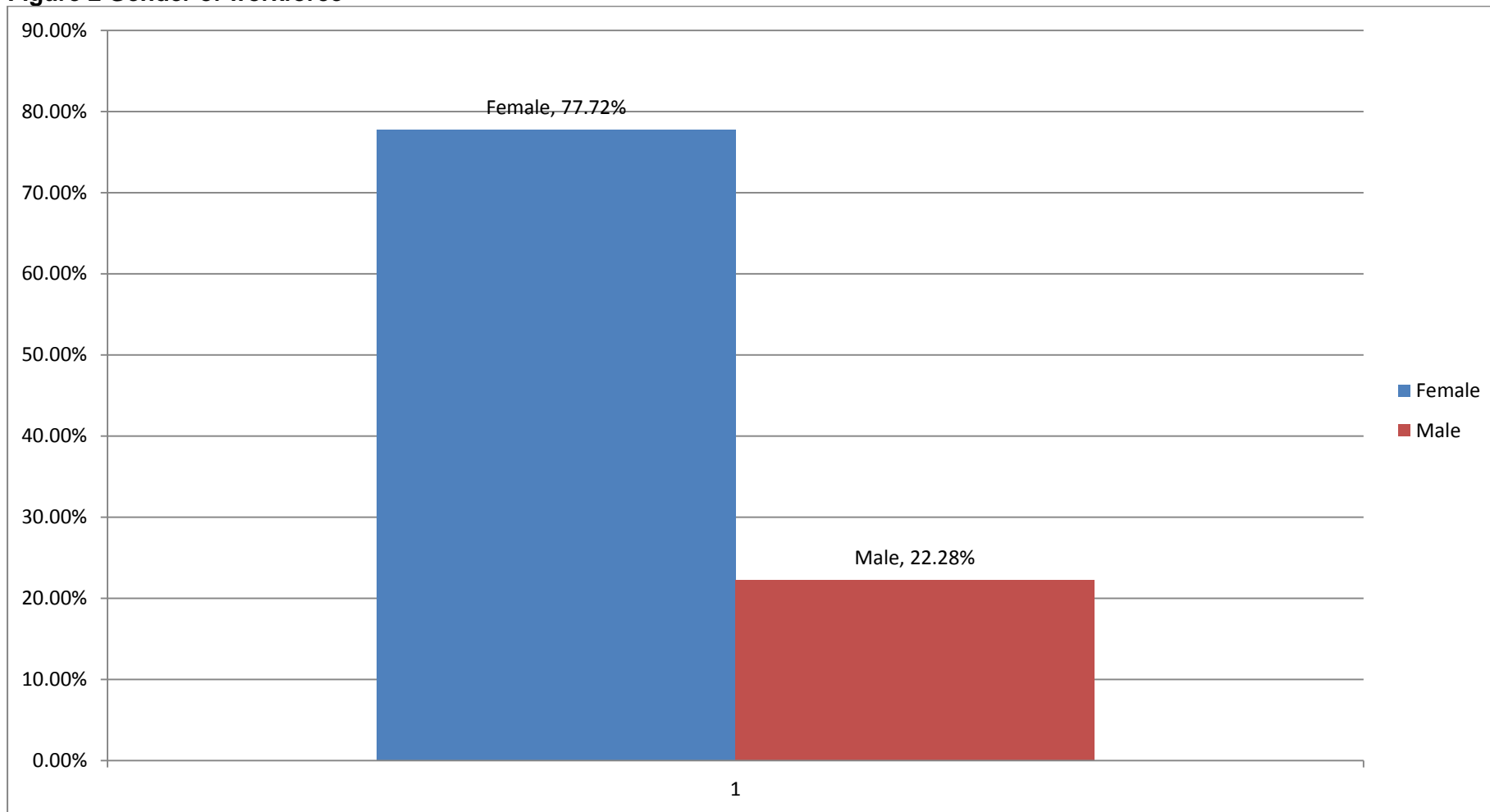
### Current school based workforce October 2015

Some data has been available on the current workforce. The data above only counts teachers and teaching staff who are directly involved in classrooms, this data therefore excludes those support staff not based in classroom for pupil or learning support. Teaching Assistants who are not employed directly by the school or the LA (e.g. Agency TA) are not included, neither are casual/volunteer staff; neither are staff expected to work less than 4 weeks in the same post. Only maintained schools' staff are included below. Staff count is at the point of the most recent School Workforce Census date (6/11/2014) to date.

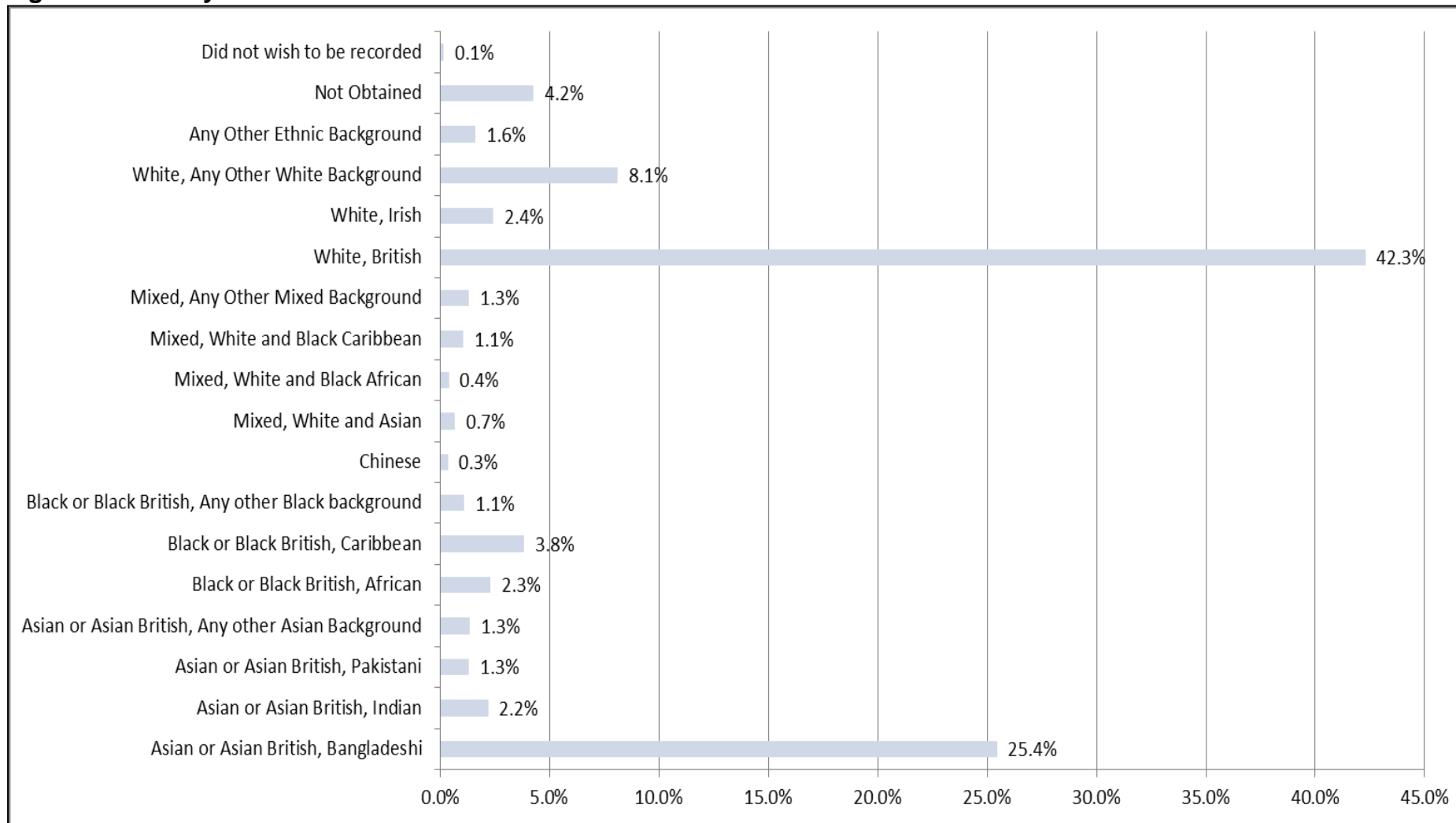
**Figure 1 Age profile of teachers and teaching assistants**



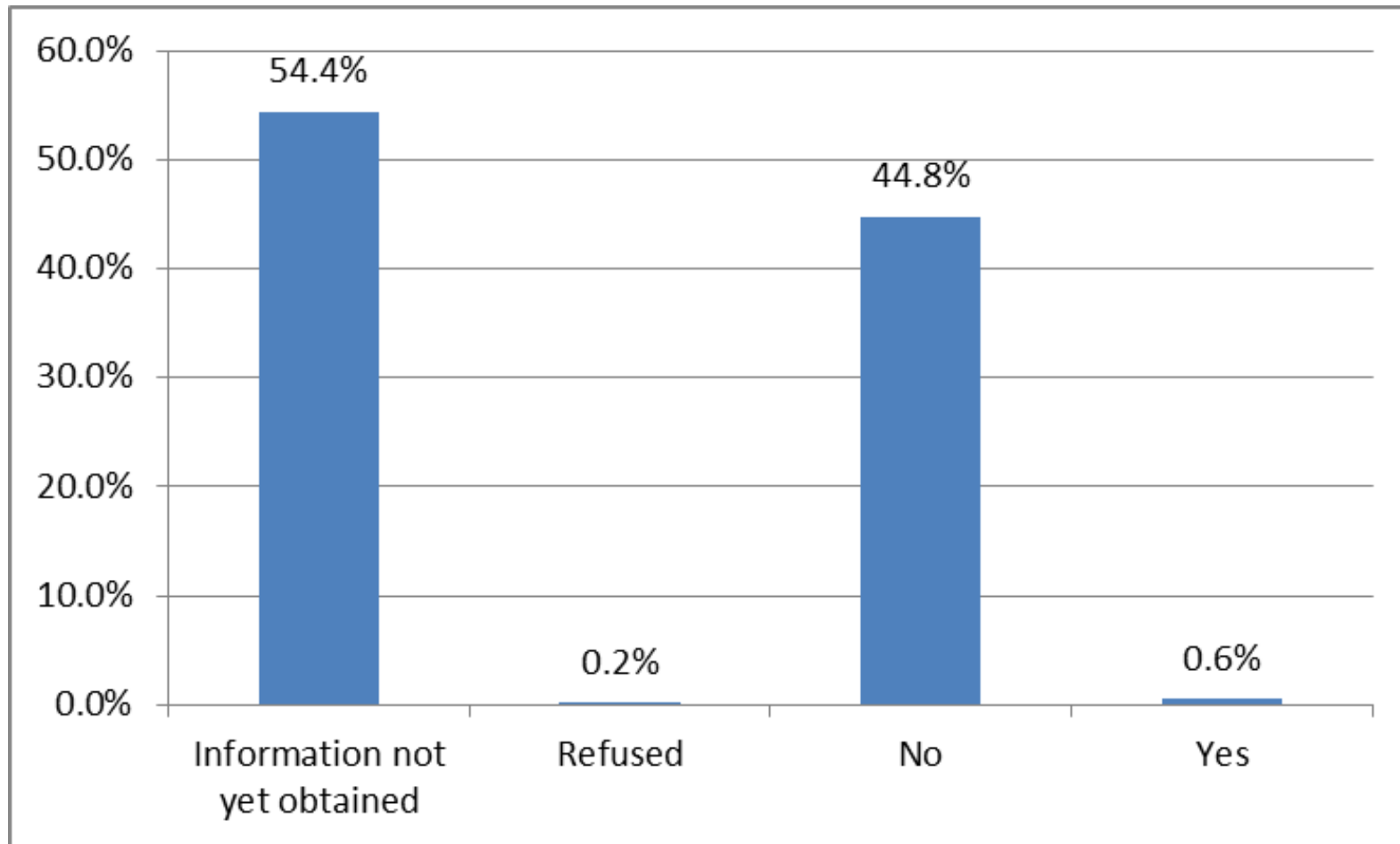
**Figure 2 Gender of workforce**



**Figure 3 Ethnicity of Workforce**



**Figure 4 Disability of workforce**



**Feedback from consultation:**

The council has sought the views of both staff and residents to identify what the impact of the proposal is likely to be.

8 responses were received from staff through the staff consultation. 24 responses were received through the council's main website; the responses here include those from schools based staff possibly because they have contributed as residents. The responses received from the Council's website shows 75% thought the proposal would not have a positive impact and 25% thought it would have a positive impact. Of the returns from staff, there was a 50/50 split.

Throughout the responses, Teaching Assistants were identified as the hardest hit in recognition of their low income and it was felt that low income families would be hard hit. The responses strongly recognised that the support package had helped men to enter and progress into the profession who are traditionally not well represented in the schools workforce.

**Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact</b> <b>Positive</b> <b>Adverse</b> – or	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	<p>This policy set out to address BME representation and teacher shortages in the schools workforce. The incentive has benefited all community groups although the Asian group make up more than 50% of beneficiaries. This is in line with the aims of the policy and is also reflected in the current profile of the schools workforce which is now reflective of the community.</p> <p>The Bangladeshi working age population (25.3%) and the schools workforce (25.4%) is almost identical with a 0.1% difference. It could be argued that the school workforce should more closely reflect the school age population (61.6%) However we can only recruit and retain local teachers from the local working age population, and this was the aim of the incentive. Nationally, 87.5% of teachers are white British, locally it is 42.4%</p> <p>The consultation shows differences of opinion about the need for a specific scheme to encourage BME representation; however it did not raise any equality impact or risk to any particular race group.</p> <p>For those who are interested in the scheme and would now not have access to the local authority scheme, the government support for training in the teaching profession will continue to be available although not necessarily administered by the local authority. This would be through student finance or training bursaries<sup>4</sup>. The local authority can raise awareness of this support locally so that all groups have an opportunity to access government support.</p> <p>Locally, the London East Teacher Training Alliance which is based in one of our local primary schools</p>

<sup>4</sup> <https://www.gov.uk/teacher-training-funding>

		runs annual recruitment to support people access Schools Direct – this is employment based training for graduates as an alternative to a PGCE to get interested applicants into the profession. This will continue to support local people.
Disability	Neutral	<p>Over 50% of the schools workforce data is unknown. A small number declare themselves disabled. The scheme was open to all and the policy did not set out to address disability representation.</p> <p>The consultation did not raise any equality impact or risk to disabled people.</p>
Gender	Neutral	<p>In 2014, nationally, 80 per cent of the full-time equivalent number of employees working in schools were female, and female teachers accounted for 74 per cent of all teachers<sup>5</sup>. The challenge of under-representation of male school based staff is therefore not just a local issue. Our school based staff profile is broadly in line with the national statistics for gender representation.</p> <p>Nationally, it is true that females are more likely to be represented in the primary phase than secondary but there is no local data to compare with at this point. For course participants, there is no data available by breakdown of whether they progressed to primary or secondary so this analysis was not possible.</p> <p>The scheme was open to all and the policy did not set out to address gender representation. The consultation material drew our attention to the fact that the incentive attracted a high percentage of male students and helped to address the local and national shortage of male teachers, of the course participants 16% are male.</p> <p>For those who are interested in the scheme and would now not have access to the local authority scheme, the government support for training in the teaching profession will continue to be available although not necessarily administered by the local authority. This would be through student finance or training bursaries. The local authority can continue to raise awareness of this support locally so that all age groups have an opportunity to access government support.</p>

<sup>5</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440577/Text\\_SFR21-2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440577/Text_SFR21-2015.pdf)

		<p>Locally, the London East Teacher Training Alliance which is based in one of our local primary schools runs annual recruitment to support people access Schools Direct – this is employment based training for graduates as an alternative to a PGCE to get interested applicants into the profession. This will continue to support local people.</p>
Gender Reassignment	Neutral	<p>The schools workforce census is a national dataset and does not collect information on gender re-assignment.</p> <p>The scheme was open to all and the policy did not set out to address gender reassignment representation.</p> <p>The consultation material did not raise any equality impact or risk issues for this group.</p>
Sexual Orientation	Neutral	<p>The schools workforce census is a national dataset and does not collect information on gender re-assignment. The policy did not intend to address under-representation of sexual orientation.</p> <p>The consultation material did not raise any equality impact or risk issues for this group.</p>
Religion or Belief	Neutral	<p>Muslim, Christian and no religion are the largest groups in this order in the profile of religious status in Tower Hamlets. The policy did not intend to address under-representation of any particular religious groups.</p> <p>The consultation material did not raise any equality impact or risk issues for this group.</p>
Age	Possible adverse	<p>The 25 to 29 age group make up the largest group of the local teaching workforce and a steady decline is noted as the age bands drop by 5 years. There is a similar pattern nationally. Teachers in primary schools are slightly younger on average than those in secondary schools.</p> <p>The policy did not intend to address under-representation of any particular age groups. The consultation raised the issue that mature school based staff who have not had a chance to pursue educational attainment but may want to through the support will now no longer have the support. The government support for training in the teaching profession will continue to be available although not</p>



		<p>necessarily administered by the local authority. This would be through student finance or training bursaries. The local authority can raise awareness of this support locally so that all age groups have an opportunity to access government support.</p> <p>Locally, the London East Teacher Training Alliance which is based in one of our local primary schools runs annual recruitment to support people access Schools Direct – this is employment based training for graduates as an alternative to a PGCE to get interested applicants into the profession. This will continue to support local people.</p>
Socio-economic	Neutral	<p>The policy set out to address BME representation and teacher shortages and the incentive to draw participants in was a financial one. This addressed and supported in particular the barriers faced by those with low income although not a direct aim of the policy.</p> <p>The consultation material drew attention to the fact that teaching assistants who are on lower income levels in the schools workforce will be most adversely affected as they will not be able to carry the financial burden of taking time out of full time employment to undertake the courses needed. The proposal does not, however, remove any income from existing recipients of the bursary. The scheme which did not set out with the intention of address social economic difficulties and as such the impact therefore is neutral.</p>
Marriage and Civil Partnerships.	Neutral	<p>The policy did not intend to address under-representation of any particular marriage or civil partnership group.</p> <p>The consultation material did not raise any equality impact or risk issues for this group.</p>
Pregnancy and Maternity	Neutral	<p>The policy did not intend to address under-representation of any particular pregnancy or maternity group.</p> <p>The consultation material did not raise any equality impact or risk issues for this group.</p>
Other	Neutral	No other impact categories were identified

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<b>The outcomes of the schemes and the consultation feedback suggests that different gender, age and race groups may be adversely affected by the removal of the scheme.</b>	<p>The government support for training in the teaching profession will continue to be available although not necessarily administered by the local authority. This would be through student finance or training bursaries. The local authority can raise awareness of this support locally so that all age groups have an opportunity to access government support.</p> <p>We raise awareness locally through the London East Teacher Training Alliance which is based in one of our local primary schools. Annual recruitment takes place to support people access Schools Direct – this is employment based training for graduates as an alternative to a PGCE to get interested applicants into the profession. This will continue to support local people.</p>

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

OPP TITLE:		Realignment of funding and efficiencies in early years provision						
DIR:	Children's Services					REF: CHI004		
SERVICE:	Children's Services					LEAD OFFICER: Terry Parkin		
TEAM:	Learning & Achievement - Early Years					THEMES:	Delivering Differently	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
H82/G13	£ 13,678	£ 4,368	£ -	£ -	£ 4,368	N	No	Yes
FTE Reductions	261	2	0	0	2			
DETAILS OF SAVINGS OPPORTUNITY								
<p>The council currently organises its children's centres and early years work through two separate teams. The intention is to bring these two teams together to make savings in the management and administration of early years services, and at the same time, end the General Fund subsidy of £3,818k to the Dedicated Schools Grant (DSG), provided to support early years services.</p> <p>Expenditure on central early years services and children's centres is high when compared to similar local authorities and outcomes from this expenditure are mixed. Performance on meeting government targets for 2 year old places is significantly lower than our statistical neighbours when measured by a percentage: around two-thirds of our two years olds are not engaged with our children's centres. Outcomes at the end of reception for the Early Years Foundation Stage Profile (EYFSP) for lower income families are very good compared to statistical neighbours, but for other children they are disappointing when compared to the outcomes being achieved by older children in primary schools. Ofsted outcomes for schools are unusually high: one school out of 80 is in special measures for EYFS. The rest are good or better. 82% of our private and voluntary settings are good or better according to Ofsted. However, at present nine out of twelve children's centres, and all inspected over the last two years, have been judged to require improvement. We are determined to improve our early years services, including children's centres, ensuring that they better meet local need.</p> <p>Many high performing boroughs have integrated 0-5 provision as part of a clear early help offer: we do not. As a consequence, our teams sit alongside each other but with significant duplication in 'back office' functions. As a result of this proposal, all non-children's centres and early years services will be funded from the DSG in line with its core purpose to provide childcare and education to very young children. We will use our buildings better to ensure that parents are able to easily access a full range of services with children's centres operating as the main delivery buildings. We will also take the opportunity of recommissioning the health visitors' contract to embed health staff in our children's centres giving parents a reason to visit where they can then be provided with a wide range of supportive opportunities. As we increase uptake, unit costs will be reduced. Any specific changes to services will be consulted on with service users as the proposal is implemented.</p> <p>Increasing the take up of 2 year old places will also ensure that DSG funding is maximised, by enabling us to claim government funding for 2 year old places that we cannot currently claim. This will enable us to reduce the subsidy whilst improving services.</p>								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
This would generate significant financial savings, but would require the agreement of the Schools Forum in order to transfer services into DSG funding. Discussions have already taken place indicating that the Forum will agree to this change. The move to a wider integration will also bring efficiencies and ensure more provision is specialist led.								
EQUALITIES SCREENING								
	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	Yes	Overall expenditure on Early Years services may decrease as a result of this review, however we are confident that a better service can be delivered with less subsidy from the General Fund. An EA will be required to fully assess any changes.						
Does the change reduce resources available to support vulnerable residents?	Yes	As above						
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							

Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	No	
Does the change involve local suppliers being affected?	No	
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	Yes	We estimate 2 fte posts are at risk
Does the change involve a redesign of the roles of staff?	Yes	Some staff would see changes in the nature of their roles. Staff would be involved in service redesign where necessary.

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

CHI004 Realignment of funding and efficiencies in early years provision

### **1b) Service area**

Learning and Achievement – Early Years

### **1c) Service manager**

Terry Parkin

### **1d) Name and role of the officer/s completing the analysis**

Charlotte Saini, Strategy, Policy and Performance Officer

Pauline Hoare, Lead Officer- Early Years

Mohammed Jolil, Interim Children's Centre Senior Locality Lead

## **Section 2: Information about changes to services**

### **2a) In brief please explain the savings proposals and the reasons for this change**

The Council currently organises its Children's Centres and Early Year's work through two separate teams. The intention is to bring these two teams together to make savings in the management and administration of early years services, and at the same time, end the General Fund subsidy of £3,818k to the Dedicated Schools Grant (DSG), provided to support early years services.

Expenditure on central early years services and Children's Centres is high when compared to similar local authorities and outcomes from this expenditure mixed. Performance on meeting government targets for 2 year old places is significantly lower than our statistical neighbours when measured by a percentage: around two-thirds of our two years olds are not engaged with our Children's Centres. Outcomes at the end of Reception for the Early Years Foundation Stage Profile (EYFSP) for lower income families are very good compared to statistical neighbours, but for other children they are disappointing when compared to the outcomes being achieved by older children in primary schools. Ofsted outcomes for schools are unusually high: one school out of 80 is in special measures for EYFS. The rest are good or better. 82% of our private and voluntary settings are good or better according to Ofsted. However, at present nine out of twelve Children's Centres, and all inspected over the last two years, have been judged to require improvement. The Tower Hamlets Annual Residents' survey 2014/15 found that 72% of residents rated Children's Centres as good or excellent. This is a drop of 5% since last year's survey. We are determined to improve our early years services, including Children's Centres, ensuring that they better meet local need.

Many high performing boroughs have integrated 0-5 provision as part of a clear early help offer: we do not. As a consequence, our teams sit alongside each other but with significant duplication in 'back office' functions. This proposal includes the plan to bring the two teams together.

As a result of this proposal, all non-Children's Centres Early Years services will be funded from the DSG in line with its core purpose to provide childcare and education to very young children.

Increasing the take up of 2 year old places will also ensure that DSG funding is maximised, by enabling us to claim government funding for 2 year old places that we cannot currently claim. This will enable us to reduce the subsidy whilst improving services.

We will use our buildings better to ensure that parents are able to easily access a full range of services with Children's Centres operating as the main delivery buildings.

We will also take the opportunity of re-commissioning the health visitors' contract to embed health staff in our Children's Centres giving parents a reason to visit where they can then be provided with a wide range of supportive opportunities. As we increase uptake, unit costs will be reduced

Any specific changes to services will be consulted on with service users as the proposal is implemented.

The following options are being considered in order to realise the savings

- Better use of funding- utilise DSG currently allocated to capital to support service provision
- Better use of buildings- re-provision of services currently provided
- Better use of buildings- integration of crèche service into Children's Centres
- Better use of buildings- rationalisation of buildings
- Better use of buildings- income from external providers leasing buildings
- Management and Administrative efficiencies- Integration of the Early Years and Children's Centres teams; alignment with legal requirements around levels of funding Management and Administrative efficiencies- e.g. harmonisation of terms and conditions for ex NHS staff working in Children's Centres
- Increase in Funding- converting existing provision to provide free places for disadvantaged two year olds

These changes are being proposed in the context of two other relevant changes:

- As a result of a £1m public health grant, Children's Centres will have a greater focus on the delivery of public health outcomes. For example, health visitors funded through public health will be based in Children's Centres and will be involved in children's two-year integrated review alongside Children's Centres and staff from settings.
- Demand for Children's Centre services and early years settings is likely to rise as a result of the predicted population growth in Tower Hamlets. Based on 2013 GLA predictions, the borough's population is expected to grow by 10% between 2013 and 2018. A 20% increase is expected by 2023, equating to 320,200 residents. The growth will come from both the birth rate and new residents moving into the borough. A proportion of new residents will have children aged 0-5 or will have children after settling in the borough.

#### Background information

There are around 22,000 infants aged under five in Tower Hamlets<sup>1</sup>. The Early Years Foundation Stage is a statutory curriculum as well

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<sup>1</sup> July 2015 JSNA Summary Document

as a statutory key stage of education (birth to five). The Early Years Service fulfils these legal responsibilities. The Local Authority (LA) is required to provide Children's Centres in line with the Children Act 2006: local authorities must make sure there are enough children's centres in their area, accessible to all families. Early years provision works most effectively where all settings birth to five are organised together. However, in Tower Hamlets the integrated Early Years Service was split into two parts five years ago. This has over time resulted in additional expense and duplication of posts. Bringing the two parts of early years provision back together will result in streamlining and cost reduction.

The Early Years Service works with private childcare businesses, voluntary sector providers and with schools. This work is carried out by two different teams because the qualifications and experience needed are very different. There are 333 early years settings that provide places for children birth to five: These places are provided by a range of different types of schools, voluntary sector providers and private businesses. All EYFS settings work to the same curriculum and assessment requirements<sup>2</sup>. The LA is responsible for advising staff to ensure high quality provision and outcomes for all children in the EYFS, and is responsible for their safeguarding and welfare.

Data provided from the Family Information Service indicates that:

- There are currently 674 registered spaces for children attending pre-school playgroups in the borough.
- There are 2817 places registered within private day nurseries.
- There are 6,081<sup>3</sup> children in LA maintained Nursery and School Reception classes<sup>4</sup>.

#### **Table showing total number of early years settings in Tower Hamlets<sup>5</sup>**

The table below outlines the different types of early years settings in Tower Hamlets

<sup>2</sup> Source: *EYFS Statutory Framework*, <https://www.gov.uk/government/publications/2010-to-2015-government-policy-childcare-and-early-education/2010-to-2015-government-policy-childcare-and-early-education#appendix-2-early-years-foundation-stage>

<sup>3</sup> Source: Provisional Early Years Census, Strategy and Performance (PPCI Team) November 2015.

<sup>4</sup> Note that the EY Census does not collect this EY place information for other types of school: e.g. private, independent, free, etc.

<sup>5</sup> Information provided from Early Years Service lead and Family Information Service



Schools with nursery classes attached	83 <sup>6</sup>
LA Day nurseries	4
Nursery Chains and Day Nurseries	52
Pre-School Playgroups	27
Childminders	167
Total number of settings (LA, voluntary and private)	333

This Local Authority is one of only three local authorities nationally who continue to run LA Day Nurseries. There are four LA run day nurseries, which are the responsibility of the Early Years Service (EYS): John Smith, Mary Sambrook, Overland and Queen Mary. Two of these childcare settings are located on the same site as a Children's Centre (John Smith and Overland). One of the maintained nursery schools (Harry Roberts) is located on the same site as Ocean Children's Centre. Partnership working could be further strengthened between these paired settings if the services were brought together after the consultation.

The EYS works with 83 schools across the borough, (including free schools, academies, independent schools, trust schools, local authority maintained schools and faith schools) with nursery and/or Reception provision. Included in this figure are the six maintained nursery schools: Alice Model, Children's House, Columbia Market, Harry Roberts, Old Church and Rachel Keeling. There are twelve Children's Centres, operating across the four localities in the borough, as set out in the table below:<sup>7</sup>

<sup>6</sup> This number is the combined figure of 61 maintained schools with a nursery class attached, and 22 other schools with a nursery class attached (eg private, free, independent schools etc)

<sup>7</sup> Information provided by Children's Centres Data Manager October 2015

Marner Children's Centre	North East Locality
Overland Children's Centre	North East Locality
Mile End Children's Centre	North East Locality
Meath Gardens Children's Centre	North West Locality
Mowlem Children's Centre	North West Locality
Chrip Street Children's Centre	North West Locality
Around Poplar Children's Centre	South East Locality
Chrip Street Children's Centre	South East Locality
Isle of Dogs Children's Centre	South East Locality
John Smith Children's Centre	South West Locality
Ocean Children's Centre	South West Locality
Wapping Children's Centre	South West Locality

18570 children were registered with Children's Centres as of October 2015. The majority of parents or carers who accompany children to the centre are adults under 65. 40% of the parents and carers registered with Children's Centres as of October 2015 were aged 26-34, and another 35% were aged 35-43. The largest single age group attending Children's Centres in the year to April 2015 were under 1s, who made up 31% of all visits across the twelve Children's Centres combined<sup>8</sup>.

Data provided by Children's Centres indicates that in the year to April 2015, 17,185 children aged 0-5 accessed the borough's Children's Centres. 16,096 carers accessed the Children's Centres, of which 83% were women. For children, the single largest ethnic group accessing Children's Centres was Asian Bangladeshi, followed by 'unknown' and White British. For parents the largest ethnic group was Asian Bangladeshi, followed by White British and then 'unknown'.<sup>9</sup> Whilst this broadly follows the profile of young children in the borough<sup>10</sup>, there is some evidence to suggest that children of a Bangladeshi ethnic background are slightly underusing services: The 2011 Census indicates there are 8951 children below 5 from a Bangladeshi ethnic background, whereas 7210 were registered with Children's Centres in the borough as of October 2015.

<sup>8</sup> Data on children by age range by reach provided by Children's Centre Data Team, October 2015

<sup>9</sup> Data provided on reach and registered children and carers from the Children's Centre Data Team, October 2015

<sup>10</sup> 2011 Census: 3169 White British children aged 0-4, 8951 Asian Bangladeshi children aged 0-4

## **2b) What are the equality implications of your proposal?**

The proposal is expected to have an overall positive impact on service users. This is because children and their families will be able to access a wider range of services, including health services, in one place, there will be more early education places for eligible two year olds, and more opportunities for parents and carers to get back into training or employment by accessing courses with childcare provided. It is noted that if some services are moved from satellite sites to main Children's Centres then some families may have to travel slightly further in order to access the service which has been moved. This is considered in more detail in the equality analysis.

The proposed changes will have a primarily impact on children aged 0-5 as this is the age group targeted by the service. Any changes will have a greater impact on women and women on maternity leave as the majority of parents and carers who visit Children's Centres are women. The changes will have a greater impact on children and carers from a Bangladeshi ethnic background as they are the biggest single community to access the service. The impact should be positive as the aim is to improve the quality of the service and its reach, whilst reducing costs through eliminating duplication.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Some positive, Some possibly adverse	<p>Any changes proposed will have a greater impact on children and carers from a Bangladeshi ethnic background as they are the biggest single community to access the service. There is evidence to suggest that children of a Bangladeshi ethnic background are underrepresented in terms of registering with Children’s Centres: This proposal provides an opportunity to target this group as a greater number of services would be provided from single locations (visitors may be more inclined to access services if more was available at the same location).</p> <p>The positive changes would be the opportunity to integrate day care attached to Children’s Centres, and accessing more health-focused services following the integration of health visitors staff to early years. This would have an impact on all children regardless of race, but it is noted that as the largest group using each of the Children’s Centres, this would impact more on Bangladeshi children than children from other ethnic groups.</p> <p>This includes possible adverse changes such as travelling further to access a service previously provided in a non-Children’s Centre location, to one of the twelve Children’s Centres where the service would be provided from in the future. This would have an impact on all children regardless of race, but it is noted that as the largest group using each of the Children’s Centres, this would impact more on Bangladeshi children than children from other ethnic groups. However, it should be noted that Children’s Centres are geographically dispersed across Tower Hamlets, and in a small borough with good public transport links, travel times to Children’s Centres are unlikely to be lengthy. Any changes to where services are delivered from would need to be communicated clearly to registered users and local communities, with information as to how to access the service in the new location.</p>

Disability	Some positive, Some possibly adverse	<p>As of October 2015 there are 110 disabled children and children with additional needs aged 0-5 known to the Early Years Inclusion Team.</p> <p>As of October 2015 there were 121 children aged 0-5 claiming Disability Living Allowance (DLA) in the borough.</p> <p>As of October 2015 there are 29 disabled children and children with additional needs aged 0-5 known to the Portage Team.</p> <p>It should be noted that the figure of 121 claiming DLA will be far lower than the true number of children with disabilities in the 0-5 age range, as many children are not officially diagnosed until later in childhood (e.g. after they start school), and, where children have been diagnosed as having a disability, their parents/carers may not have yet sought support through DLA.</p> <p>The EYS Inclusion Team, the EYS Portage Team, Children’s Centres and Early Years Settings provide support to disabled children and children with additional needs and their families, for example practical support as well emotional support for parent/carers such as through stay and play sessions, where they can get to know other parent/carers in similar situations and have the space to talk about their feelings. These sessions offer an opportunity to discuss approaches to support their children’s development and to have approaches modelled by practitioners. These settings can be incredibly important for parent/carers in the early years of their child’s life. We have already begun to work in a more aligned way across the EYS and Children’s Centres. This work will be made more effective by bringing the services closer together.</p> <p>The integration of Health Visitors into the local authority from September 2015, basing them in the twelve Children’s Centres, will have a positive impact on all children visiting Children’s Centres, but particularly on children who require additional support. Parents and Carers will have improved access to health expertise and support within a familiar local setting.</p> <p>Better use of buildings - this may lead to services being provided from different locations (if this is the</p>
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		<p>case a full Equality Impact Assessment will be undertaken on the detail of any proposals). This may have an adverse impact on parents and carers who are disabled, as well as children who are disabled, as having to travel slightly further to access services could have a greater negative impact on this group due to their disabilities. It should be noted that Children's Centres are geographically dispersed across Tower Hamlets, and in a small borough with good public transport links, travel times to Children's Centres are unlikely to be lengthy. Furthermore, it has been proposed that where services are moved they are delivered from dedicated children centre locations, which will have a greater range of services on offer and all of which offer fully inclusive access and disabled facilities.</p>
Gender	Some positive, Some possibly adverse	<p>Use of Children's Centres: Children's Centre services are predominantly used by women and their children. As of April 2015 83% of carers accessing Children's Centres were women. Any changes to the services will therefore impact women more than men. This includes possible adverse changes such as travelling further to access a service previously provided in a non-Children's Centre location, to one of the twelve Children's Centres where the service would be provided from in the future. This would have an impact on all users regardless of gender, but it is noted that as the predominant gender using children's centres, more women would be impacted than men.</p> <p>Staffing in Children's Centres and Early Years Settings: Staff in Children's Centres and early years settings are also predominantly female. Any changes to services or changes to where services are delivered from will impact on women the most. A separate equalities analysis will take place where changes are identified which will impact on staff,</p> <p>Integrating daycare into Children's Centres will have a positive effect as this will enable parents and carers to access education, development and employment opportunities within the Children's Centre whilst their children are cared for nearby. Given that the majority of carers accessing Children's Centres are women; this will have a positive effect on the education, development and employment opportunities of women and their families.</p>
Gender Reassignment	neutral	There is no evidence of impact on this group

Sexual Orientation	neutral	There is no evidence of impact on this group
Religion or Belief	Some positive, Some possibly adverse	<p>Use of Children’s Centres: As previously noted, children and carers from a Bangladeshi ethnic background are the biggest single community to access Children’s Centre services. Since the majority of Bangladeshi service users are also Muslim, the implications set out in the “race” section also apply to this group.</p> <p>Better use of buildings- this may lead to some children’s centre services being provided from different locations (if this is the case a full Equality Impact Assessment will be undertaken on the detail of any proposals). Since the majority of Bangladeshi service users are also Muslim, the implications set out in the “race” section also apply to this group.</p> <p>Integrating daycare into Children’s Centres will have a positive effect as this will enable parents and carers to access education, development and employment opportunities within the Children’s Centre whilst their children are cared for nearby. Given that the majority of carers accessing Children’s Centres are women, this will have a positive effect on the education, development and employment opportunities of women and their families.</p>
Age	Some positive, Some possibly adverse	<p>The majority of parents or carers who accompany children to the centre are adults under 65, with those aged 26-34 making up the biggest single group. The largest single age group of children attending Children’s Centres in the year to April 2015 were under 1s, who made up 31% of all visits across the twelve Children’s Centres combined<sup>11</sup>. Any changes will impact these groups the most.</p> <p>Better use of buildings - this may lead to some children’s centre services being provided from different locations. This could have a negative impact on users if they have to travel further. It should be noted that Children’s Centres are geographically dispersed across Tower Hamlets, and in a small borough with good public transport links, travel times to Children’s Centres are unlikely to be lengthy. Furthermore, where services are moved to one of the twelve children’s services, users will benefit from</p>

<sup>11</sup> Data on children by age range by reach provided by Children’s Centre Data Team, October 2015

		being able to access a range of support and services in one place.
Socio-economic	Some positive, Some possibly adverse	<p>The high level plans outlined will have a positive impact on reach to children from disadvantaged families. This is because families accessing Children's Centres will be able to access improved education, employment and training opportunities due to the proposed integration of daycare into Children's Centres where this is possible.</p> <p>More two year old places: In addition, the high level proposal to convert some building space to increase the number of places for disadvantaged two year olds will mean that more two year olds from disadvantaged backgrounds will be able to take up the offer of 15 free hours a week of early education.</p> <p>Better use of buildings- this may lead to some children's centre services being provided from different locations. This could have a negative impact on users from specific socio-economic backgrounds if they have to travel further. However, where services are moved to one of the twelve children's services, users will benefit from being able to access a range of support and services in one place.</p>
Marriage and Civil Partnerships.	Neutral	There is no impact on this group
Pregnancy and Maternity	Some positive, Some possibly adverse	<p>Use of Children's Centre's: Children's Centre's provide services for children aged 5 years and under. A significant number of parents who visit the Centre's are on maternity leave. 31% of the children who accessed Children's Centre services in the year to April 2015 were under 1 years old, making them the biggest single group across the twelve Children's Centres combined<sup>12</sup>. Any change will have a bigger impact on women on maternity leave.</p> <p>Better use of buildings- this may lead to some children's centre services being provided from different locations. This could have a negative impact on women who are pregnant or on maternity leave if</p>

<sup>12</sup> Of the twelve Children's Centres, only in Meath Gardens Children's Centre and the Isle of Dogs Children's Centre were under 1s not the largest single group (Source: Children's Centre Data provided 30/10/15)



		they have to travel further. It should be noted that Children's Centres are geographically dispersed across Tower Hamlets, and in a small borough with good public transport links, travel times to Children's Centres are unlikely to be lengthy. Furthermore, where services are moved to one of the twelve children's services, users will benefit from being able to access a range of support and services in one place.
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<p><b>Better use of buildings</b></p>	<p>If some services are brought from community spaces outside of the main Children’s Centre Hubs into the one of the twelve Children’s Centres hubs, they will be moved to the hub closest to the original location. Given there are twelve hubs across the borough, three in each locality, this means that the service will still be accessible for local residents, with the added benefits that it will be provided in a fully inclusive setting where parent/carers will have the opportunity to partake in other appropriate activities, meet new people and access support from the newly integrated health visitors.</p> <p>However, it may mean travelling slightly further. Where this happens, Children’s Centres will keep local residents informed and ensure that information is available advising how to get to the relevant hub.</p> <p>Where services are to be provided from different buildings a full EA will be undertaken</p>

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

## **Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

It is noted at the top of this document that the proposals outlined are at this stage still high level. As proposals become more detailed the relevant service managers will undertake equality analyses of each proposal. It is anticipated that this will happen between December 2015 and March 2016, and information on consultations on detailed changes will be available via Children's Centres and Early Years Settings, as well as online.

## APPENDIX 1

### **Summary of Feedback on the consultation on Budget Saving Proposal CHI004: Realignment of funding and efficiencies in early years provision**

The feedback below sets out the key messages heard from residents and staff in relation to the realignment of funding and efficiencies in early years provision proposal. This feedback has informed this Equality Analysis.

It is accepted that the current proposal is a high level one and as such it does not contain a high level of detail. As and when further detail is developed, the Early Years Service will consult with stakeholders, staff and service users, and where appropriate, undertake further equality analysis. *Further feedback will be sought as the proposal becomes more developed.*

It should be noted that there are no plans to close any of the twelve Children's Centres in this proposal.

## 1. Public Feedback: Online Consultation

21 responses were received

1	Do you think the proposal will have an impact on people using the service/resource?
	Yes: 11 respondents (52.3%)
	No: 10 respondents (47.6%)

2	Do you think there are any positive outcomes from the proposal?
	Yes: 12 respondents (63.1%)
	No: 7 respondents (36.8%)

3	Do you think the proposal will have any negative outcomes?
	Yes: 12 respondents (60%)
	No: 8 respondents (40%)

### Impact of the Proposal

4.	If yes then who will be affected?
	<p>9 residents responded to this question.</p> <p>The respondents felt that stakeholders, children, families and staff in Children's Centres would be affected by the proposal. One respondent stated that vulnerable children and families would be affected, and one respondent was concerned some families would have to travel further.</p> <p>Three respondents stated that the lack of detail in the proposal made it difficult to answer the question</p>

5.	If yes, what will the positive outcomes be?
	<p>11 respondents answered this question.</p> <p><b>A summary of the positive outcomes identified:</b></p> <ul style="list-style-type: none"> <li>• <b>A single early years team:</b> direct access to information and elimination of waiting times; one team with one vision increasing resources and abilities; Children’s Centres accessing relevant data;</li> <li>• <b>Savings and use of resources:</b> very large savings (mentioned by two respondents); Better use of resources/more targeted use of resources (mentioned by two respondents);</li> <li>• <b>Services and outcomes:</b> better engagement with Children’s Centres; more families engaging with Children’s Centres; better messages to parent/carers regarding language development and a resultant increase in the EYFS results at the end of reception. more support for the children who need it and a higher quality early years service.</li> </ul>

6.	If yes, what will the negative outcomes be?
	<p>6 respondents answered this question.</p> <p><b>A summary of the negative outcomes identified:</b></p> <ul style="list-style-type: none"> <li>• <b>Detail of the proposal:</b> two respondents stated that the proposals were not clear enough to make informed comments but suggested that negative impacts could include a reduction in staff (in Children’s Centres and/or day care services), and a reduction in quality of early years provision in schools due to a cut in DSG funding.</li> <li>• <b>Services:</b> it was thought there could be a reduction in access to key children’s centre services such as stay and play if children’s centre buildings were used to host 2 year old nursery places in the borough; one respondent felt that Children’s Centres are not currently meeting the needs of vulnerable families; one respondent felt that there would be negative outcomes initially until systems are put in place. One respondent was concerned that their local children’s centre had been closed that morning due to a discussion on efficiencies.</li> </ul>

7.	Do you have any other comments about the proposal?
	<p>16 respondents answered this question</p> <p><b>A summary of comments received:</b></p> <ul style="list-style-type: none"> <li>• <b>Detail of proposal:</b> five respondents stated that there was not enough detail in the proposals to make informed comments.</li> <li>• <b>Involvement of other services in supporting/running Children's Centres:</b> suggestion that the six outstanding nurseries support Children's Centres; ensuring there are no job losses; two suggestions that Children's Centres should be run by schools or brought within their remit;</li> <li>• <b>Other comments included:</b> a streamlining the management functions when integrating the children's centre and early years teams; a comment that Ofsted inspections had not called into question the quality of provision in Children's Centres; ensuring an increased uptake of two year old places in order to ensure DSG funding; the need to invest in support for parents' mental health in order to ensure the development of children in the early years; a comment that it would be preferable to pay for services in a local children's centre than lose them.</li> </ul>

## 2. Public Feedback: Additional Feedback received

In addition to the feedback received via the website questionnaire, a petition was received, signed by 35 people in October 2014 (one year ago). The petition requests the Council not to make any cuts to services that affect children in Tower Hamlets and points to the statistic that Tower Hamlets has the highest level of child poverty in the country.

As well as the petition, five feedback cards were received, again completed over a year ago in October 2014.

It is thought that this feedback relates to the proposals around Children's Centres which were consulted on in October 2014 as some of the feedback cards talk about the possible closure of Children's Centres. There are no plans to close any of the twelve Children's Centres in the 2015 Early Years Budget Proposal.

### 3. Staff Feedback: Online Consultation

55 responses were received

1.	Do you think the proposal will have an impact on people using the service/resource?
	Yes: 36 (65.4%)
	No: 19 (34.5%)

2.	Do you think there are any positive outcomes from the proposal?
	Yes: 47 (87%)
	No: 7 (12.95)

3.	Do you think the proposal will have any negative outcomes?
	Yes: 30 (54.5%)
	No: 25 (45.5%)

#### Impact of the Proposal

4.	If yes then who will be affected?
	35 respondents answered this question.  The responses indicated that the following could be affected by the proposal: service users; staff; stakeholders; parents with children under five; quality of service provision; two year olds (and their parent/carers) taking up the proposed increased number of the two year old places; vulnerable families; residents.



5.	If yes, what will the positive outcomes be?
	<p>43 respondents answered this question.</p> <p><b>A summary of the positive outcomes identified:</b></p> <ul style="list-style-type: none"> <li>• <b>Multi-agency working:</b> having health visitors in Children’s Centres will be positive; multi agency working will facilitate idea sharing among colleagues and help ensure a fuller picture of the child’s journey; with Children’s Centres offering more services (including health) they will be more of a one-stop shop and make life easier for parent/carers as they will have one point of access. Connecting with local nurseries; a better approach to targeting vulnerable families</li> <li>• <b>One integrated early years team:</b> A single early years team will facilitate better access to data; a single team will make savings on the training budget which is currently duplicated; a single team will ensure better tracking and support of children’s learning and development from Children’s Centres through to the later parts of the foundation stage; one team with one vision and a greater pool of resources and abilities; reducing inefficiencies and a better use of resources; savings</li> <li>• <b>Better outcomes for children and their families:</b> more opportunities for parents to take up training or employment opportunities; a better relationship between staff and parent/carers which will facilitate the development of the child; more parents may take up the two year old offer if they understand it more and it is offered in a setting with which they are already familiar; increased number of service users reached; better service offered</li> <li>• <b>Better uptake of the two year old offer:</b> increased funding as a result; more children benefitting from early years education; Children’s Centres and early years working together to promote this; a better spread of provision across the borough</li> <li>• <b>Better use of buildings:</b> eg under-used buildings will get used, Children’s Centres will be used more effectively to provide a greater range of services</li> <li>• <b>Other :</b> one respondent identified that families may be encouraged to walk more, presumably if they had to travel further to settings; one respondent said that no job cuts (so far) was a positive impact;</li> </ul>

6.	If yes, what will the negative outcomes be?
	<p>28 respondents answered this question. A summary of the negative outcomes identified:</p> <ul style="list-style-type: none"><li>• <b>Job losses:</b> the majority of responses were concerned that, despite reassurances, there would be job losses as a result of the proposal. If this was the case then these reductions in staffing could lead to service reduction and more pressure on staff who are left (wider remit, less time); reducing staffing whilst putting a merger in place could lead to the failure of the merger because of a lack of people to implement this</li><li>• <b>Detail of the proposal:</b> Some confusion as to exactly what is being proposed and a request for more communication</li><li>• <b>Service reduction and lower quality of service:</b> vulnerable families who need the most help will lose out; families who choose not to take up the two year old early years offer will lose out; one year olds and non-eligible two year olds will lose out; current in-depth service received by children may be at risk if staff are reduced</li><li>• <b>Other:</b> one respondent stated that travelling further to services may isolate some parents leading to worse outcomes; one respondent commented that some parents might not like seeing health and education services in the same setting as they may feel the line had become blurred.</li></ul>

7.	Do you have any other comments about the proposal?
	<p>29 respondents answered this question.</p> <p><b>A summary of comments received:</b></p> <ul style="list-style-type: none"> <li>• <b>Staffing:</b> management costs should be streamlined as part of the process; using agency staff whilst implementing savings proposals is not efficient; there needs to be more transparency around the process; strong management is needed to oversee the changes</li> <li>• <b>Detail of the proposal and future communication:</b> more information is required as and when there may be possible job losses; clear information is needed on how one service change may impact on another</li> <li>• <b>Services:</b> ensure Children’s Centres have the structures and processes in place in the future to meet the requirements of the new inspection framework; need to place two year old provision strategically across the borough; recognise the good work already being done in Children’s Centres, eg partnership work between health and early years which happens already in Children’s Centres; commission services differently; the changes need to be in the best interests of children and their families</li> <li>• <b>Better Use of Buildings:</b> regardless of funding cuts, we need to make better use of buildings; streamline locality lead roles to save money</li> <li>• <b>Support for the proposal:</b> a number of the comments expressed overall support for the proposal, the proposal is sensible; the proposal will still allow the cost vulnerable families to be supported whilst making savings;</li> <li>• <b>Other:</b> learn from local authorities with outstanding practice; staff may not be able to provide for their families;</li> </ul>

<b>OPP TITLE:</b>	<b>Directorate support services- more efficient working</b>							
<b>DIR:</b>	ESCW				REF: CHI005 - formerly ESCW031			
<b>SERVICE:</b>	SPP/Transformation/PMO				LEAD OFFICER: Kate Bingham			
<b>TEAM:</b>					<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
More efficient working	£ 1,753	£ 160	£ 160	£ -	£ 320	N	No	Yes
FTE Reductions	Not known	4.5	4.5	0	9			

#### DETAILS OF SAVINGS OPPORTUNITY

There is an opportunity to consolidate strategy, policy and programme management related work across the rest of the directorate and move towards more generic and flexible staff to support this work.

An exercise carried out in 2013 to identify the support services needs for the ESCW directorate (now Children and Adults Directorates) identified a large amount of support services related activity, worth approximately £3.2m, being carried out across the directorate outside the central support teams. This support includes strategy support, programme management and finance work.

There may be some opportunities to carry out further consolidation and streamlining of this activity, releasing efficiencies whilst maintaining or improving support by making better use of our expert directorate level resources. However this would need to be subject to a much more detailed analysis and at this stage a cautious estimate of a 10% reduction in existing activity is being used. This would have to be realised by reductions in posts elsewhere in the two directorates. Given the complexity of this work, it is anticipated that the savings would be released over a two year period.

#### IMPLICATIONS TO CONSIDER

**including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT**

This opportunity is based on a very basic analysis of data about the extent to which these functions are being carried out across the directorate. Any decision to consolidate/ streamline these functions across the directorate would need to be based on a much more detailed analysis.

Although this opportunity is based on a conservative estimate of the savings that might be delivered through consolidation and streamlining, there is a strong possibility that the actual savings from such an exercise could be impacted by:

- The extent to which the amount of time spent on the functions has been accurately recorded
- The number of actual posts that could be deleted after accounting for the fact that in many cases time spent on strategy policy and performance / project management office functions is only a fraction of individual posts

#### EQUALITIES SCREENING

	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups
Does the change reduce resources available to address inequality?	No	
Does the change reduce resources available to support vulnerable residents?	No	
Does the change involve direct Impact on front line services?	No	

#### CHANGES TO A SERVICE

Does the change alter who is eligible for the service?	No	
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	No	

Does the change involve local suppliers being affected?	No	
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	Yes	The number of staff that would be affected is estimated at 4.5FTE across the two directorates although the actual number would be determined through the review. If it is decided to proceed with this opportunity a full equality analysis would need to be carried out as part of the process.
Does the change involve a redesign of the roles of staff?	Yes	The number of staff that would be affected is not currently known. If it is decided to proceed with this opportunity a full equality analysis would need to be carried out as part of the process.

<b>TITLE:</b>	<b>Directorate administration review</b>							
<b>DIR:</b>	ESCW							
<b>SERVICE:</b>	Directorate Services					REF: ESCW034		
<b>TEAM:</b>						LEAD OFFICER: Kate Bingham		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Directorate administration review	£ 7,500	£ 317	£ -	£ -	£ 317	Lean: Service Re-Design and Consolidation		Yes
FTE Reductions	150	10	0	0	10			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
Analysis for the 2015-16 savings programme identified £8m of administrative activity across the directorate, £4m of which related to 177 specific administrative roles. Most teams have now completed the 2015-16 changes with £500k of savings delivered, although the Learning & Achievement (L&A) Service was excluded. Savings are expected from L&A and from further refining admin provision across the rest of Adults' and Children's Services. Savings will be achieved through further streamlining of functions, avoiding duplicating and multi-handling administrative tasks.								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
This proposal is based on an estimate of savings that could be made based on previous reviews. The actual savings delivered will be subject to a full review, ensuring that effective administrative support is provided within a reduced budget. The actual savings delivered may therefore differ from the estimate in this proposal.								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	Yes	A full review will be carried out to ascertain the level of staffing reduction that may take place. It is estimated that this will be in the region of 10 FTE. An Equalities Assessment will be produced and updated to assess the impact of these phased changes and put in place appropriate mitigation.						
Does the change involve a redesign of the roles of staff?	Yes	Redesign of the roles for staff and commonality of post roles across areas will be involved in the change, but no change in working patterns is anticipated. This is unlikely to have an equality impact.						

<b>OPP TITLE:</b>		<b>Healthy Lives service - reduction in non staff spend</b>							
<b>DIR:</b>		Children's Services				REF: ESCW042			
<b>SERVICE:</b>		Learning and Achievement, Birth to 11 Primary School				LEAD OFFICER: Kate Smith			
<b>TEAM:</b>						<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>		<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Healthy Lives service G41		£ 100	£ 15	£ 8	£ 13	£ 35	<b>No</b>	No	No
FTE Reductions		7	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>									
Savings will be achieved by reviewing our training offer, ceasing central training for school staff and instead will provide school based training based on the individual needs of the school. This will save £10,000 over 3 years as we will not have to pay for training rooms and facilities. We will also no longer provide any catering saving £3,000 over three years. We have provided some catering previously using Council caterers in order to model best practice healthy food and give examples of healthy breakfast clubs and packed lunches. In addition we will make savings of £10,000 for team and individual training over the next three years. In total this will save us £35,000 over three years. These savings will still enable us to continue providing effective health and well being support to schools, pupils and parents, but on a reduced budget.									
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT									
The service use council training rooms and catering services and so this may impact upon income expectations of those services if rooms cannot be used for other bookings .									
<b>EQUALITIES SCREENING</b>									
<b>TRIGGER QUESTIONS</b>		<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?		No							
Does the change reduce resources available to support vulnerable residents?		No							
Does the change involve direct Impact on front line services?		No							
<b>CHANGES TO A SERVICE</b>									
Does the change alter who is eligible for the service?		No							
Does the change alter access to the service?		No							
Does the change involve revenue raising?		No							
Does the change involve a reduction or removal of income transfers to service users?		No							
Does the change affect who provides the service, i.e. outside organisations?		No							
Does the change involve local suppliers being affected?		No							
Does the change affect the Third Sector?		No							
Does the change affect Assets?		No							
<b>CHANGES TO STAFFING</b>									
Does the change involve a reduction in staff?		No							
Does the change involve a redesign of the roles of staff?		No							

<b>OPP TITLE:</b>	<b>Reduction in Schools early retirement costs</b>							
<b>DIR:</b>	Children's Services					<b>REF:</b> ESCW045		
<b>SERVICE:</b>	HR (ESCW)					<b>LEAD OFFICER:</b> Mark Keeble		
<b>TEAM:</b>						<b>THEMES:</b>	Financial Adjustments	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Reduction in Schools early retirement costs	£ 1,541	£ 30	£ 30	£ 30	£ 90	<b>N</b>	No	No
FTE Reductions	0	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
Since 1 April 2005, Schools are responsible for funding costs of early retirement from their own budgets. Over time, the number of pensions in payment that commenced prior to this date will reduce providing a saving.								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
None								



<b>OPP TITLE:</b>		<b>Review of Child and Adolescent Mental Health services (CAMHS)</b>							
<b>DIR:</b>		Children's Services				REF: CHI006			
<b>SERVICE:</b>		Children's Services				LEAD OFFICER: Nasima Patel			
<b>TEAM:</b>		Children's Social Care- CAMHS				<b>THEMES:</b>	Delivering Differently		
<b>SAVINGS OPPORTUNITY</b>		<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
G61		£ 1,343	£ 200	£ -	£ -	£ 200	N	No	Yes
FTE Reductions		NA	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>									
<p>We currently contribute £1.3m to the CAMHS budget, which includes approximately £540k to the NHS for the contract with East London Foundation Trust (ELFT), and an additional team of directly employed staff who are managed by ELFT. We know that access to the service is not as good as it could be, and that this is a particular issue for our most vulnerable children including those who are looked after.</p> <p>This opportunity proposes a review of CAMHS funding to ELFT, working with ELFT as providers and the CCG as co-commissioners to improve access, particularly for our most vulnerable children. ELFT will consult with service users as they develop their response to this reduction in funding. By better targeting resources to those that most need them, we will reduce council expenditure on CAMHS whilst improving services.</p>									
<b>IMPLICATIONS TO CONSIDER</b>									
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT									
CAMHS is jointly commissioned with Tower Hamlets CCG and jointly provided with East London Foundation Trust. Delivery of these savings will need to be negotiated with both partners. Negotiations have started and East London Foundation Trust have been asked to confirm how these savings would be delivered if this proposal is agreed.									
<b>EQUALITIES SCREENING</b>									
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>							
Does the change reduce resources available to address inequality?	Yes	Overall expenditure on CAMHS from the Council would reduce but we are confident that this can be achieved without detrimental impact on outcomes, particularly as the majority of CAMHS funding is from the NHS which will be unaffected. We will work with ELFT to ensure a full equalities analysis of any proposals is carried out.							
Does the change reduce resources available to support vulnerable residents?	Yes	As above							
Does the change involve direct Impact on front line services?	Yes	Savings will be targeted to non-front line costs although there may be an impact.							
<b>CHANGES TO A SERVICE</b>									
Does the change alter who is eligible for the service?	No								
Does the change alter access to the service?	No								
Does the change involve revenue raising?	No								
Does the change involve a reduction or removal of income transfers to service users?	No								
Does the change affect who provides the service, i.e. outside organisations?	No								
Does the change involve local suppliers being affected?	No								
Does the change affect the Third Sector?	No								
Does the change affect Assets?	No								
<b>CHANGES TO STAFFING</b>									
Does the change involve a reduction in staff?	No								
Does the change involve a redesign of the roles of staff?	No								

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Review of Child and Adolescent Mental Health (CAMHS) services

### **1b) Service area**

Children's Social Care

### **1c) Service manager**

Nasima Patel, Service Head Children's Social Care

### **1d) Name and role of the officer/s completing the analysis**

Jebin Syeda, Strategy Policy and Performance Officer

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

OPP TITLE: Review of Child and Adolescent Mental Health (CAMHS) services

TEAM: Children's Social Care- CAMHS

Historically local authorities have contributed to mental health services through a CAMHS Grant which is now part of the Council's overall grant. The Council also has a responsibility to ensure the emotional and mental health needs of children and young people are met. The Council does this by commissioning preventative services through public health, other providers and targeted interventions through the main contract with ELFT and other children's services. In total we contribute £1,655,780 in this way. We have a Children's mental health social work team working across the tiers both within CAMHS and children's social care. Comparatively, we are funding significantly more than neighbouring boroughs. Hackney currently fund to approximately £1.06m and Newham fund approximately £1.07m. We are proposing to reduce the funding commitment to CAHMS from a total mental health budget of £1,655,780 by £200,000, still above the commitment of neighbouring and comparable local authorities.

The service re-design is intended to improve access to the service and there is no intention to reduce the service offer to any particular group. The outcomes we want to deliver to children and young people will still continue to be our key priority across all vulnerable groups. The strengthening pathways work began in Sept 2015 with an agreement to have a CAMHS team based alongside Children Social Care staff, employ a psychologist and work with an independent provider to have a reference group of young advisors to ensure we do not lose sight of what young people want from a CAMHS service. All this will be done within the current budget minus the proposed reduction.

Models for Council spending on CAMHS differ even amongst the three 'ELFT boroughs:'

- In LBTH the majority of our money (approx. £1.3m) goes into the services managed by ELFT, who are expected to deliver our 'tier 2' specialist plus tier 3 and 4 NHS services. These services are all located across a number of sites across the borough including the CAMHS offices;

- In Hackney, no money goes to ELFT- the majority (£1m) is in direct council provided clinical services, with a small amount to Homerton University Foundation Trust;
- In Newham, the entire service is commissioned from ELFT, with £445k going into the 'core service' and the remainder paying for posts which are located within other children's services settings- e.g. children's centres, schools, PRUs, LAC team.

The increased focus on early intervention and the requirement for CCG's to work in partnership with the local authority to produce a CAMHS transformation plan presents us with an opportunity to consider how we remodel the service to better target those who are in need and to provide value for money through the re-design. The work we are undertaking with ELFT and through the transformation plan for Children and Young People's Metal Health and Wellbeing sets out our local vision. This is referred to later in the document but is the driver for the change and we believe it is this plan and proposed redesign that will mitigate the impact of this reduction as we will ensure we offer a more appropriate service to targeted groups in using accessible and outreach models. These methods have been tried and tested in other areas.

Nationally, there have been concerns raised about the lack of access to specialist CAMHS support for vulnerable young people<sup>1</sup>. However, it is also acknowledged that up to 28% of those referred to specialist CAMHS could be better supported within the wider system. Other local authorities have transformed the service offer to improve co-ordination with a focus on targeted services focusing on early intervention. Following national research and direction, our safeguarding work on child sexual exploitation and gangs for example is framed around early intervention and mental health plays a key role in prevention on the wellbeing of children and young people. We have an opportunity to better align and co-ordinate the mental health offer to vulnerable young people in the borough with a reduced budget as has been done in other boroughs.

ELFT is asked to lead on the service re-design within CAMHS to improve outcomes and access within the £1,143,000 budget working with the local authority and the CCG. The local authority, CCG and other partners are also currently leading on a system-wide re-design. The local authority is therefore consulting on and undertaking this EA on the principle of re-designing the service with improved focus on early help, prevention and targeted support through more mainstream services.

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<sup>1</sup> <https://www.gov.uk/government/publications/is-britain-fairer-the-state-of-equality-and-human-rights-2015>

As has been done in other boroughs, the re-design will focus on improving access to emotional health and wellbeing support across mainstream services, targeting the use of resources and provision. This will create a better strategic fit with the direction of children's social care as it can be better aligned with the safeguarding framework in place with a wider reach. The overall system re-design will focus on improving the outcomes for vulnerable children and young people. We want to ensure there is easy access for children and families to information, early help and evidence based interventions and the transformation and service re-design will address this. We want to improve the personalisation of the service offer ensuring cultural sensitivity and alignment to the principles of child rights. Following national direction we want to assess the potential to use the THRIVE model to embed our approach. This EA therefore assesses the principle of service re-design based on this model. The model for re-design is based on a national model which will address our aims of better co-ordination and early intervention.



The current national framework for mental health support is Future in Mind, it is supported by a nationally developed model which puts prevention and promotion of mental health agenda at the heart. The focus of this is to address key areas in CAMHS as below:

- Address stigma associated with mental health;
- Improve access to CAMHS and work with family approach;
- Focus on comprehensive support and assessment of very vulnerable children;
- Focus on early help and prevention;

- Support for professionals and a push for better national benchmarking;

### **Current local challenges:**

From the work we do with young people on CAMHS and the work to date on our transformation plan, we know that there are specific access issues for the Bangladeshi population<sup>2</sup> and looked after children, as they are significantly under represented – this may indicate unmet need and further work is needed to understand the true prevalence. Both of these vulnerable groups appear as a vulnerable group in relation to other areas of children’s social care such as being at risk of experiencing or being impacted by gangs, child sexual exploitation and other trauma which makes it critical to ensure early intervention and prevention through CAMHS.

Additionally, our performance data also shows that we have challenges with children and young people accessing CAMHS who subsequently do not then require a CAMHS service and there is also an issue with those who need access but do not attend sessions – the did not attend (DNA) rate for 2014/15 being 13.0%. Both of these performance issues cost the service time and resources and we need to re-design the service to address these to ensure the most cost effective service is offered. They also point to a need to develop better emotional health and wellbeing support in other services which are likely to lead to a reduction in inappropriate referrals as well as providing support in a more convenient and appropriate location.

During 2014/15 1441 referrals were received of which 1257 referrals were accepted. There is a 60/40 split with male/female children and young people see by CAHMS. The largest group being 12-18 year olds represented at 62.5% followed by 5-11 year olds at 31.5% and 0-4 year olds making up 6.6%.

### **Prevalence (Detailed in Transformation Plan)**

Using the estimated Tower Hamlets age specific population, as a crude estimate, we are likely to have the following need:

- Children and young people in the poorest households are three times more likely to have a mental health problem than those better off – we have the highest levels of child poverty with one in four children living in low income families;

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<sup>2</sup> The 2013-16 Tower Hamlets Mental Health Strategy states: CAMHS community services by children and young people of Bangladeshi origin is around 37%, against a population of under 19’s of 55%.

- In early childhood, a significantly higher representation of males (2200 cases) than females (1451) for mental disorder;
- Although experienced by both genders, in late adolescence, broadly – females are more likely to be affected by mental disorders such as anxiety disorder, depressive episode, psychotic illness, self-harm in lifetime and suicide attempt in lifetime;
- Although experienced by both genders, males are more likely to be represented under conduct disorders;

We know that there are likely to be particular groups who are likely to experience negative trauma and may need CAMHS support. Through the service re-design we will need to ensure that the CAMHS provision is much more widely accessible with young people only being referred to CAMHS based on need.

The East London Foundation Trust has entered a bid to become a Thrive pilot provider and therefore will receive support from the national agencies delivering the Thrive model. As part of this, CAMHS is also putting together a Transformation Plan. Both the bid and the Transformation Plan will set out our plans for transforming the service and the work to develop them is ongoing, once they are completed they will shortly become public documents. Based on the principle of improving and aligning services to improve the offer to young people it can be expected that the outcomes will be positive. The vision for this plan includes: stronger prevention offer; better links with CAMHS and schools; strengthening pathways for most vulnerable and improving the specialist pathways. As the Transformation Plan is finalised further information will be available and a further equalities impact assessment will have to be completed by CAHMS as the re-design details emerge including looking at the impact on staff if any of the change options suggest changes to staff posts. In developing the EA, further thought will need to be given to consulting service users on the service re-design model to be implemented, particularly those groups which show low take-up.

We have sought the views of staff and service users in relation to the proposed changes and the concerns below were raised:

1. Longer waiting times for assessments and treatments
2. CAHMS threshold is too low
3. Risks that due to not getting CAHMS access, there will be an increase in violence and suicide
4. Some of the most vulnerable families will get a limited offer or no access
5. Needs to be clinically driven and use good practice
6. If we are less able to respond to need there is likely to be an increased pressure on other children's social care provision
7. There should be family centred work
8. If the threshold is increased – more families will be left out of eligibility

## 9. Risks to increase to safeguarding issues

Additional feedback has been included in this EA, the points above are issues for the service re-design to consider and respond to in the Transformation Plan.

### **EQUALITIES SCREENING**

2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

Please go back to each of the test of relevance questions and using evidence please provide a more detailed analysis of the equality impact of your proposal.

#### **Does the change reduce resources available to address inequality?**

As previously noted, the overall budget allocation for CAMHS will reduce £200,000 off a mental health budget of £1,655,780, a reduction of approximately 12%. Whilst there will be a reduction of resources the aim is to ensure resources remain available to address inequality. The service re-design is intended to improve access to the service and there is no intention to reduce the service offer to any particular group. The outcomes we want to deliver to children and young people will still continue to be our key priority across all vulnerable groups. The strengthening pathways work began in Sept 2015 with an agreement to have a CAMHS team based alongside Children Social Care staff, employ a psychologist and work with an independent provider to have a reference group of young advisors to ensure we do not lose sight of what young people want from a CAMHS service. All this will be done within the current budget minus the proposed reduction.

#### **Does the change involve a reduction in staff?**

Yes, one of the options under service re-design may lead to a reduction in the region of 4 FTE staff at PO3-5 level however we are actively working with our commissioning partner (ELFT) to consider the least impactful way of making the proposed reduction and will consider alternative funding streams via the NHS if appropriate.

#### **Does the change involve a redesign of the roles of staff?**

Yes, as part of the service re-design, there may be a need to reshape the role of staff although it is unlikely this will have a significant impact on working patterns. If this option is an option the provider wishes to take forward, an equalities impact



assessment will have to be completed by ELFT to determine its impact on staff as per the requirements of the Equality Act 2010.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Positive	The 2013-16 Tower Hamlets Mental Health Strategy states that CAMHS community services by children and young people of Bangladeshi origin is around 37%, against a population of under 19"s of 55%.  We do know that there is difference of mental disorder amongst key groups. Pakistani and Bangladeshi had a rate of less than 8% and the black group a rate of 9% with the highest amongst the white group

		<p>of 10%. This is against a backdrop of the Bangladeshi community making up more than 61.6% of the 5 to 17 year old local population according to the 2011 Census. Whilst this information gives us an indication, there could also be issues of need not being identified. We know that one of the key local issues is access for local Bangladeshi young people, this needs to be addressed through the service re-design model and a recommendation is made to this point.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group.</p>
Disability	Positive	<p>Chronic mental health illnesses are a disability. By providing an improved accessible service for this group, this is effectively aiming to reduce inequality which should have a positive impact in this area.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. The transformation plan has identified the development of the neurodevelopment pathway as an area of focus that will receive additional investment . We have also developed an in-house service, the Disability Children's Outreach Service (DCOS) who work with families to reduce stress and improve families relationships, including emotional health and wellbeing, which will not be affected by this proposal. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group.</p>
Gender	Positive	<p>There is a 60/40 split with male/female children and young people seen by CAHMS. We also know that certain disorders are experienced by certain genders at certain points in their life. In late adolescence, broadly - females are more likely to be affected by mental disorders such as anxiety disorder, depressive episode, psychotic illness, self-harm in lifetime and suicide attempt in lifetime and males are more likely to be represented under conduct disorders. The largest group accessing the service is adolescents, however more males than females use the CAMHS service. The prevalence of mental health and needs in the borough will need to be factored into the re-design.</p>

		<p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community groups.</p>
Gender Reassignment	Neutral	<p>We do not currently have robust data on whether there are any gender re-assigned groups over represented in the CAMHS population. The local authority will work with CAMHS to collect information whether the children and young people coming into contact with CAMHS identify as being a different gender.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group with stronger strategic fit with Children’s social care and an improved service offer across a wider reach – there are more opportunities to offer support to this group.</p>
Sexual Orientation	Neutral	<p>We do not currently have robust data on whether there are any lesbian, gay, bisexuals and transgender (LGBT) people young people over represented in the CAMHS population. The local authority will work with CAMHS to collect information on the young people coming into contact with CAMHS.</p> <p>Various studies<sup>3</sup> will point to lesbian, gay and bisexual people showing higher levels of anxiety, depression and suicidal feelings than heterosexual men and women and rates of drug and alcohol misuse have also been found to be higher; this is further compounded by the fact that they can be reluctant to disclose their sexuality. The recent Mainstream Grants funding programme awarded funding to Step Forward who focus on supporting vulnerable young people, including LGBT, young people who are experiencing emotional health and wellbeing issues.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service</p>

<sup>3</sup> <http://www.nhs.uk/Livewell/LGBhealth/Pages/Mentalhealth.aspx>

		offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community with stronger strategic fit with Children’s social care and an improved service offer across a wider reach – there are more opportunities to offer support to this group.
Religion or Belief	Positive	<p>Whilst there is no information on the religion or belief of children and young people in contact with CAMHS, there is a strong correlation between ethnic background and religion overall in the borough. In Tower Hamlets, 35% of the population are Muslim and the majority (83 per cent) of Muslim residents are ethnically Bangladeshi. It is therefore likely that the majority of pupils are of a Muslim faith. The issues identified in the “race” section of this Equality Analysis in terms of access levels from the Bangladeshi community can also likely to be applicable to people of a Muslim faith.</p> <p>A recommendation is made that when the needs of the Bangladeshi community is considered to address low access rates, the religious and cultural practices of the Muslim and Bangladeshi community are considered as there may be cultural and faith based practices which can either hinder access or be used to increase access to services.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group with stronger strategic fit with Children’s social care and an improved service offer across a wider reach – there are more opportunities to offer support to this group.</p>
Age	Positive	<p>Of those who have accessed CAHMS, the largest group is 12-18 year olds represented at 62.5% followed by 5-11 year olds at 31.5% and 0-4 year olds making up 6.6%. As we move to early intervention and prevention it may be that this profile changes with more young people’s needs being identified before they materialise as adolescents.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group.</p>

Socio-economic	Positive	<p>Children and young people in the poorest households are three times more likely to have a mental health problem than those better off – we have the highest levels of child poverty with one in four children living in low income families. It is critical that the service be re-designed to focus on early intervention and prevention</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group.</p>
Marriage and Civil Partnerships.	Neutral	<p>We do not currently have any data on the marital status of CAMHS users – the numbers are likely to be small as the key age group is mainly up to 18 years of age, the point at which marriage is legal.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group with stronger strategic fit with Children’s social care and an improved service offer across a wider reach – there are more opportunities to offer support to this group.</p>
Pregnancy and Maternity	Neutral	<p>We do not currently have robust data on pregnancy and maternity status of young people using CAMHS. Under-18 pregnancies in 2013 in Tower Hamlets was 18.7% per 1000, for London it was 21.8% and for England it was 24.3% with a continued downward trajectory. Termination for under 18s is higher in Tower Hamlets – 71.6% per 1000.</p> <p>Pregnancy can bring significant challenges for a young person, they may usually be in an unstable relationship and have no secure accommodation to start a family and first pregnancies can also be challenging in itself. Pregnancy can impact on a young person’s education. Over 60% of the boroughs young people are Bangladeshi where pregnancy after marriage is the norm – this expectation can bring significant challenges for the family and the individual involved where the teenage pregnancy is</p>

		<p>outside of marriage. Termination can bring mental health challenges for a young person. These challenges put at risk the mental health and wellbeing of a teenager and for the purposes of early intervention and prevention – access to mental health support is key. This risk factor will need to be built into the service re-design.</p> <p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group with stronger strategic fit with Children’s social care and an improved service offer across a wider reach – there are more opportunities to offer support to this group.</p>
Other	Positive	<p>This proposal aims to re-design the CAMHS service based on a national model to improve the service offer. On the principle of redesigning a service to address some of our local CAMHS challenges, the impact should be positive on this community group.</p> <p>Children Looked After are a key vulnerable group facing multiple adversities, they must have access to mental health support. There is currently a significantly low level of access to CAMHS support for this group and this will have to be addressed as part of the re-design.</p>

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<b>None identified, but further assessment will be needed when service redesign plans are finalised</b>	

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Ensure that the needs of Bangladeshi children and Children Looked After are better understood including understanding the cultural and faith based practice of the Bangladeshi and Muslim community to inform the service development and re-design to improve access. This should include direct consultation with the key vulnerable groups on the final option for service re-design.

As part of the final options appraisal of the service re-design and transformation model, undertake a full equalities impact assessment including on staff if the option makes any changes to staff.

<b>OPP TITLE:</b>	<b>Review of Attendance and Welfare Service</b>							
<b>DIR:</b>	Children's Services					REF: CHI007		
<b>SERVICE:</b>	Children's Services					LEAD OFFICER: Nasima Patel		
<b>TEAM:</b>	Children's Social Care- Attendance and welfare					<b>THEMES:</b>	Delivering Differently	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
G62	£ 1,287	£ 100	£ -	£ -	£ 100	N	No	No
FTE Reductions	40	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
The Council's net expenditure on attendance and welfare is the second highest in London at £32 per pupil. In addition, the service generates approximately £800k a year income from schools for additional work. Our outcomes for attendance are in line with the London average for unauthorised absence and better than average for persistent absence. This proposal is to reduce costs by maximising income from schools, and vacancy management within the service. There will be no impact on delivery of the frontline service and outcomes delivered.								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
None								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							



<b>OPP TITLE:</b>		<b>Reduction of General Fund subsidy for Gorsefield Rural Studies Centre</b>						
<b>DIR:</b>		Children's Services				REF: CHI008		
<b>SERVICE:</b>		Children's Services				LEAD OFFICER: Terry Parkin		
<b>TEAM:</b>		Learning & Achievement - Early Years				<b>THEMES:</b>	Delivering Differently	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
G26 CC86305	£ 194	£ 50	£ -	£ -	£ 50	N	No	Yes
FTE Reductions	11	0	0	0	0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
Gorsefield is a council owned and run rural studies centre based in Essex. It provides valuable residential experiences for pupils and generates in the region of £240k income per annum from schools. The service is currently subsidised from the General Fund and our proposal is to reduce this subsidy by a combination of revenue increase and reduction in running costs, whilst maintaining the service.								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
The saving to the General Fund will be realised by increasing revenue from schools. There is a risk that this income will not be generated.								
<b>EQUALITIES SCREENING</b>								
	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No	The services provided at Gorsefield will continue with a reduced General Fund subsidy, by increasing revenue and reducing running costs.						
Does the change reduce resources available to support vulnerable residents?	No	As above						
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	Yes	Additional revenue to support the service will be generated through charges to schools using it.						
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Gorsefield Rural Studies Centre

**1b) Service area**

Learning and Achievement

**1c) Service manager**

Terry Parkin, Service Head for Learning and Achievement

**1d) Name and role of the officer/s completing the analysis**

Joanne Starkie, Community Engagement Quality and Policy Manager

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

Gorsefield is a council owned and run rural studies centre based in Essex. It provides valuable residential experiences for pupils and most of its running costs are paid for by income generated from schools. The service is currently subsidised from the General Fund. Our proposal is to reduce this subsidy by £50,000 per year: This will primarily be achieved through increasing revenue, although running costs will also be reviewed to ensure efficiencies are made where possible. The current expenditure budget for Gorsefield is £487,000 per year, with a net contribution from the General Fund of £194k.

Booking charges for schools vary according to the length of the booking and the time of year. A 3-day booking over a weekend over 2014-15 was generally charged at £110 per person for a minimum of 20 pupils (£37 per person per day). A 5-day booking through the week in 2014-15 varied from £5465 to £6830 for a minimum of 30 pupils (between £36 and £45 per person per day). Schools do not necessarily pass on the full cost to families: Feedback suggests that a number of schools subsidise this, providing further subsidy for families on low incomes.

Purchases for 2014-15 for Gorsefield amount to just over £285,000.00. Savings of £50,000.00 equate to 17.5% of this. If no changes were made to the running costs of Gorsefield, this would potentially increase the cost of booking Gorsefield for schools by 17.5%: This equates to an increase of between £6.30 and £7.87 per person per day based on 2014-15 prices. Individual schools may choose to meet this increase directly or to pass this on to families.

Initial benchmarking suggests that these increased charges would be in line with or below similar services, although more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield House remain competitive. Running costs will also be reviewed to ensure efficiencies are made where possible.

Feedback suggests that a number of local authorities do not have services such as Gorsefield House. Schools in these areas find provision run by the private or voluntary sector.

## **2b) What are the equality implications of your proposal?**

### **Evidence to assess the equalities implications**

#### The profile of those using Gorsefield House

Booking information indicates that 30 primary and secondary schools booked Gorsefield in 2014-15. Whilst the profile of the groups who attended from each school is not available, the overall profile of the schools who made the bookings gives an indication as to the groups most likely to be affected from this proposal.

2015 School Census data shows that 12,000 pupils attend the 30 schools who made bookings with Gorsefield House in 2014-15. Of these:

- 68% were of a Bangladeshi ethnic background. 12% were of a White ethnic background. 9% were of a Black or Black British ethnic background. This compares to an overall profile for primary and secondary schools in the borough of 63%, 14% and 10% respectively.
- 55% were female (including one all-girls secondary school) and 45% were male. Overall in all schools, the split is 50% and 50%.
- 4% had a statement of special education needs, giving some indication of levels of disability (although it should be noted that some pupils will have a statement without having a disability). This is the same as the overall figure for school pupils in the borough.
- 50% are classified as “disadvantaged” using Pupil Premium definitions. This gives some indication of the socio-economic profile of pupils attending these schools. Overall in all schools, the figure is 60%.
- Whilst there is no information on the religion or belief of pupils attending these schools, there is a strong correlation between ethnic background and religion overall in the borough. In Tower Hamlets, 35% of the population are Muslim and the majority (83 per cent) of Muslim residents are ethnically Bangladeshi. It is therefore likely that the majority of pupils are of a Muslim faith.
- Information on sexual orientation and gender reassignment is not collected.

#### Resident feedback on the proposal

There were 11 responses to the online consultation on the proposal. 60% thought that there would not be a negative impact. 40% of people thought that there would be a negative impact. Most people were positive about the savings that can be better used for front line services.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	Rates to book Gorsefield are likely to increase by a small amount as a result of this proposal. Schools who book with Gorsefield may meet this increase themselves or pass on the cost to families. If the latter approach is taken, this will have a disproportionate effect on families of a Bangladeshi ethnic background as the biggest single group attending primary and secondary schools in the borough and the schools who have made bookings with Gorsefield. Residents from an Asian ethnic background have some of the lowest levels of income in the borough: Data from the Housing Needs Survey 2014 demonstrates that 52% of residents of an Asian ethnic background have an income of £15,000 per year or less.  Whilst an increase in charging may result in some families having less income or being unable to afford to

		attend Gorsefield, it should be noted that the increase is relatively small. Furthermore, initial benchmarking suggests that these charges are in line with or below similar services, although more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield are competitive. Running costs will also be reviewed to ensure efficiencies are made where possible.
Disability	Neutral	<p>A small group of pupils from the schools who used Gorsefield in 2014-15 had a statement of special educational needs (4% or 448 pupils). If schools pass on an increase in booking costs to families, this will also have an impact on families who have children with disabilities.</p> <p>An increase in charging may result in some families having less income or being unable to afford to attend Gorsefield, however it should be noted that the increase is relatively small. Furthermore, initial benchmarking suggests that these charges are in line with or below similar services, although more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield are competitive. Running costs will also be reviewed to ensure efficiencies are made where possible.</p>
Gender	Neutral	<p>If schools pass on an increase in booking costs to families, this will have a disproportionate effect on families with daughters as the biggest single group attending the schools who have made bookings with Gorsefield House.</p> <p>Whilst an increase in charging may result in some families having less income or being unable to afford to attend Gorsefield, it should be noted that the increase is relatively small. Furthermore, initial benchmarking suggests that these charges are in line with or below similar services, although more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield are competitive. Running costs will also be reviewed to ensure efficiencies are made where possible.</p>
Gender Reassignment	Neutral	Inconclusive impact: We do not hold enough information on this group to be able to make a judgement. However, there is nothing from the detail of the proposal that suggests a disproportionately negative impact on transgender men and women.

Sexual Orientation	Neutral	Inconclusive impact: We do not hold enough information on this group to be able to make a judgement. However, there is nothing from the detail of the proposal that suggests a disproportionately negative impact on lesbian, gay or bisexual residents.
Religion or Belief	Neutral	<p>Whilst there is no information on the religion or belief of pupils attending these schools, there is a strong correlation between ethnic background and religion overall in the borough. In Tower Hamlets, 35% of the population are Muslim and the majority (83 per cent) of Muslim residents are ethnically Bangladeshi. It is therefore likely that the majority of pupils are of a Muslim faith</p> <p>If schools pass on an increase in booking costs to families, this will have a disproportionate effect on Muslim families as the biggest single group attending the schools who have made bookings with Gorsefield House.</p> <p>Whilst an increase in charging may result in some families having less income or being unable to afford to attend Gorsefield House, it should be noted that the increase is relatively small. Furthermore, initial benchmarking suggests that these charges are in line with or below similar services, although more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield House are competitive. Running costs will also be reviewed to ensure efficiencies are made where possible.</p>
Age	Neutral	<p>Given that Gorsefield House is aimed at primary and secondary school-age pupils, this proposal will have a disproportionate impact on children and young people aged 5 to 18 and their families.</p> <p>If schools pass on an increase in booking costs to families, this may result in some families having less income or being unable to afford to attend Gorsefield House. However, it should be noted that the increase is relatively small. Furthermore, initial benchmarking suggests that these charges are in line with or below similar services, although more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield House are competitive. Running costs will also be reviewed to ensure efficiencies are made where possible.</p>
Socio-economic	Potentially Negative (income)	<p>There are high levels of deprivation in the borough, and half of the pupils from schools who made bookings with Gorsefield House in 2014-15 were classified as “disadvantaged” using Pupil Premium definitions.</p> <p>If schools pass on an increase in booking costs to families, this may result in some families having less income or being unable to afford to attend Gorsefield House. This is more likely to have an impact on families who are already on low incomes. However, it should be noted that schools already provide further subsidy for Gorsefield</p>

		House bookings for families on low incomes. This existing additional subsidy should help mitigate the impact of the proposal, although it would be useful to carry out a full scoping exercise to map out the number of schools who offer this additional subsidy and to what extent.
Marriage and Civil Partnerships.	Neutral	This proposal will affect primary and secondary school-age children and young people and their families. No information on the marital status of parents is available to inform this needs assessment, however it is not anticipated that the proposal would have a disproportionate effect on one group.
Pregnancy and Maternity	Neutral	This proposal will affect primary and secondary school-age children and young people and their families. No information on pregnancy and maternity of pupils or the mothers of pupils is available to inform this needs assessment; however it is not anticipated that the proposal would have a disproportionate effect on one group.
Other		



#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<p><b>Income</b></p> <p>If this proposal results in schools passing on increased booking fees to families, this may result in families on low incomes facing further financial hardship or being unable to afford to attend Gorsefield House.</p>	<ul style="list-style-type: none"> <li>- Whilst schools already provide further subsidy for Gorsefield House bookings for families on low incomes, a full scoping exercise to map out the number of schools who offer this additional subsidy and to what extent will help ensure a consistent and fair approach.</li> <li>- Whilst initial benchmarking suggests that these charges are in line with or below similar services, more in-depth market research and monitoring will be carried out to ensure that the rates being offered by Gorsefield House are competitive.</li> <li>- Gorsefield House running costs will also be reviewed to ensure efficiencies are made where possible.</li> </ul>

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

## Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

Six months after implementation.

- Number of bookings made to Gorsefield House and profile of schools making bookings
- Feedback from schools
- Benchmarking to understand prices charged by Gorsefield House

# **Communities , Localities and Culture Savings 2016/17**

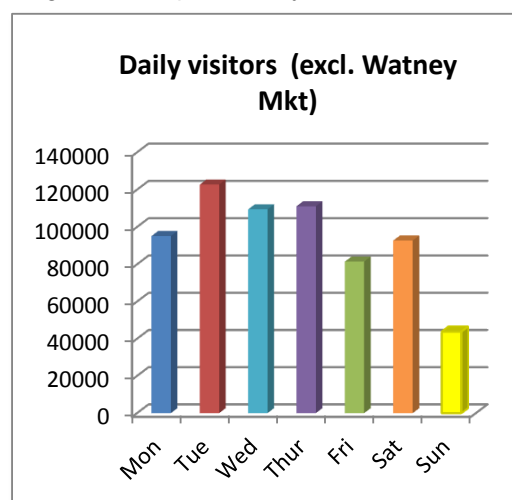
<b>OPP TITLE:</b>	<b>Saving Money by Reducing or Stopping Sunday Idea Store Opening</b>							
<b>DIR:</b>	CLC				REF: CLC001/16-17			
<b>SERVICE:</b>	Culture, Learning & Leisure				LEAD OFFICER: Shazia Hussain			
<b>TEAM:</b>	Idea Stores & Idea Store Learning				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
FTE Reductions	£ 3,901	30-93			30-93	N/A	No	Yes

**DETAILS OF SAVINGS OPPORTUNITY**

The proposal is to reduce the total number of Idea Stores open or the total number of hours Idea Stores are open on Sundays. Sunday is the day in which the fewest number of people use this service. There are a number of ways this could be achieved and depending on the options chosen it could save up to £93,000. To secure the full saving it would be necessary to close every store on a Sunday. Closing only Canary Wharf and Bow on Sunday would achieve £30k whilst closing Whitechapel and Chrisp Street will achieve £60k savings. Table below provides a summary of running cost by each site. Alternatively reducing the hours of Sunday opening for some or all Idea Stores (avoiding full Sunday closure for any stores) could also be an option although the full saving would not be made.

Analysis of the daily visitors to the Idea Stores (excluding Watney Market which is already closed on Sundays) from April - August 2015 shows that Sundays have the lowest number of visitors each week with an average of 2,000 per Sunday, and less than half the average footfall of the other days:

- Mon 95,155 (14.5%) (relatively low due to bank holiday closures)
- Tue 122,739 (18.7%)
- Wed 109,461 (16.7%)
- Thur 111,086 (16.9%)
- Fri 81,448 (12.4%)
- Sat 92,751 (14.1%)
- Sun 43,834 (6.7%)



Sundays are the least visited day in Idea Stores, varying from 6.1% of all visits to Bow, to 7.2% of visits to Canary Wharf. The cost per hour of opening: Whitechapel £7,300, Chris Street £3,160, Canary Wharf £2,300, Bow £3,600.

	Whitechapel	Watney Market	Chrisp Street	Canary Wharf	Bow	TOTAL
Total Sunday Visitor numbers (April-Sep 2015)	18,704	Closed	10,558	8,037	6,535	43,834
Total minimum staffing and security spend	£43,789	Closed	£18,970	£14,393	£16,070	£93,223

**IMPLICATIONS TO CONSIDER**

**including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT**

The Council's Local Plan and the supporting Infrastructure Delivery Plan (informed by the Idea Store Strategy 2009) identify the need to provide additional Idea Store capacity in order to support population growth and meet future demand as well as provide support and training through the Idea Stores for digital inclusion. Sunday closure will run contrary to this. There is anecdotal evidence that many residents who access the Idea Store on Sundays do not do so during the rest of the week. Service data indicates that young people tend to use the store more frequently on Sundays. Also some delivery of the Community Language Service provision occur on Sundays (early GCSE programme).

There is also a risk that reading ages and numbers of children engaged in reading for enjoyment decline within the borough. Visits to the Idea Stores may decline as a result of implementing these proposals.

<b>EQUALITIES SCREENING</b>		
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>
Does the change reduce resources available to address inequality?	Yes	There would be an impact on sessions and activities for children and young people. An Equalities Assessment would be undertaken as part of the feasibility study required to develop these opportunities
Does the change reduce resources available to support vulnerable residents?	Yes	As Above
Does the change involve direct Impact on front line services?	Yes	
<b>CHANGES TO A SERVICE</b>		
Does the change alter who is eligible for the service?	No	
Does the change alter access to the service?	Yes	A reduction in opening hours will affect access to the service
Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	No	
Does the Change involve Local Suppliers being affected ?	Yes	
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Saving money by reducing or stopping Sunday Idea Store opening

### **1b) Service area**

Culture, Learning and Leisure, CLC

### **1c) Service manager**

Shazia Hussain, Service Head, Culture, Learning and Leisure

### **1d) Name and role of the officer/s completing the analysis**

Judith St. John, Head of Idea Store

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The proposal is to reduce the total number of Idea Stores open or the total numbers of hours Idea Stores are open on Sundays. Sunday is the day in which the fewest number of people use this service, as the Stores are open for 6 hours as opposed to up to 12 hours during the week.

There are a number of ways this could be achieved and, depending on the options chosen, it could save up to £93,000.

To secure the full saving it would be necessary to close all Idea Stores on a Sunday.

Closing only Canary Wharf and Bow on Sunday would achieve a £30,000 savings whilst closing Whitechapel and Chrisp Street would achieve £60,000 savings.

The table below provides a summary of running costs for each site. Alternatively, reducing the hours of Sunday opening for some or all Idea Stores (avoiding full Sunday closure for any stores) could also be an option although the full saving would not be made.

Analysis of the daily visitors to the Idea Stores (excluding Watney Market which is already closed on Sundays) from April - August 2015 shows that Sundays have the lowest number of visitors each week with an average of 2,000 per Sunday, and less than half the average footfall of the other days. This is because the Idea Stores are only open for 6 hours on Sundays rather than 12 hours during the week :

- Mon 95,155 (14.5%) (relatively low due to bank holiday closures)
- Tue 122,739 (18.7%)
- Wed 109,461 (16.7%)
- Thur 111,086 (16.9%)
- Fri 81,448 (12.4%)
- Sat 92,751 (14.1%)

- Sun 43,834 (6.7%)

Sundays are the least visited day in Idea Stores, varying from 6.1% of all visits to Bow, to 7.2% of visits to Canary Wharf. The cost per hour of opening: Whitechapel £7,300, Chrisp Street £3,160, Canary Wharf £2,300, Bow £3,600.

## **2b) What are the equality implications of your proposal?**

All savings proposals have been screened for equalities' relevance using the test of relevance questionnaire attached (Appendix A).

The proposal is to reduce or stop Idea Stores opening on Sundays. In relation to the test of relevance questions, we know that this will:

- Alter access to the service.

The current service users who will be affected include:

- Visitors
- Students aged 11-17 years old who study at the Community Languages classes at the Idea Store Whitechapel, Chrisp Street and Bow.
- People who participate in the Idea Store Learning courses on Sundays

Below is the currently available data, which is followed by analysis.

### **Data**

The Idea Store Health Strategy, which is informed by a range of research work including those by the Reading Agency, the Society of Chief Librarians and the Tower Hamlets 2012 CIPFA Public Library User Survey, identifies the value of the Idea Store as a place, a community centre open to everyone and promote social inclusion. The space provided by Idea Stores is shared by a



representative cross section of the Borough residents. All available evidence shows that use of Idea Stores is in line with local demographics. This is unusual since library use nationally has typically been represented by older people and more females. Observation and user feedback from surveys indicate that a significant proportion of Sunday visitors rely a great deal on the availability of the Idea Stores as a safe and welcoming place to be.

#### Idea Store visitors

The table below shows the Idea Store visitors on Sundays between 1 April and 6 September 2015, including participants of classes. The Idea Store Watney Market is not included in the table, because it is already closed on Sundays.

	<b>Whitechapel</b>	<b>Chrisp Street</b>	<b>Canary Wharf</b>	<b>Bow</b>	<b>Total</b>
<b>All visitors on a Sunday on average (1 Apr-6 Sep 2015)</b>	891	503	383	327	2,088
<b>(range)</b>	(649-1,161)	(426-629)	(237-539)	(252-647)	

The average number of visitors to each Idea Store on Sundays between 1 April and 6 September 2015 varied (327 at Idea Store Bow to 891 at Idea Store Whitechapel). The number of the visitors to an Idea Store also varied depending on a week day. Idea Stores had fewer visitors in July and August in general. This data is collected through automatic counters in the gates. It does not provide equalities data on the visitors to the Idea Stores.

The table below shows the total Idea Store visitors (except Watney Market) from April till August 2015 and the visitors per opening hour on average. Idea Stores have different opening hours, varying from 6 to 12 hours) depending on the day of the week. It shows that Saturdays had the highest number of visitors per hour and Sundays had the lowest during this period.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Visitors – Total (1 Apr-6 Sept 2015)</b>	95,155	122,739	109,461	111,086	81,448	92,751	43,834
<b>Visitors per opening hour (average)</b> (Opening hours: Mon-Thu 12hrs; Fri 9hrs; Sat 8hrs; Sun 6hrs)	7,930*	10,228	9,122	9,257	9,050	11,594	7,306

\* This figure is low, as the total visitors on Mondays are reduced as Mondays are closed more often due to bank holidays. Therefore when you divide the total

visitors on Mondays by no. of hours open (12), you get a lower figure which doesn't reflect that there were fewer Mondays than other days.

The 2012 PLUS survey shows that most residents, both adult and children, use only their local store. It remains uncommon that users go to further Idea Stores.

### Health implications

The Idea Store Health Strategy states that Idea Stores provide one way of meeting health needs in Tower Hamlets. One third of Idea Store users say that the service helps them with their health – and they value especially Idea Store as a place to go to.

The Health Strategy also identifies mental health issues in the Borough and the role of Idea Stores to address this. Around 1 in 10 children in the Borough are estimated to have a mental health disorder and Tower Hamlets has the fifth highest admission rates for mental health reasons in London, which is significantly higher than the London average. In 2012, an average of 5% of Idea Store visitors declared themselves to have 'a mental health problem'. A report by the Centre for Economic Research (Layard et al. 2012) indicates although most people with serious mental disorders, such as schizophrenia and bi-polar, do receive treatment, a large number of people with depression and anxiety disorders have no contact with the health service<sup>1</sup>. It has been observed that Idea Stores, which are inclusive and welcome everyone, provide precious space for all visitors, including those with mental health issues, who can be vulnerable and lonely.

### Activities for children and family

Idea Store weekend programmes are designed for families to build up the habit of visiting a library as a family, since all research identifies that regular visits by family to libraries support children's reading and learning. On Sundays, there is a regular Art Club, which uses books to show how illustration is used in storytelling, at every Idea Store. Throughout the year, there are around 20 children attending at Idea Store Whitechapel every Sunday (with slightly lower numbers at the other stores). Most children are 8 or under and accompanied by parents or siblings.

### Other drop-in sessions

In addition to the Art Club, Idea Store Bow has a News Views Club every Sunday. All Idea Stores have one-off drop in events (e.g. Writeidea Festival) and reading promotions (e.g. national Summer Reading Challenge) on Sunday. Idea Stores do not collect

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<sup>1</sup>The Centre for Economic Research Report 'How Mental Health Loses Out in the NHS', Layard (et al) LSE, June 2012

equalities data of those who attend the drop-in sessions.

#### The enrolment on the Community Languages Classes

The Community Languages Classes provide language classes for children and students who wish to learn a foreign language, usually their family mother tongue.. They are held on Sundays.

For the 2015-16 academic year, the Community Languages classes are held at Whitechapel, Chrisp Street and Bow Idea Stores. The table below shows the number of enrolment on the classes:

	<b>Whitechapel</b>	<b>Chrisp Street</b>	<b>Canary Wharf</b>	<b>Bow</b>	<b>Total</b>
Students enrolled on Community Languages classes (Sep 2015 – June 2016, term time only)	100	35	n/a	25	160

The equalities data of the registered pupils are:

- Aged between 11 and 17 years old
- Male 38%; Female 62%
- Algerian 8%; Bangladeshi 71%; Chinese 5%; Moroccan 5%; Pakistani 1%; Somali 10%.

#### Learners registered for Idea Store classes planned held on Sundays in 2015-16

Idea Stores have eight Sunday classes scheduled for the 2015-16 academic year. The table below shows registered participants of two courses (Indian head massage workshop and Basic massage routine workshop) that have been completed.

	<b>Whitechapel</b>	<b>Chrisp Street</b>	<b>Canary Wharf</b>	<b>Bow</b>	<b>Total</b>
Learners enrolled on two Idea Store classes held on Sundays that have been implemented the 2015-16 academic year	24	n/a	n/a	n/a	24

While the number of samples are too small to conduct meaningful equalities analysis, below are equalities data of the 24 participants of the two courses:

- Female 67%: Male 33%
- All learners were over 19 years old
- White other 29%, White British 25%, Not known 21%, Any other 8%, Asian or Asian British – Bangladeshi 4%.

The other four courses (Indian head massage workshop, Basic massage routine workshop, Bollywood improvers, and Idea choir performance group) will be implemented later this academic year and the enrolment is taking place.

## Analysis

### Idea Store visitors

Excluding Watney Market Idea Store which is not open on Sundays, the data show that between 01 April and 06 September 2015, around 656,500 visits were made to the Idea Stores, of which 44,000 (7%) were made on a Sunday:

	<b>Total visits on that day of week</b>	<b>Percentage of visits on that day</b>	<b>Hours open</b>	<b>Total visits per opening hour</b>	<b>Relative percentages</b>	<b>Average visits on that day</b>
Mon (see note 1)	95,155	14.5%	12	7,930	12.3%	4,531
Tue	122,739	18.7%	12	10,228	15.9%	5,845
Wed	109,461	16.7%	12	9,122	14.1%	5,212
Thu	111,086	16.9%	12	9,257	14.4%	5,290
Fri	81,448	12.4%	9	9,050	14.0%	3,878
Sat	92,751	14.1%	8	11,594	18.0%	4,417
Sun	43,834	6.7%	6	7,306	11.3%	2,087

Note 1: Mondays show a lower number of visits the Idea Stores close on bank holidays, and more bank holidays fall on a Monday than on any other day.

The number of participants in scheduled courses during this period was limited (184 enrolments: 8.8%).

### Who are the visitors to Idea Stores on Sunday?

The 2012 CIPFA Public Library User Survey identified that the users represent all communities in the Borough, which includes

people with mental health issues. In 2012, 5% of visitors declared that they had mental health issues. Although Idea Stores do not collect equalities data of all visitors, events on Sunday are designed for families and children to attend. Also, 160 children and young people enrolled on the Community Languages Classes held at Idea Stores on Sundays.

As above, the Council do not own comprehensive equality data and information on the Idea Store Sunday users. A robust research exercise would be needed to measure the impact of this proposal on the protected characteristics.

#### What do they do at Idea Stores on Sunday?

Visitors spend time in Idea Stores, which provide a quality place. Observed visitors' activities on Sundays as well as other days at Idea Stores include:

- Using as a library (e.g. reading books and magazines, browsing and borrowing items and studying)
- Using free computers
- Social reasons and networking (e.g. relaxing, meeting friends and family, enjoying quality refreshments at a fraction of the cost normally charged by coffee shops)
- Using as a 'refuge' - keeping warm in the winter and cool in the summer
- Attending free cultural events such as Write Idea festival
- Attending scheduled courses
- Spending relaxing time (e.g. reading newspapers).

#### Idea Store Online offer

Idea Stores provide digital inclusion services, including computer hardware, Wifi and 'assisted digital' so that people who are less confident can be helped by trained staff. Demand for assisted digital is the highest on Sundays, since Sundays are slightly quieter than other days in a week.

The Idea Stores offer Idea Store card holders free 24/7 access to many comprehensive online resources in Idea Stores and outside of Idea Stores (on personal devices). The online services include eLibrary (access to eBooks and eAudiobooks), Freegal Music (download music free and legally) and Idea Store Online Newspaper and Magazine services. However, it has been known that the majority of users come to Idea Stores to see and use materials there, including reading newspapers and magazines in printed form,

and borrowing and returning books, CDs and DVDs in 'physical' form.

For the majority of the users e-materials have not yet become a substitute for books, CDs and DVDs in physical form, and therefore the offer of e-materials will not mitigate possible adverse impact caused by this proposal. Although the use of e-library services has grown, less than 2% of members currently use e-library services (this is the largest proportion in the London Libraries Consortium). E-materials account for only a small percentage of reading materials accessed by users, and the offer via e-materials is still limited compared to those in print.

#### Community Languages Classes

If the classes continue being offered at a different place/time, the impact on the young people attending the classes would be very limited. If no other suitable options are available and these classes stop being offered, this proposal may have an adverse impact on the young people who would like to take the classes and who all share protected characteristics.

The classes are currently held on Sundays, because the quiet environment is required. Idea Stores currently have limited or no availability on Saturdays to accommodate extra classes.

#### Idea Store courses

While the number of Idea Store courses on Sundays scheduled for 2015/16 is lower than other days, the proposal would reduce the capacity for learning courses. The Idea Store Strategy identified that Idea Stores needed to open on Sundays, since the capacity of Idea Stores was fully used on Saturdays.

The available equalities data, although limited, show that 67% of the participants in the two courses were female.

#### **Feedback from consultation**

The Council held online consultation on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

- 77 respondents

- 69% of the respondents think the proposal will have an impact on people using the service. People who the respondents think have an impact on were:
  - computer users
  - those who can only attend at weekends
  - vulnerable people
  - students
  - children and families
  - people working there
  - unemployed people.
  
- 37% think there are positive outcomes from the proposal. Positive outcomes from the proposal suggested by the respondents were:
  - saving money and increasing efficiency
  - staff can spend weekends with families.
  
- 70% think the proposal will have negative impacts. Negative impacts identified were:
  - Less choice/access for the users
  - removal of space for people working there
  - uniqueness of service will be destroyed
  - children who need to use the library at weekends
  - damaging the image of Tower Hamlets
  - discourage people from reading.

Other comments included:

- This proposal is short sighted; save money elsewhere; privatise the service
- Only small savings will be achieved from this proposal.
- Reduced hours is fine, but do not close; keep at least one Idea Store open
- Idea Store is the best Council service.

### **Consultation with service users**

The service undertook its own consultation with users of the Idea stores. Participants were asked three questions;

1. Do you think the proposal will have an impact on people using the service / resource?
2. Do you think there are any positive outcomes from the proposal?
3. Do you think the proposal will have any negative impacts?

665 users participated. A summary of responses from users of the Idea Stores is provided below.

- 581 (87%) felt that the proposals would have an impact on people using the service/ resource. 84 (13%) were of the opinion that there would not be any impact.
- 194 (30%) thought that the proposals would lead to positive outcomes. 459 (70%) disagreed and viewed outcomes not to be positive.
- 538 (84%) said that CLC proposals would have a negative impact. 106 (16%) thought that there will be no negative impacts.

### **User comments**

The foremost concerns raised by participants was that full or partial closure would restrict access mainly for students who use stores on weekends to study, children and families, and those that work during the week and therefore can mostly visit stores at weekends.



### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 PLUS survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their race.  If the Community Language classes stop being offered due to this proposal, it would adversely impact the students of the classes, who were from a BME background (a protected characteristic).
Disability	Possibly negative	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we

		<p>have on the profile of users.</p> <p>In 2012, 5% of visitors declared that they had mental health issues. The closure of Idea Store on Sundays will adversely affect people who have mental health issues. Some of those people may qualify as “disabled” under the Equalities Act due to their mental health issue and would therefore have this protected characteristic.</p>
Gender	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their gender.
Gender Reassignment	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their gender reassignment background.
Sexual Orientation	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their sexual orientation.
Religion or Belief	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their religion or belief.
Age	Possibly negative	<p>Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users.</p> <p>If the Community Language classes stop being offered, it will adversely affect the students of the classes, who are aged between 11 and 17 years old. .</p>

		Currently, events held on Sunday are targeted to children and families. They may lose opportunities for getting familiar with books and reading.
Socio-economic	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their socio economic status.
Marriage and Civil Partnerships.	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their marriage status.
Pregnancy and Maternity	Neutral	Although there is no data available on all the Idea Store users on Sundays, the 2012 survey showed that the users represented all communities of the Borough. At present the 2012 data is the best we have on the profile of users. The proposal will affect all users regardless of their pregnancy or maternity status
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
If the Community Language classes stop being offered, it will adversely affect the students of the classes, who are aged between 11 and 17 years old.	Find alternative sites for the provision.
Although there is no data available on all the Idea Store users on Sundays, the 2012 survey data is the best we have on the profile of users.	There are no mitigating actions if the Idea Stores are closed on Sundays.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

Since equalities data of the visitors is unavailable, a comprehensive research exercise on the Idea Store users on Sundays would be required to have conclusive evidence of the impact of this proposal on the protected characteristics.

<b>OPP TITLE:</b>	<b>Renegotiation of Current Leisure Services Contract</b>							
<b>DIR:</b>	CLC				REF: CLC002/16-17			
<b>SERVICE:</b>	Culture, Learning & Leisure				LEAD OFFICER: Shazia Hussain			
<b>TEAM:</b>	Sports & Physical Activity				<b>THEMES:</b>		Income Optimisation	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
	£ 2,102	£ 1,240			£ 1,240	<b>N/A</b>	No	No
FTE Reductions								
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The GLL contract is due to end on 2019 for the management of Leisure centres. The contract provides that GLL are paid a management fee of just over £2m including indexation. There is also a profit share arrangement for the allocation of the surplus at the end of each financial year. The arrangements are such that the Council and GLL receive 25% each of the declared surplus in the GLL accounts and 50% goes towards the Development pot. Development funding has to be agreed by both the Council and GLL and supports major works above the planned preventive maintenance schedule (PPM) and agreed Leisure development activities such as 'free swims' and 'Women only activities'.</p> <p>The previous MTFP identified that up to £1M could be generated annually from the surplus being achieved on the contract by GLL up to the contract end date in 2019 to contribute to efficiency targets. The current level of surpluses shown in the GLL accounts for LBTH does not deliver the full savings from the 25% allocation and in order to achieve the full sum there is a yearly negotiated agreement to reduce the development fund to make up the short fall on the £1M.</p> <p>The proposal sets out that the management fee of £2M paid to GLL and the income received from GLL will both cease for the remainder of the contract period. This achieves a net saving of £1M to the Council. GLL would receive 1m less under this arrangement at current levels of turnover. They have indicated that a prerequisite for entering in to negotiations on the above would be the setting aside of a capital sum and a review of fees and charges benchmarked against other London Boroughs. The Executive has made it clear that the impact of any proposed changes to fees and charges linked to agreement on this proposal must be brought back to the Executive before any final agreement is reached.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
<b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b>								
<p>GLL are required to take more risks for the remainder of the contract.</p> <p>A joint arrangement on Capital Investment will be required between the council and GLL to facilitate the above.</p> <p>GLL have asked that as part of these discussions the Council will review Fees and Charges.</p>								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>	<b>Making the Youth Service More Efficient</b>							
<b>DIR:</b>	CLC				REF:CLC003/16-17			
<b>SERVICE:</b>	Safer Communities				LEAD OFFICER: Andy Bamber			
<b>TEAM:</b>	Youth & Community Learning				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 16/17</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 7,207	£ 700			£ 700	No	No	Yes
FTE Reductions								
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
This savings proposal is designed to improve further the efficiency of the service in a way that won't reduce the quality of the service to young people in the borough.								
The Youth Service is already operating in a more efficient way following changes made over the last year. There is now further opportunity to change the way in which we manage our budgets to become more efficient when buying services for young people or organising grant based community youth activities. We do this by using grant programmes such as the Youth Opportunity Fund (YOF) and Positive Activities for Young People (PAYP) as well as through youth support provision purchased directly from specialist providers.								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
This highlights opportunities to reduce the costs of the Youth & Community Service. The objective will be to achieve this with no reduction to the quality of frontline service provision.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	Yes	There will be no reduction in grant to the third sector but the Council may change the scope and nature of the things that we expect the 3rd sector to deliver in exchange for the grant						
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Making the youth service more efficient

**1b) Service area**

Youth Service, Safer Communities

**1c) Service manager**

Andy Bamber

**1d) Name and role of the officer/s completing the analysis**

Hasan Faruq, Quality Assurance Manager

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

This savings proposal is designed to improve further the efficiency of the service in a way that won't reduce the quality of the service to young people in the borough.

The Youth Service is already operating in a more efficient way following changes made over the last year. There is now further opportunity to change the way in which we manage our budgets to become more efficient when buying services for young people or organising grant based community youth activities. We do this by using grant programmes such as the Youth Opportunity Fund (YOF) and Positive Activities for Young People (PAYP) as well as through youth support provision purchased directly from specialist providers.

By managing grant and buying activities more efficiently it is expected that £700,000 of efficiency savings can be realised without any impact on the service offer to young people.

Total Saving: £700,000

Below are details of the savings of each programme:

#### Youth Opportunity Fund (YOF) Grant - £200k savings

The grant enables young people in the Borough with the opportunities for a range of activities, including volunteering opportunities. This was a Government grant introduced in around 2004 and withdrawn by the Coalition in 2010. Tower Hamlets made the decision to fund the programme and retained the YOF as a borough fund. There is no requirement to retain a separate fund and youth involvement can be incorporated into Positive Activities for Young People if required.

#### Positive Activities for Young People (PAYP) Grant - £300k savings

PAYP is another borough fund that focuses on provisions for young people aged 8-19 or up to 25 years. Young people in the Borough will have opportunities for a range of outdoor activities during the summer holiday through this programme. Over the last 2 years there has been a strategic realignment of service activity towards more effective targeting of specific need and a more



focused approach to intervention. This is proving more efficient and this particular funding stream has been underspent as a result. This efficiency can be captured as a corporate saving.

#### LAP areas efficiencies - £100k savings

The Universal youth provision supports young people to negotiate alternative routes and pathways into education, employment, training personal development. Savings from this proposal are being achieved as the result of more prudent spending and stronger management controls. This has not and will not result in a diminished service which will continue to deliver a strong activity and development programme for young people.

#### Targeted Youth Support - £100k savings

The Targeted Youth Support Service manages NEET & vulnerable young people using a case management system to provide early intervention to raise aspiration and build resilience. The team supports teenage parents, young people in the Youth Justice System, those on an ASBO, those on probation or on a referral order with YOT, young carers, those in statutory care, child protection plans, homeless asylum seekers/ travellers and those with mental health conditions, and/or have special educational need (SEN)/ learning difficulty nor disability (LDD). Savings from this proposal are limited to a review of the outdoor provision for young people, more prudent spending and stronger management controls. Tighter management control of spending has, and will contribute to deliver efficiencies in the service budget which can be set against corporate savings targets.

### **2b) What are the equality implications of your proposal?**

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

In relation to the test of relevance questions, no impact on service users were identified. There will also be no reduction in grant to the third sector, although the Council may change the scope and nature of the things that the Council expect the third sector to deliver in exchange for the grant.

#### Youth Opportunity Fund Grant

The current total budget of this grant is £265K. The current service users' equalities data will become available at the end of January 2016. The table below shows the equalities data of young people that successful grant applicants (third sector organisations) expected to participate in the funded activities in 2015/16.

Ref No.	Lap	Organisation	Age Categories						SEN/LDD							Total		
			Male (8 - 12)	Male (13 - 16)	Male (17 - 19)	Female (8 - 12)	Female (13 - 16)	Female (17 - 19)	Male (8 - 12)	Male (13 - 16)	Male (17 - 19)	Male (20-25)	Female (8 - 12)	Female (13 - 16)	Female (17 - 19)		Female (20-25)	
101		Mouth That Roars		5	5		5	5										20
103	4	The Rooted Forum						20										20
107	2	Osmani Trust			10					1								11
113	3	JMC Girls				1	11											12
114	5	Greenlight					8											8
116	3	Ocean Youth Connxions		9	7													16
117	2	A Team Arts		8			12							2				24
118	3	Al Isharah Ltd			10					10								20
120	2	Attlee Youth Centre		12														12
159	3	Wessex Youth Project			5													5
122	8	East London Majorettes				5	2	1						1				9
124	1	Columbia Girls and Young Women's project					25											25
131	8	Island House	3	5	3	6	7	3			2					1		30
127	4	Cannon Support Link			10													10
132	6	Leaders in Community			1		5											6
129	3	Frontline Productions			10													10
130	3	Frontline Productions			10													10
134	6	Mile End Community Project		5	5													10
136	6	Ocean Somali Community Association	10	10	10		10	10										50
142	7	Setting the Milestone		9														9
143	7	Setting the Milestone					12											12
144	4	Society Links		12														12
145	7	Splash Play			3			7										10
146		Teebah Foundation		6			6	7						6		7		38
147	3	Stifford Centre					12			6				2				14
148	3	Stifford Centre			7		4	4										15
126	5	Caxton Hall Youth Centre		6			5											11
153	6	Sportlink	15		3	15												33
154	6	Sports Network Council		30														30
155	4	Wapping Youth Centre		10														10
148	7	Apasenth		15	15		15	15		15	15			15	15			120
162	2	Young and Talented		10			10											20
<b>Total:</b>			<b>28</b>	<b>152</b>	<b>114</b>	<b>27</b>	<b>149</b>	<b>72</b>	<b>0</b>	<b>23</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>23</b>	<b>0</b>		<b>642</b>

- 16% (8 out of 32) of the organisations work with young people with SEN and LDD.
- Beneficiaries of this project are young people aged between 13 and 19 and up to 25 with SEN and/or LDD.
- Although no organisations expected young people aged between 20 and 25 with SEN and/or LDD would participate in the recommended activities, they encourage people with this age group with SEN/ and/or LDD to take part in the activities.
- 54% (345 out of 642) of the expected participants were boys and 46% (297) girls

It is expected that there will be no impact on service users by this proposal, since the allocated monies for this grant has been underspent. Also, the proposal is that activities funded by this grant will be incorporated into the Positive Activities for Young People (PAYP) grant if required. The name of 'YOF grant' will remain, but the scope will be largely changed. The grant monies up to a maximum of £500 will be made available for innovative ideas.

#### Positive Activities for Young People (PAYP) Grant

The current total budget of this grant is £678,738. The equalities data of the young people participated in the summer activities this year are being received. The table below shows equalities data of young people that successful grant applicants (third sector organisations) expected to participate in the funded activities in summer of 2015/16.

Organisation	Age Categories						SEN/LDD								Total
	Male (8 - 12)	Male (13 - 16)	Male (17 - 19)	Female (8 - 12)	Female (13 - 16)	Female (17 - 19)	Male (8 - 12)	Male (13 - 16)	Male (17 - 19)	Male (20-25)	Female (8 - 12)	Female (13 - 16)	Female (17 - 19)	Female (20-25)	
Bangladesh Football Association (UK)	52	60	20		8										140
East Girls project c/o The Rooted Forum					20	10									30
Osmani Trust - Aasha project	5	15	10					10	5						45
Osmani Trust - Amaal girls project				10	20	8						5	2		45
Vallance Community Sports Association - Boys	15	15	10												40
Island House Community Centre	12	12	1	12	12	1									50
Newark Youth London	10	20	10	5	5	2									52
Vallance Community Sports Association - Girls				5	5	10									20
Streets of Growth		5	5		5	5									20
Al-Isharah		2	2		2										16
Attlee Centre	15	20	10	10	10	5		6				4			77
Society Links	5	10	10	5	15	15	1	1							66
Young & Talented		2	3		3	4									12
Weavers Community Forum	2	12	10	2	8										34
Shadwell Youth Club c/o The Rooted Forum					20	15									35
2nd East London Scout Group	13	10	2	12	10	3									50
Shadwell Basin Outdoor Activity Centre	40	60		40	60										200
Step Forward (Tower Hamlets)	2	4	4	2	4	4				1				1	22
The Arbour Youth Centre		8	6		8	18									40
St Hilda's East Community Centre	10	35		10	15										70
Wise Youth Trust	8	8	15	4	5	2	1	1	1						45
Mudchute Association	10	10	5	10	10		3	5		2	3				58
Ocean Youth Connexions - Girls & Women's project				12	12	10						2	2		38
Ocean Youth Connexions - Open Access	6	20	10	4	5	5									50
Sports Network Council	4	14	9	1	6	2	1	1	1		1				40
Somali Integration Team					20	20									40
Milestone	3	20	2	2	15										42
Shadow Youth Alliance	6	10	6	6	10										38
Malmesbury Community Project	10	15	15	10	10	10									70
<b>Total:</b>	<b>228</b>	<b>387</b>	<b>165</b>	<b>162</b>	<b>323</b>	<b>149</b>	<b>6</b>	<b>27</b>	<b>9</b>	<b>4</b>	<b>5</b>	<b>14</b>	<b>5</b>	<b>1</b>	<b>1485</b>

- 34% (10 out of 29) of the organisations work with young people with SEN and LDD.
- Beneficiaries of this project are young people aged between 8 and 25.
- 56% of the expected participants were boys and 44% girls.

It is expected that there will be no impact on service users by this proposal, since the allocated monies for this grant has been underspent.

LAP areas efficiencies

The current total budget is £2.66m and this year’s expenditure is £2.56m. This proposal is to reduce costly excursions and trips that offer little long term value and learning opportunities to young people and to focus on effectiveness of the projects to achieve the aim of this programme, i.e. supporting young people to negotiate alternative routes and pathways into education, employment, training personal development. Savings from this proposal has been achieved and this has not result in a diminished service. This programme will continue delivering development programme for young people.

Targeted Youth Support

The current total budget is £1.17m and this year’s expenditure is £1.07m. The Targeted Youth Support Service supports NEET and vulnerable young people, including teenage parents, young people in the Youth Justice System, those on an ASBO and those with learning difficulties. The tables below show some recent data on NEET. It has been known that young people with White background and boys are over-represented in the NEET group in the Borough.

Proportion of young people NEET ( 16-18)

	<b>NEET % Nov- Jan</b>
2005	12.6%
2006	10.9%
2007	8.2%
2008	6.7%
2009	6%
2010	5.3%
2011	4.9%
2012	4.9%
2013	4.56%
2014	3.4%

Tower Hamlets Adjusted NEET% - December 2014 and December 2013 – ethnicity breakdown

		Tower Hamlets		England		London		Newham	
		Dec14	Dec13	Dec14	Dec13	Dec14	Dec13	Dec14	Dec13
<b>White</b>		6.3%	9.8%	5.1%	5.7%	4.7%	5.3%	8.8%	8.7%
Mixed race	White and Black Caribbean	7.2%	9.7%	6.8%	7.5%	6.0%	6.9%	6.1%	7.0%
	White and Black African	5.0%	10.5%	4.5%	4.3%	3.5%	3.2%	5.4%	4.0%
	White and Asian	7.7%	3.6%	3.7%	3.9%	2.9%	2.9%	2.3%	2.6%
	Other Mixed Background	4.5%	5.3%	4.2%	4.5%	3.8%	3.8%	4.9%	1.8%
Black or Black British	Black Caribbean	3.0%	10.3%	4.3%	4.7%	3.4%	4.0%	4.3%	2.7%
	Black African	3.1%	2.2%	1.8%	2.1%	1.7%	1.9%	2.3%	2.4%
	Other Black Background	7.1%	4.9%	3.5%	3.7%	3.0%	3.2%	4.4%	3.5%
Asian or Asian British	Indian	4.2%	4.3%	1.8%	1.9%	1.5%	1.6%	2.6%	3.0%
	Pakistani	6.3%	5.7%	3.8%	4.2%	2.6%	2.7%	4.7%	3.6%
	Bangladeshi	2.6%	3.9%	2.9%	3.4%	2.6%	3.2%	3.6%	3.2%
	Other Asian Background	5.1%	1.7%	1.9%	2.0%	1.6%	1.7%	2.8%	1.1%
Chinese		2.1%	3.4%	0.7%	0.7%	0.5%	0.6%		
Other Ethnic Group - Arab				3.7%	2.7%	2.2%	2.0%	4.9%	
Other		1.0%	4.6%	3.8%	4.1%	2.9%	3.1%	2.3%	2.2%
No ethnicity information		1.4%	0.5%	3.7%	4.1%	3.2%	3.4%	3.4%	2.2%
Total		3.4%	4.9%	4.7%	5.2%	3.8%	4.4%	4.5%	3.9%

## Gender in NEET

	Male	Female
<b>18+</b>	106 (65%)	58 (35%)
<b>17 years</b>	89 (70%)	39 (30%)
<b>Year 11</b>	49 (77%)	15 (23%)

The proposal is to rationalise existing activities and explore alternative ways and means for engaging young people to develop their employability skills. Since savings from this proposal will be made through a review of the outdoor provision for young people, more prudent spending and stronger management controls, no impact on the service users is expected. This programme will continue supporting NEET and vulnerable young people.

### Feedback from consultation

Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

#### Members of the public

- 15 respondents
- 47% (19) of the respondents thought the proposal would have an impact on people using the service, including:
  - Service users/young people (5 responses); family and communities (1).
- 60% (9) thought there were positive outcomes from the proposal, including:
  - Savings (5 responses); smarter ways of working will save and improve service (2).
- 47% (16) thought the proposal would have negative impacts, including:
  - Lack of opportunities for young people.

Other comments included:

- The proposal is not clear.

- How can the Council save £700k without impacting frontline services? The size of savings suggests there may be more than that is set out in proposal.
- Much more can be saved.
- Youth service is vital.

#### The Council staff

- 12 respondents
- Five respondents thought the proposal would have an impact on people using the service, including:
  - Young people (3 responses).
- Nine respondents thought there were positive outcomes from the proposal, including:
  - The service needs to be more efficient (2).
- Five respondents thought the proposal will have negative impacts, including:
  - Quality of the service will be deteriorated and fewer young people will benefit from the service.

#### Other comments included:

- Streamline less productive parts of the service.
- Seek sponsorship locally.

#### Service users

The following two face-to-face consultation meetings were held

<b>Level 2 Consultation Delivery Method</b>	<b>Date of Event</b>	<b>Attendance</b>	<b>Comments</b>
Focus Group with Young Carers	27/10/2015	13	All 13 said that the proposal will lead to negative impact
Focus Group with the Youth Council	28/10/2015	22	All 22 said that the proposal will lead to negative impact



### Focus Group with Young carers

Their comments included:

- Nothing to do at home. Social isolation and be a loner.
- Not get help and can have consequence in later life (e.g. no job and lack of confidence).

Observation by a youth worker:

'Although the group were too young to understand much of what the consultation meant or it's long term impact, they did show a great deal of anxiety over the prospect of a reduction in service or resources. Many have been coming for years and see this as a sole arena for support and friendship. Other avenues such as youth centres do not serve the same purpose and young people don't have their acute life experiences to understand them.'

### Focus Group with Youth Council

Their comments included:

- Pointless projects will be filtered out. The money will be used more effectively.
- Prioritise other services such as education or health care.
- Young people will gain less information, experience, skills and accreditations, which may impact on their later lives (e.g. employment, NEET)
- Young people will have nowhere to go. Young people will become less sociable.
- Young people's confidence may decrease
- There will be lack of girls provisions or services
- There will be less attractions at youth centres and less opportunities for young people
- Increase in violent youth behaviour
- No youth voice will be heard.

Ways to mitigate the impact

- One big centre in each lap (centre hubs)
- Youth newsletter/ programme (borough wide)

- Young people decide and prioritise projects
- Low cost trips
- Fundraising events to raise money for centres
- Schools to run more after school clubs
- Mobile centres
- Centres make own food/catering during sessions rather than buy food from caterers
- Ensure money is spent effectively. Youth centres should focus on saving money (Cook food rather than buy, use public transport and not minibus and cheaper trips)
- Evaluate all projects at youth centres and judge significance
- Shut down least popular centres.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	<p>Young people will continue having access to activities dedicated to them regardless of their race. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.</p> <p>Targeted Youth Support programme will continue offer the services to NEET and vulnerable young people. Addressing the disproportionate representation of White group in NEET is one of the targets of the programme.</p>
Disability	Neutral	<p>Young people will continue having access to activities dedicated to them regardless of their disabilities. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.</p> <p>Especially, Youth Opportunity Fund grant, Positive Activities for Young People grant and the Targeted Youth Support programme will continue offer the services to young people with SEN and LDD.</p>
Gender	Neutral	<p>Young people will continue having access to activities dedicated to them regardless of their gender. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.</p> <p>Targeted Youth Support programme will continue offer the services to NEET and vulnerable young people. Addressing the disproportionate representation of boys in NEET is one of the targets of the programme.</p>

Gender Reassignment	Neutral	Young people will continue having access to activities dedicated to them regardless of their gender reassignment. While the budget of the identified four programme will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.
Sexual Orientation	Neutral	Young people will continue having access to activities dedicated to them regardless of their sexual orientation. While the budget of the identified four programme will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.
Religion or Belief	Neutral	Young people will continue having access to activities dedicated to them regardless of their religion or belief. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.
Age	Positive	All activities under this proposal are dedicated to young people. They continue having access to activities dedicated to them. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.
Socio-economic	Neutral	Young people will continue having access to activities dedicated to them regardless of their socio economic status. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.
Marriage and Civil Partnerships.	Neutral	<p>Young people will continue having access to activities dedicated to them regardless of their marriage and civil partnership status. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.</p> <p>Targeted Youth Support programme will continue offer the services to NEET and vulnerable young people, including young parents.</p>

Pregnancy and Maternity	Neutral	Young people will continue having access to activities dedicated to them regardless of their pregnancy maternity. While the budget of the identified four programmes will be reduced, activities under this proposal will be streamlined to maximise its positive impact on young people in the borough.
Carers	Neutral	Young carers will continue having access to activities dedicated to them.

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<b>Young people become anxious about the savings.</b>	The service will ask community voluntary sector to make sure they engage young people in the grant process.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

Young people's service take-up and feedback will continue being monitored.

OPP TITLE:		Discontinue the Incontinence Laundry Service						
DIR:	CLC				REF:CLC004/16-17			
SERVICE:	Safer Communities				LEAD OFFICER: Andy Bamber			
TEAM:	Consumer & Business Regulations				THEMES:	Lean: Service Re-Design and Consolidation		
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
	£ 59	£ 41			£ 41	N/A	No	Yes
FTE Reductions		2			2			
DETAILS OF SAVINGS OPPORTUNITY								
<p>The Incontinence Laundry, a health function, provides free of charge weekly laundry services to residents within the borough. It is located in a basement area beneath York Hall.</p> <p>Laundry services are provided for 20 Tower Hamlets residents and 21 clients in Camden, for which Camden Social Services are charged £26.37 + VAT per person per week. Payments are received quarterly.</p> <p>A laundry service is also provided to London Borough of Hackney; however, following a social services review, only 4 clients remain on this agreement.</p> <p>Two members of staff are permanently based within the laundry service and a vehicle and driver are shared with Pest Control.</p> <p>This is a non-statutory service and could be discontinued. The NHS provides free support to residents based on need. Residents that currently receive the service within the borough now also have direct control of their personal care budgets, which enables them to determine the nature of their care support for themselves.</p> <p>Given that this is a health function and not a statutory requirement of the Council and in view of the existence of the above NHS arrangements the discontinuance of the laundry service could be adequately managed as part of the NHS client needs assessment process.</p>								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No Further implications to consider.								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	Yes	However NHS direct provision and personal care budgets mitigate against this change						
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	Yes	The NHS will provide direct support that may be supplemented by personal care budgets at the clients discretion.						
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	Yes	The Council will no longer be providing this service						
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	Yes	The space currently used for this service would be vacated.						
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	Yes	A full staffing review will be necessary, which will be undertaken in accordance with the Handling Organisational Change policy and will include a full impact assessment to ensure that equalities groups are not disproportionately affected.						
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Discontinue the incontinence laundry service

**1b) Service area**

Consumer and Business Regulations, Safer Communities

**1c) Service manager**

Andy Bamber

**1d) Name and role of the officer/s completing the analysis**

David Tolley, Head of Consumer and Business Regulations



## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The Incontinence Laundry, a health function, provides free of charge weekly laundry services to residents within the borough. It is located in a basement area beneath York Hall.

Laundry services are provided for 20 Tower Hamlets residents and 21 clients in Camden, , for which Camden's social services department are charged £26.37 + VAT per person per week. Payments are received quarterly. A laundry service is also provided to one private client from Camden, who previously received the service through Camden's social services prior to them ending her funded provision. This client is charged at £26.37 + VAT per bag.

Services are also provided to, Nappy Ever After, based in Camden, charged at £20 + VAT per bag of 250 nappies. Spa London Slippers, based at York Hall are charged £3+VAT per load, with an average of 5 loads per week. A laundry service is also provided to London Borough of Hackney; however, following a social services review, only 4 clients remain on this agreement.

2 members of staff are permanently based within the laundry service and a vehicle and driver are shared with pest control. This is a non-statutory service and could be discontinued. The NHS provides free support to residents based on need. Residents that currently receive the service within the borough now also have direct control of their Personal Independence Payments, which enables them to determine the nature of their care support for themselves. Given that this is a health function and not a statutory requirement of the council and in view of the existence of the above NHS arrangements the discontinuance of the laundry service could be adequately managed as part of the NHS client needs assessment process.

Savings: £41,000

## **2b) What are the equality implications of your proposal?**

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

The proposal is to discontinue the incontinence laundry service to save £41,000 per year in operating costs. It will save £20,000pa (approx.) in unbudgeted costs, and over £38,000 in capital costs, required to replace existing machinery which is reaching the end of its useful economic life.

In relation to the test of relevance questions, we know that this will affect at least 20 service users who are also residents in the Borough. This will:

- Reduce the level of resources available to address inequality
- Alter access to the service
- Change the provider of the service (the NHS provides free support to residents based on needs or if eligible, they can contribute to any costs from Personal Independence Payments).

### **Impact on the staff**

The proposed change will affect employees' contracts. The change could include restructuring of work which would result in changes to job descriptions, staffing structures, work locations and elements of contractual remuneration including contractual overtime, shift allowances. The change will be handled through discussions with the Trade Unions.

[Equalities analysis on the impact on staff will be carried out by service managers with support from HR.]

### **Impact on service users**

The service has 35 clients on its books, although 15 of those cases are being reviewed as it is thought there may no longer be an incontinence issue present. The table below shows their age groups:

	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>	<b>unknown</b>	<b>Total</b>
Service users with regular sign of incontinence	1	1	2	3	11	2	20
Service users without regular sign of incontinence	0	1	2	5	4	3	15

<b>Total</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>15</b>	<b>5</b>	<b>35</b>
%	3%	6%	11%	23%	43%	14%	

It is not known how many users of the incontinent laundry service are registered as disabled. However, incontinence is a symptom of disease or complex ailment in which case those service users are likely to be disabled. Furthermore, under the Equality Act 2010<sup>1</sup> a person is disabled if they “have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities” and it is therefore likely those clients of the service where there is an incontinence issue present are likely to fall within this definition and share this protected characteristic.

However, the service has not had any new clients for more than 2½ years, and surrounding authorities have ceased providing similar services in recent years.

The services to clients in Camden and Hackney are provided under contracts with each council. Similarly the service to Nappy Ever After, a private company, is also provided under a commercial contract.

#### NHS service and other providers

The service understands that the Hospital Continence Service provides free pads and other continence products to incontinent clients, but does not provide a laundry service. However, there is a possibility that the number of free pads that the NHS provides is not sufficient for a client’s needs. In the event that a client finds that the number of free pads is insufficient and/or requires a laundry service from other providers, they will need to purchase pads and/or laundry services if they or their carers/families are unable to do so. The clients who are entitled to Personal Independence Payments may be able to use their personal budgets to purchase the laundry service from other providers.

The Camden Council’s social services are currently charged at £26.37 + VAT per person per week. A private client is charged at £26.37 + VAT per bag.

‘Laundry Heap’ a company advertised online, charges clients £14 for standard wash of 6kg and £28 for 12kg. It does not identify if they charge more for incontinent laundry.

<sup>1</sup> <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

## Feedback from consultation

Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

### Members of the public

- 27 respondents
- 70% (19) of the respondents thought the proposal would have an impact on people using the service, including:
  - Service users (7 responses); Nappy Ever After and their customers (3); Elderly and chronically sick (3); Staff (3).
  - This is a good service, but the Council should not pay (2 responses).
  - If people move into a care home, it will cost more.
- 41% (11) thought there were positive outcomes from the proposal, including:
  - Savings (5 responses); making individuals less reliant on the Council services if they are able to do so (3).
  - Support is needed for people who are severely disabled and/or live alone.
- 64% (16) thought the proposal would have negative impacts, including:
  - The increase of disposable nappies, which will increase waste and cost for the Council (4);
  - impact on Nappy Ever After;
  - possible service reduction of the initiative (4);
  - considering the hardship by the proposal, savings to be made is small (1);
  - difficult to find alternative provision (1).

Other comments included:

- Go ahead with the saving (2)
- Keep this service and cut other services (3)
- Small saving compared to impact on users and economy and increased waste into landfill (3)

- Will the current users be helped to buy this service form somewhere else?
- This service saves money in long run (e.g. helps people stay at home vs care home costs £3,500pm) (1)
- Nappy Ever After saves landfill and pollution/the environment (1)

#### The Council staff

- 7 respondents
- Four respondents thought the proposal would have an impact on people using the service, including:
  - Service users (3 responses) including those who have to pay now; potential future users (1).
- Six respondents thought there were positive outcomes from the proposal, including:
  - Create efficiency, since the Council is not liable for the service. (2)
  - Reduce admin and operational costs (1)
  - The service can be provided differently. The number of users is small.
- Three respondents thought the proposal will have negative impacts, including:
  - On the staff who deliver the service

#### Other comments included:

- Create a business case for more business. Need to find out comparable costs.
- NHS may not provide as good a service as the Council.
- This is not a statutory service, so the Council can discontinue it.

#### Service users

Thirty five service users were individually contacted by post to feed into the consultation. Below are the results:

- 40% (14) of the service users responded.
- 71% (10) of the responses were provided by clients, 22% (3) by friends or relatives on behalf of the clients and 7% (1) by a carer.

- All respondents thought that this proposal would have impact on them
- No respondents thought there would be positive outcomes from the proposal.
- All respondents thought that this proposal would have negative impacts.

Other comments:

- Six responses identified that the clients were unable to do laundry by themselves due to disability and health conditions. Two of them stated that they did not own a washing machine.
- Some respondents stated that other family members would need to take on this task or pay for the service.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whom are being reviewed as there may no longer be an incontinence issue in their cases. All service users will be affected by this proposal regardless of their race. The data made available do not contain the information on the clients' race.
Disability	Possibility of negative impact	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>Most, if not all, service users are likely to fall within the definition of disabled under the Equality Act 2010, and therefore share this protected characteristic.</p> <p>Although NHS provides free pads for clients who need one, it remains unclear whether NHS will provide the current clients of the laundry service with an adequate number of pads in the future. As NHS does not provide laundry service, if any of the current laundry service clients still need a laundry service, they will need to purchase it out of their Personal Independence Payment or private income or savings. There is a possibility that this proposal will adversely impact this group.</p>
Gender	Neutral	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>The data suggest that the male-female ratio of the clients as of July 2015 was about 50:50. All service</p>

		users will be affected by this proposal regardless of their gender.
Gender Reassignment	Neutral	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>All service users will be affected by this proposal regardless of their gender reassignment. The data made available do not contain the information on the clients' gender reassignment.</p>
Sexual Orientation	Neutral	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>All service users will be affected by this proposal regardless of their sexual orientation. The data made available do not contain the information on the clients' sexual orientation.</p>
Religion or Belief	Neutral	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>All service users will be affected by this proposal regardless of their religion or belief. The data made available do not contain the information on the clients' religion or belief.</p>
Age	Possibility of negative impact	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>The data show that 23 clients (66%) are aged 55 or over, 15 of whom (43%) were aged over 65, although there are also 7 younger clients (20%) who are under 55 and 5 (14%) whose age is not</p>



		<p>known.</p> <p>Although NHS provides free pads for clients who need one, it remains unclear whether NHS will provide the current laundry service clients with adequate number of pads in the future. As NHS does not provide laundry service, the current laundry service clients need to purchase the service using their Personal Independence Payment or private income or savings. There is a possibility that this proposal will adversely impact on this group.</p>
Socio-economic	Possibility of negative impact	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>All service users will be affected by this proposal regardless of their socio-economic status. The data made available do not contain the information on the clients' socio-economic status.</p> <p>Although NHS provides free pads for clients who need one, it remains unclear whether NHS will provide the current laundry service clients with adequate number of pads in the future. As NHS does not provide laundry service, the current laundry service clients need to purchase the service using their Personal Independence Payment or private income or savings. If they need to pay for the alternatives, the clients and/or their families with low income may have disproportionately adverse impact.</p>
Marriage and Civil Partnerships.	Neutral	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>All service users will be affected by this proposal regardless of their marriage and civil partnership status. The data made available do not contain the information on the marriage and civil partnership status.</p>

Pregnancy and Maternity	Neutral	<p>This proposal is to discontinue the Council's laundry service. Currently, the service has 35 clients in the borough, 15 of whose cases are being reviewed as there may no longer be an incontinence issue present.</p> <p>All service users will be affected by this proposal regardless of their pregnancy and maternity status. The data made available do not contain the information on the pregnancy and maternity status.</p>
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
Alter access to the service Change of the service provider	The service will provide necessary information on the NHS service provision, alternative service provider and about Personal Independence Payments for the current customers.
Reduce the level of resources available to address inequality	Although the level of resources is being reduced within the council, services will work with clients to access alternative support which they may be entitled to receive from the NHS.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

n/a

<b>OPP TITLE:</b>	<b>Alternative Service Delivery Model for Animal Warden Service</b>							
<b>DIR:</b>	CLC				REF: CLC005/16-17			
<b>SERVICE:</b>	Safer Communities				LEAD OFFICER: Andy Bamber			
<b>TEAM:</b>	Enforcement, Intervention & Markets				THEMES:		Delivering Differently	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 16/17</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
	£ 160	£ 160			£ 160	N/A	No	no
FTE Reductions		3						
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Although the collection and processing of stray dogs is a statutory duty, it is not one which the council is required to deliver directly. Significant efficiencies would be generated by working with an external organisation such as a neighbouring borough or charity (e.g. Battersea Dogs Home) to provide the service. Several such organisations currently undertake other work in the borough or adjoining boroughs, and have the necessary equipment, vehicles, and access to a dog pound. As a result, the council would achieve major savings in premises, transport and staffing costs of providing a 24 hour facility. All services that we provide would be carried out by the partner organisation on a fee per collection basis.</p> <p>The council would therefore only focus on statutory duties such as enforcement activities for animal-related anti-social behaviour, dog fouling, etc.</p> <p>The gross savings would be £175K. Against this would be offset the cost of the service from the partner organisation, at an estimated £250 per animal collected. Based on 2014/5 volumes, this would cost approx. £15K pa, giving a net saving of £160K pa.</p> <p>Savings identified as part of this opportunity are indicative and a feasibility study would be required in order to develop this proposal alongside detailed negotiations with local organisations to identify a potential partner. However the council already has an SLA with Battersea Dogs Home, which could be used as a basis for developing this new model of service delivery.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
<b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b>								
<p><b>RISKS:</b> It is possible that response times may increase as a result of transferring delivery of the service to a partner, although the contract would include an SLA to limit or mitigate any such negative impact.</p> <p>The annual number of instances of stray dogs within the borough is variable. Current indications are that the number of strays is likely to increase in the future. If this were the case, the cost to the council would increase proportionately if the charging model is based on a fixed cost per collection.</p> <p>There would also be potential redundancy costs, or alternatively HR issues if the existing staff were to be transferred to the partner and TUPE considerations were to apply.</p>								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	Yes	The service itself would not change significantly but would now be carried out by a partner such as a charity rather than the council.						
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	Yes	The service would be accessed directly via the partner organisation rather than through the council						
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	Yes	Yes, the service would now be provided by an outside organisation (to be determined)						
Does the Change involve Local Suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	Yes	Possible premises impacts						
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	Yes	Possible redundancy implications or TUPE considerations						
Does the change involve a redesign of the roles of staff?	Yes	The feasibility study will identify if a redesign of roles is required.						

OPP TITLE:		Income Generation Opportunity from CCTV Network						
DIR:	CLC					REF: CLC006/16-17		
SERVICE:	Safer Communities					LEAD OFFICER: Andy Bamber		
TEAM:	Enforcement, Intervention & Markets					THEMES:	Income optimisation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 16/17	Start before June 2015	Is an EA Red?
	£ 516	£ 400	£ 100		£ 500	Yes	No	No
FTE Reductions	0							
DETAILS OF SAVINGS OPPORTUNITY								
<p>The council's CCTV network uses fibre-optic cable running around the borough through underground ducts; these ducts and fibres are owned by the council. During the installation of the fibres, the engineers allowed sufficient capacity to expand the system using existing fibres, and also ensured that there was sufficient capacity in the duct routes to put new cables through. This spare capacity allows for annual income to be generated in two ways: (1) Allowing third party Telco (Telecom Operators) providers the option to use our dark fibre to get signals from one place to another and (2) Allow third party Telco providers the option to run cables in our duct routes.</p> <p>(1) USE OF EXISTING FIBRE - The council's extensive fibre network runs across most of the borough. There is a high demand for this fibre and consequently there would be the opportunity to rent our fibre out to allow connectivity to these locations.</p> <p>(2) USE OF DUCT ROUTES - The majority of the council's fibre is carried in our own underground duct routes. Our extensive network serves parts of the borough where there are currently no existing Telco fibre services. Installing more fibre in these ducts would therefore allow Telco providers to get to locations which they currently cannot reach, making the council's network a valuable resource in reaching those hard-to-reach parts. This would also allow businesses in those areas to access much higher speed internet than they would otherwise be able to use, helping the local economy. The CCTV infrastructure lends itself to this type of operation as we can provide both the street furniture to mount the transmitters on and also the fibre network to support this. The annual income streams above are indicative, and depend on negotiations with suitable partners. The CCTV service has engaged with consultants who have started a feasibility study and price-testing exercise to firm-up these figures and are due to report back by the end of October. The current network has been implemented with a view to completing a loop covering the majority of the Borough. This loop is substantially complete but the network could be further enhanced by completing the last section of the loop. This may increase the income potential of this infrastructure. Officers are reviewing the possibility of bringing forward an invest to save business case and any contracted or partner option could include the completion of the loop as part of the arrangement accepting that this would impact on income generated. Maintenance of the current fibre opting network and installation of the last section of the loop is at the specification stage with a view to going out to procurement in December 2015. Given the timescales of the consultants' report, the procurement exercise and the option selected, it is anticipated that this income stream may be partially realised in 2016/7.</p>								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
Market based advice and potential market testing is required to better understand the business potential and any risks to the service.								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	Yes	Spare capacity allows for income to be generated in allowing third party Telecom Operators providers the option to use Council fibre to get signals from one place to another and allow providers the option to run cables in duct						
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	Yes	Potentially increases the council's assets via potential extension of the network.						

**CHANGES TO STAFFING**

Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

OPP TITLE:		Review of Enforcement Function- More Generic Working						
DIR:	CLC					REF: CLC007/16-17		
SERVICE:	Public Realm					LEAD OFFICER: Simon Baxter		
TEAM:	Clean, Green & Highways					THEMES:	Lean: Service Re-Design and Consolidation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 16/17	Start before June 2015	Is an EA Req?
	£ 729	£ 451			£ 451	N/A	No	Yes
FTE Reductions		10			10			
DETAILS OF SAVINGS OPPORTUNITY								
<p>This proposal intends to delete 10 Commercial Waste THEO posts. The function of this service is to monitor the commercial waste refuse and provide a first contact' service to customers for commercial waste enforcement, statutory nuisance activities including: identification, assessment reporting, enforcement and monitoring of anti social behaviour, street cleanliness, street trading etc., carryout investigations and take enforcement action as required. This function can be delivered by the Tower Hamlets Enforcement Officers (THEO's) within existing capacity. This model will accelerate generic working across CLC.</p>								
IMPLICATIONS TO CONSIDER including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<p>The team currently produce via Fixed Penalty Notices £90k per annum in revenue. There may be an impact on income generation, it may also increase the amount of money spent on disposal of fly tipped waste. Trade Union implications of redundancies and generic working. Concerns that this might lead to less efficient commercial waste enforcement and increase fly tipping leading to a negative impact on perception. A review will need to be undertaken to the impact this proposal has in these areas. The terms and conditions of the current accreditation of the THEO's may need to be revised.</p>								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	Yes	More generic working						
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	Yes	Staffing reorganisation will be undertaken in accordance with the Handling Organisational Change policy and will include a full impact assessment to ensure that equalities groups are not disproportionately affected						
Does the change involve a redesign of the roles of staff?	Yes	More generic working within the THEO function						

OPP TITLE:		School Crossing Patrols to be delivered by Schools						
DIR:	CLC	REF: CLC008/16-17					LEAD OFFICER: Simon Baxter	
SERVICE:	Public Realm							
TEAM:	Parking, Mobility & Transport Services					THEMES:	Lean: Service Re-Design and Consolidation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 16/17	Start before June 2015	Is an EA Req?
FTE Reductions	£ 137	£ 89			£ 89	N/A	No	Yes
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>This savings opportunity proposes to transfer responsibility for funding for school crossing patrols from the council's General Fund to the Dedicated Schools Grant (DSG).</p> <p>A number of schools in the borough already directly fund school crossing patrols and this arrangement is in place in other boroughs. A number of schools also operate the Junior Road Safety Officer scheme to champion road safety among their peers and ensure the safe crossing of roads in the vicinity of the school entrance and this arrangement would ensure that the school community is in direct control of the school road safety agenda.</p> <p>Full consultation with the schools will be required before this saving could be implemented. This is not a statutory service. There are currently 21 school crossing patrols the responsibility for which would transfer to schools. Patrol staff are located at the following sites;</p> <ul style="list-style-type: none"> <li>• Ben Johnson</li> <li>• Bigland Green</li> <li>• Bluegate Fields</li> <li>• Cayley</li> <li>• Cubitt Town</li> <li>• Cyril Jackson</li> <li>• Cyril Jackson2</li> <li>• Harbinger</li> <li>• Hermitage</li> <li>• John Scurr</li> <li>• Malmesbury</li> <li>• Marner</li> <li>• Mayflower Grundy</li> <li>• Old Palace</li> <li>• Redlands</li> <li>• Sir William Burrough</li> <li>• Smithy</li> <li>• St. Luke's</li> <li>• St. Peter's</li> <li>• St. Edmunds</li> <li>• Bow School</li> </ul> <p>Risk reviews would need to be undertaken by the schools under these arrangements.</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<p>This opportunity would have a financial implication for schools DSG. In order for the cost to be met from the DSG and be de-delegated, a report must be taken to through the School Forum who have the final decision on whether the de-delegation is approved.</p> <p>Road Safety around schools will continue to be monitored by the Council and if necessary road safety measures that address any problems introduced.</p> <p>A school by school risk assessment will need to be carried out. As the proposal provides the schools with the discretion to continue with the service or not this is best undertaken by schools.</p>								
<b>EQUALITIES SCREENING</b>								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							



CHANGES TO A SERVICE		
Does the change alter who is eligible for the service?	No	
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	Yes	schools will provide the service
Does the Change involve Local Suppliers being affected ?	No	
Does the change affect the Third Sector?	No	
Does the change affect Assets?	No	
CHANGES TO STAFFING		
Does the change involve a reduction in staff?	Yes	provide it directly themselves. The proposal is likely to reduce the number of staff directly employed by the Council. Any reorganisation will be undertaken in accordance with the Handling Organisational Change policy and will include a full impact assessment to ensure that equalities groups are not
Does the change involve a redesign of the roles of staff?	No	

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

School crossing patrols to be delivered by schools

### **1b) Service area**

Parking, Public Realm

### **1c) Service manager**

Simon Baxter

### **1d) Name and role of the officer/s completing the analysis**

Mirsad Bakalovic, Head of Parking, Mobility and Transport

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

This savings opportunity proposes to transfer responsibility for funding for school crossing patrols from the council's General Fund to the Dedicated Schools Grant (DSG). A number of schools in the Borough already directly fund school crossing patrols and this arrangement is in place in other boroughs. A number of schools also operate the Junior Road Safety Officer scheme to champion road safety among their peers and ensure the safe crossing of roads in the vicinity of the school entrance and this arrangement would ensure that the school community is in direct control of the school road safety agenda. Full consultation with the schools will be required before this saving could be implemented. This is not a statutory service. There are currently 21 school crossing patrols the responsibility for which would transfer to schools. Patrol staff are located at the following sites;

- Ben Johnson
- Bigland Green
- Bluegate Fields
- Cayley
- Cubitt Town
- Cyril Jackson
- Cyril Jackson2
- Harbinger
- Hermitage
- John Scurr
- Malmesbury
- Marner
- Mayflower Grundy
- Old Palace
- Redlands
- Sir William Burrough
- Smithy

- St. Luke's
- St. Peter's
- St. Edmunds
- Bow School

Risk reviews would need to be undertaken by the schools under these arrangements.

Saving £89,000

## **2b) What are the equality implications of your proposal?**

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

The proposal is to transfer responsibility for funding for school crossing patrols at the 21 schools from the council's General Fund to the Dedicated Schools Grant (DSG). If the schools agree to fund this service using DSG, the service users will continue to have this service provided by each school. However, if some schools do not agree to fund this service, service users may be impacted.

### Data: pupils of the 21 schools

9,352 pupils have enrolled on the schools for this academic year. The table below shows equalities data and some support required for the pupils of the 21 schools. To note,

- Among the 21 schools, only Bow school is a secondary school (Year 7-12). The rest are for up to Year 6.
- If their household income is below a threshold, a pupil is eligible for Free School Meals (FSM).
- The second table shows the ratio of pupils who are eligible for FSM and have received special needs. Support provided for pupils under 'Statement' and 'Education, Care and Health plan' require higher level of support than the one under 'School action', 'School action plus and 'SEN support'. Such educational support is provided for pupils who have learning difficulties, physical and behavioural issues or disabilities. To note, those who receive educational support are not necessarily disabled.

### Gender and ethnicity of the pupils

	Total	Gender		Ethnicity				
		Female	Male	White/White British Total	Asian/ Asian British Total	Black/Black British	Mixed/Multiple Ethnic Group	Any Other Ethnic Group
Ben Jonson	596	53%	47%	3.4%	82.7%	8.8%	1.7%	3.4%
Bigland Green	478	53%	47%	1.0%	88.5%	4.6%	1.9%	4.0%
Blue Gate Fields Infants'	364	50%	50%	0.3%	89.0%	5.8%	1.9%	3.0%
Blue Gate Fields Junior	355	48%	52%	0.3%	90.4%	4.8%	2.5%	2.0%
Bow	594	6%	94%	13.5%	73.0%	5.7%	5.9%	1.9%
Cayley	549	51%	49%	4.5%	84.1%	4.5%	4.3%	2.6%
Cubitt Town Infants	346	55%	45%	19.8%	54.2%	6.7%	12.2%	7.0%
Cubitt Town Junior	374	50%	50%	21.4%	52.8%	11.1%	9.2%	5.4%
Cyril Jackson	475	42%	58%	9.7%	74.5%	7.6%	3.4%	4.8%
Harbinger	340	51%	49%	22.1%	57.4%	4.4%	8.5%	7.6%
Hermitage	331	47%	53%	11.2%	71.7%	4.6%	8.5%	4.0%
John Scurr	476	49%	51%	4.0%	88.0%	3.2%	1.9%	2.9%
Malmesbury	585	54%	46%	15.2%	64.8%	11.2%	4.3%	4.5%
Marner	633	48%	52%	2.9%	83.3%	7.1%	4.1%	2.5%
Mayflower	354	44%	56%	1.4%	91.0%	5.9%	0.6%	1.1%
Old Palace	416	51%	49%	3.4%	79.3%	12.0%	3.6%	1.7%
Redlands	468	49%	51%	1.1%	90.6%	4.3%	1.7%	2.4%
Sir William Burrough Primary School	370	52%	48%	13.5%	71.6%	4.9%	6.2%	3.8%
Smithy Street	443	45%	55%	3.4%	84.7%	6.1%	2.3%	3.6%
St Edmunds	221	53%	47%	52.8%	10.2%	11.1%	16.7%	9.3%

St Luke's	351	48%	52%	37.7%	33.4%	11.1%	10.3%	7.4%
St Peter's London Docks	233	44%	56%	33.0%	34.4%	5.7%	22.5%	4.4%
<b>Total</b>	<b>9,352</b>	<b>47%</b>	<b>53%</b>	<b>10.4%</b>	<b>73.7%</b>	<b>6.9%</b>	<b>5.2%</b>	<b>3.8%</b>

### Support for pupil

	FSM - Eligible (%)	'Statement' or 'Education, Care and Health plan'	'School action', 'School action plus' or and 'SEN support'	No special needs
Ben Jonson	31%	3.2%	11.2%	85.6%
Bigland Green	21%	3.1%	8.2%	88.7%
Blue Gate Fields Infants'	33%	3.0%	15.1%	81.9%
Blue Gate Fields Junior	48%	3.1%	19.4%	77.5%
Bow	44%	1.7%	12.6%	85.7%
Cayley	31%	2.0%	15.3%	82.7%
Cubitt Town Infants	33%	0.9%	15.3%	83.8%
Cubitt Town Junior	51%	2.1%	17.6%	80.2%
Cyril Jackson	31%	8.0%	17.1%	74.9%
Harbinger	35%	2.9%	18.5%	78.5%
Hermitage	32%	2.4%	11.8%	85.8%
John Scurr	32%	3.4%	16.2%	80.5%
Malmesbury	30%	1.4%	14.7%	83.9%
Marner	32%	2.2%	29.7%	68.1%
Mayflower	36%	2.5%	11.0%	86.4%
Old Palace	39%	4.6%	5.8%	89.7%
Redlands	36%	3.2%	6.2%	90.6%
Sir William Burrough Primary School	34%	0.8%	7.6%	91.6%

Smithy Street	26%	3.6%	11.7%	84.7%
St Edmunds	15%	2.3%	15.8%	81.9%
St Luke's	36%	2.3%	8.0%	89.7%
St Peter's London Docks	33%	3.9%	25.3%	70.8%
<b>Total</b>	<b>34%</b>	<b>2.8%</b>	<b>14.3%</b>	<b>82.9%</b>

Should some schools decide not to provide this service, the impact on the service users remains unclear, since it depends on the specific circumstances of the schools and service users, including traffic and crossing points around the schools, pupils' travel modes (e.g. some parents give their children a ride) and needs of particular pupils (e.g. physical disabilities).

### **Feedback from consultation**

Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

#### Members of the public

20 respondents:

- 45% (9) of the respondents thought the proposal would have an impact on people using the service, including:
  - Children (6 responses; 2 of which stated fewer resources would be made available for learning); parents/carers, employees and schools (1 each).
- 68% (13) thought there were positive outcomes from the proposal, including:
  - Savings (7 responses); parents' involvement (2); increase schools' control/responsibility (2).
- 40% (8) thought the proposal would have negative impacts, including:
  - Safety of the pupils (5 responses); schools will be blamed if an accident occurs (1); increased financial burden on schools (1); employees (1).

Other comments included:

- Increased risk of accidents
- This is a good opportunity to train volunteers
- Why are some schools already responsible for this service, but others not?
- May result in more students driven to school.

#### The Council staff

4 respondents

- No respondents thought the proposal would have an impact on people using the service.
- Three respondents thought there were positive outcomes from the proposal, including:
  - This will reduce crossing patrols.
- Three respondents thought the proposal will have negative impacts, including:
  - The staff who deliver the service

#### The schools

The views of management were sought after and as such head teachers of all 21 schools were directly consulted. Seven Head teachers responded. Below are the results:

- 33% (7) of the affected schools responded.

Comments provided included:

- Fewer crossing patrols in place will make an impact on the **road safety** of children and young people, which may affect



school applications as parents may perceive that traveling to that school is not safe.

- The **safety** of our children is paramount. Cutting the school crossing patrol service at the time of major building works on Aston Street is ludicrous.
- **School budget has already been tight.** If a school decides that they will fund the crossing patrol, something else within their budget will have to give way.
- This proposal may increase **parents' driving children to schools**, by which dropping off areas will be congested and students' safety in the areas may be jeopardised.
- This proposal will contribute towards **the Council's savings** to be made.
- It seems inequitable that some schools will need to find the money simply because of their location within the borough and the need for many young people to cross busy roads in order to get to school. School budgets should be focussed on providing top quality teaching and learning experiences rather than safety in the local area – **is this not a council responsibility?**
- I appreciate that this is not a statutory requirement, but if anything was to happen to a child, **the Council would definitely have some questions to answer.**
- No costings for schools to see how much this will cost them is not included in the proposal.
- I do hope that the outcome of this consultation is that the funding is continued by local government.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons, right)	<p>If a school does not provide this service using DSG (Dedicated Schools Grant), the pupils will be affected by this proposal regardless of their race.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage, since that depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, routes, the existence of any alternative support etc).</p>
Disability	Ranges from no impact to an adverse impact, depending on	<p>If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their disability.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage; since that will depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, route etc).</p>

	the circumstances of each student (see Reasons, right)	More severely disabled children are supported by the Council's school transport service.
Gender	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons, right)	<p>If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their gender.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage, since that depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, routes, the existence of any alternative support etc).</p>
Gender Reassignment	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons, right)	<p>If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their gender reassignment.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage, since that depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, routes, the existence of any alternative support etc).</p>

Sexual Orientation	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons, right)	<p>If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their sexual orientation.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage, since that depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, routes, the existence of any alternative support etc).</p>
Religion or Belief	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons, right)	<p>If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their religion or belief.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage, since that depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, routes, the existence of any alternative support etc).</p>
Age	Ranges from no impact to an adverse impact, depending on the circumstances	<p>If a school does not provide this service using DSG, primarily, the pupils will be affected by this proposal. The 21 schools are all primary schools, except one secondary school.</p>

	of each student (see Reasons, right)	
Socio-economic	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons, right)	<p>If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their socio economic status. However, there is a possibility that pupils from more privileged families are driven to schools, but those from less privileged families continue walking to schools.</p> <p>It is difficult to identify exactly which pupils will be affected at this stage, since that depends on a number of factors (e.g. whether a school will provide this service, pupils' travel modes, routes, the existence of any alternative support etc).</p>
Marriage and Civil Partnerships.	n/a	
Pregnancy and Maternity	Ranges from no impact to an adverse impact, depending on the circumstances of each student (see Reasons,	If a school does not provide this service using DSG, the pupils will be affected by this proposal regardless of their pregnancy and maternity status.

	right)	
Other		

**Section 4: Equality Impact Assessment Action Plan**

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
The service will be discontinued due to the lack of school budget	The service organises parental road safety support when asked to do so by schools. The Parking Service will provide additional road safety training to schools which request it

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

**Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

n/a

<b>OPP TITLE:</b>	<b>Alternative funding arrangement for Toilets</b>							
<b>DIR:</b>	CLC				REF: CLC010/16-17			
<b>SERVICE:</b>	Public Realm				LEAD OFFICER: Simon Baxter			
<b>TEAM:</b>	Clean, Green & Highways				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 16/17</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
	£ 130	£ 100			£ 100	N/A	No	No
FTE Reductions								
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Temporary mobile toilets are provided in Brick Lane, Galston Street, Columbia Flower Market, and funded from the General Fund. This proposal intends to transfer funding of these temporary mobile toilets from the General Fund to the Street Trading Account as the markets are the primary reason these toilets are required in these locations.</p> <p>The Street Trading account has returned to surplus over the past 3 years and would be able to fund this cost for the toilet provision. It should be noted that section 106 money has been allocated to building a new public toilet facility in Brick Lane.</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No Further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

OPP TITLE:		Reduce Funding to Local Police Budgets						
DIR:	CLC					REF: CLC011/16-17		
SERVICE:	Safer Communities					LEAD OFFICER: Andy Bamber		
TEAM:	Community Safety Partnership, DV&HC					THEMES:	Lean: Service Re-Design and Consolidation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 16/17	Start before June 2015	Is an EA Req?
FTE Reductions	£ 729	£ 270			£ 270	N/A	No	Yes
DETAILS OF SAVINGS OPPORTUNITY								
<p>The Council had earmarked funds to pay for an additional 20 Police Officers from December 2015. In recognition that it is not the function of the Council to fund the Police Service but that of regional and national government to do so and in view of the continuation of public sector austerity it is now being proposed that this funding is reduced. The Council will still pay for additional police officers and the revised initiative will still deliver a police task force consisting of:</p> <p>1 x Police Sergeant  5 x Police Constables  1 x Business Support</p> <p>The cost of delivering this new provision is estimated at £250k.</p>								
IMPLICATIONS TO CONSIDER								
<p><b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b></p> <p>The actual cost will be subject to clarification and agreement with MOPAC. Police Performance and the quality of the service that they provide to residents will continue to be monitored by the Council.</p>								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	Yes	Police have a role in protecting the vulnerable. However the resource reduction was made by the Police authorities when they decided to cut their budget for local police provision.						
Does the change involve direct Impact on front line services?	Yes	The work of Tower Hamlets Civil Enforcement Officers may increase on matters specific to anti social behaviour.						
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							



# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Reduce the amount of council funding diverted from local services to compensate for government reductions to local Police budgets

### **1b) Service area**

Safer Communities, CLC

### **1c) Service manager**

Andy Bamber, Service Head, Safer Communities

### **1d) Name and role of the officer/s completing the analysis**

Shazia Ghani, Head of Community Safety

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The Council had earmarked funds to pay for an additional 20 Police Officers from December 2015. In recognition that it is not the function of the Council to fund the Police Service but that of regional and national government to do so and in view of the continuation of public sector austerity it is now being proposed that this funding is reduced. The Council will still pay for additional police officers and the revised initiative will still deliver a police task force consisting of:

- 1 x Police Sergeant
- 5 x Police Constables
- 1 x Business Support

The cost of delivering this new provision is estimated at £250k.

The actual cost will be subject to clarification and agreement with MOPAC. Police Performance and the quality of the service that they provide to residents will continue to be monitored by the Council.

### 2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

Currently, the Council fund for nine police officers and receive nine officers funded by the police match funding. We propose reducing the Council funded police officers from nine to three and receive three additional officers funded by the police match funding, making a team of six. In relation to the test of relevance questions, we know that this will:

- Reduce the level of resources available to address inequality.

The current service users who will be affected include:

- People who live, work and study in the Borough.

### **Partnership Task Force (PTF)**

In pursuant to Section 92 Police Act 1996, in 2012, Tower Hamlet Police and the Council agreed that both contribute to the Partnership funding to achieve the following strategic objectives in pursuance of Mayoral Objectives:

1. To tackle/reduce drug offences
2. Tackling/Reduction of Anti-Social Behaviour (ASB).
3. Tackling/Reduction of vice activities within the borough.
4. Tackling/Reduction of gangs and gang related offences within the borough.

The Partnership Task Force (PTF) is made up of 18 officers, who are funded by the Council funding and the match funding by the police<sup>1</sup>. They are:

- 1 Sergeant
- 8 Police Constables
- To be enhanced by an additional 9 officers provided under Match Funding rules.

The officers comprise the following units:

- Vice Team
- Gangs and Drugs Unit
- Uniform patrols.

PTF are tasked to specific locations within the borough during a fortnightly meeting between Police and LBTH. Tasks are generated from residents' complaints, members' enquiries and hot spot data.

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<sup>1</sup> 'Partnership Task Force – 3 month report for Q1 (April 2015 – June 2015) 2015'

## Performance data

Data below shows the number of calls to the Police for ASB<sup>2</sup> of LBTH from April 2011 to March 2015

Financial Year (FY)	2011/2012	2012/2013	2013/2014	2014/2015
<b>LBTH Rank</b>	31/32	31/32	31/32	31/32
<b>LBTH ASB Count</b>	18933	16882	17241	15485
<b>Data source</b>	Data.police.uk	Data.Police.uk	Met Police	Met Police

Tower Hamlets has been ranked 2<sup>nd</sup> highest in ASB in London over the last 4 FY years. However, the number ASB reports recorded over this period has significantly reduced:

- There has been a reduction of 10.2% in ASB for the period 2014/15 FY compared to previous FY 2013/14
- There has been a reduction of 18.2% in ASB for the period 2014/15 FY compared to FY 2011/12.

It is difficult to identify the impact that only PTF has made on the decrease of ASB, since many other partners, including Tower Hamlets Enforcement Officers (THEOs), work on this issue. However, it is reasonable to assume that PTF has contributed to the reduction of ASB reporting.

Equalities data showing who is affected by ASB is not available as calls are logged on the Police Computer Aided Dispatch system. When calls are received this type of data is not logged as only the callers telephone number/name/incident location and incident details are recorded.<sup>3</sup>

## Possible impact of the proposal

<sup>2</sup> Anti-Social Behaviour (ASB) Computer Aided Despatch (CAD) calls recorded within Tower Hamlets

<sup>3</sup> *The Tower Hamlets Community Safety Partnership Strategic Assessment 2014*

If the funding is reduced, fewer resources will be provided for the three units funded by the PTF funding and match funding (i.e. the Vice Team, Gangs and Drugs Unit and the Uniform patrols). The Police will have to use their current resources and continue with their statutory responsibility of tackling low level drugs, gangs and vice problems in the borough. The PTF3 team will continue to be tasked on these areas as it still falls under ASB and will be directed by the ASB Operational Group. The presence of police officers in the Borough may become less visible.

### **Feedback from consultation**

Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

#### Members of the public

- 24 respondents
- 75% (18) of the respondents thought the proposal would have an impact on people using the service, including:
  - The public, including residents and businesses (7 responses); the police (2).
- 38% (9) thought there were positive outcomes from the proposal, including:
  - Savings (5 responses)
  - Not happy with the current police performance/effectiveness
  - Reducing over-policing regarding young people
  - Encourage the central government to fund the local police properly.
- 77% (17) thought the proposal would have negative impacts, including:
  - More crime or fear of crime and ASB (11).

Other comments included:

- Do not agree with the proposal/ more police needed wider in the Borough (7)
- Community should take some ownership.

- Get social landlords and local businesses (e.g. pubs) to contribute
- Need info on what these police force have done
- Cutting the police resources could make an impact on the community relations in the diverse Borough.

#### The Council staff

- 8 respondents
- Seven respondents thought the proposal would have an impact on people using the service, including:
  - Residents, the community and local businesses (4 responses); the police (1).
- Three respondents thought there were positive outcomes from the proposal, including:
  - Savings as the police should be funded by the central and regional governments (3).
- Five respondents thought the proposal will have negative impacts, including:
  - Increase in crime, make people feel less safe (3)
  - Diminished police support to the Council officers to tackle problem on streets (1)
  - The police will become less responsive, which may allow people to lose respect for the police (1).

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their race. There is no evidence that this group has been disproportionately affected by ASB.</p>
Disability	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their disability. There is no evidence that this group has been disproportionately affected by ASB.</p>
Gender	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF)</p>

		<p>focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their gender. There is no evidence that this group has been disproportionately affected by ASB.</p>
Gender Reassignment	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their gender reassignment. There is no evidence that this group has been disproportionately affected by ASB.</p>
Sexual Orientation	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their sexual orientation. There is no evidence that this group has been disproportionately affected by ASB.</p>
Religion or Belief	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their religion or belief. There is no evidence that this group has been disproportionately affected by ASB.</p>
Age	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p>



		<p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their age. There is no evidence that this group has been disproportionately affected by ASB.</p>
Socio-economic	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their socio economic status. There is no evidence that this group has been disproportionately affected by ASB.</p>
Marriage and Civil Partnerships.	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their marriage and civil partnership status. There is no evidence that this group has been disproportionately affected by ASB.</p>
Pregnancy and Maternity	Unknown	<p>The proposed reduction of the amount of council funding to local Police budgets will reduce the police budget, which may result in less police work in the areas that the current Partnership Task Force (PTF) focuses on (i.e. vice, gangs, drugs and ASB) and the increase of ASB in the Borough.</p> <p>The safety issues and ASB affect the neighbourhood and people living, working and studying in the Borough regardless of their pregnancy and maternity. There is no evidence that this group has been disproportionately affected by ASB.</p>
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<b>Possible increase of low level crimes in the borough due to fewer resources for tackling ASB.</b>	The resources made available by the new PTF (six police officers; three funded by the Council and three funded by the match funding) will work on tackling prioritised issues.  The priorities that the PTF team will work on will be discussed and agreed by the Council and the Police as part of the service specification for the scheme. However, the Councils Enforcement Officers (THEOS) will continue to respond to ASB calls.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

## Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

The police performance will continue to be monitored.

The performance of the PTF will continue to be monitored by fortnightly through the ASB operational group. Tasking reports and updates are reported to this group each fortnight. There is also a quarterly report in regards to the PTF contract and overall performance at the each of each quarter. Up to twice yearly the Borough Commander will also report to Overview and Scrutiny in regards to Police Performance and MOPAC7 but also the PTF team and any issues, challenges and also how the team has led on ASB issues in partnership with Council enforcement teams. At the end of each year the PTF3 contract is reviewed both as a desktop exercise looking through performance reports and through a discussion with leads to ensure all priorities are aligned for the oncoming year.

OPP TITLE:		Review of Streetcare and Streetworks Team						
DIR:	CLC					REF: CLC012/16-17		
SERVICE:	Public Realm					LEAD OFFICER: Simon Baxter		
TEAM:	Clean, Green & Highways					THEMES:	Lean: Service Re-Design and Consolidation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 16/17	Start before June 2015	Is an EA Req?
	£ 916	£ 90			£ 90	N/A	No	Yes
FTE Reductions		2			2			
DETAILS OF SAVINGS OPPORTUNITY								
<p>The Streetworks Team is made up of 11 Officers (1 manager and 10 officers) and is responsible for co-ordinating and monitoring street work activities and policies, to regulate the activities of public utility companies operating on the public highway so as to fulfil the requirements of the New Roads and Street Works Act and Traffic Management Act. This includes supporting proactive and reactive inspection and enforcement of their activities.</p> <p>The Streetcare Team is made up of 10 Officers (1 manager and 9 officers) and provides management of street related services, including monitoring the refuse collection, street cleansing, recycling, parks and open spaces. The team also works closely with the Refuse and Recycling Service to develop, implement and maintain effective contract monitoring procedures, provide visual inspections of the public highway and arranging for remedial works to provide a safe highway for public use. Enforcement activity is also undertaken by this team, to ensure that all public realm problems, including fly posting, littering, graffiti, and highway obstruction are dealt with in a manner that reduces the long term financial impact on the Council and its partners.</p> <p>Since both teams provide an inspection and enforcement function within the Clean, Green &amp; highways service portfolio there is an opportunity to become more efficient by amalgamating the two teams and adopting a more generic working model.</p> <p>Savings of £90k can be potentially achieved from a reduction in two vacant posts . A full service review will need to be undertaken to confirm the actual savings attainable and to determine how the future consolidated service will function.</p>								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
Potential but limited risk of redundancies. Generic working needs effective IT support to achieve the best levels of efficiency.								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	Yes	More generic working						
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	Yes	Staffing reorganisation will be undertaken in accordance with the Handling Organisational Change policy and will include a full impact assessment to ensure that equalities groups are not disproportionately affected						
Does the change involve a redesign of the roles of staff?	Yes	Greater levels of generic working. Leaner management model.						

<b>OPP TITLE:</b>	<b>Make more parking services available online and by phone</b>							
<b>DIR:</b>	CLC				REF: CLC013/16-17			
<b>SERVICE:</b>	PUBLIC REALM				LEAD OFFICER: Simon Baxter			
<b>TEAM:</b>	Parking, Mobility & Transport Services				<b>THEMES:</b>	Delivering Differently		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 16/17</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
	£ 4,200	£ 500			£ 500	N/A	No	Yes
FTE Reductions								
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
Channel shift								
<p>This proposal recognises the savings already gained from the shift to online for new parking applications which went live on 1st April 2015. Based on current online applications, the expectation is to achieve a further 30 per cent for all new applications online. The proposal does not seek to alter how the service is currently provided, but accounts for the number of users continuing to switch to online.</p> <p>It is expected that the number of calls received by the customer contact centre (CCC), as well as face to face contact at the one stop shop will reduce as transactions are completed online. The total savings achievable will be determined by the total reduction in calls received by the CCC and interaction at the one stop shops and subsequent downsizing of the call centre.</p>								
Casual parking								
<p>As a result of the increase in the number of cashless parking bays and ease of access to pay electronically for casual parking and a reduction in pay and display machines, there has been an increase in non-cash payments and reduction in cash collection costs due to fewer machines to collect from.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
For future years, the Customer Contact Centre will need to secure the efficiencies gained by responding to the changes in the way customers interact with our Council services.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	Yes	FTE Impacts of a move to online transactions will need to be reviewed and determined with Resources Directorate as there will be impacts to the Customer Contact Centre.						
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Make more parking services available on line and by phone

### **1b) Service area**

Public Realm, CLC

### **1c) Service manager**

Simon Baxter, Interim Service Head, Public Realm

### **1d) Name and role of the officer/s completing the analysis**

Mirsad Bakalovic, Head of Parking, Mobility and Transport

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

#### Channel Shift

This proposal recognises the savings already gained from the channel shift to online for new parking applications which went live on 1st April 2015. Based on current online applications, the expectation is to achieve a further 30% for all new applications online. The proposal does not seek to alter how the service is currently provided, but recognises the change in behaviour of how the services will be accessed. The savings is generated on the assumption that the approach to the unit cost remains consistent.

It is expected that the number of calls received by the customer contact centre (CCC), as well as face to face contact at the one stop shop will reduce as transactions are completed online. The total savings achievable will be determined by the total reduction in calls received by the CCC and interaction at the one stop shops and subsequent down sizing of the call centre function.

#### Casual Parking

As a result of the increase in the number of cashless parking bays and ease of access to pay electronically for casual parking and a reduction in pay and display machines, there has been an increase in non cash payments and reduction in cash collection costs due to fewer machines to collect from.

### 2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

In relation to the test of relevance questions, we know that this proposal will not make an adverse impact on service users.

#### Online Parking services

Currently, the following parking services have online offer:

- New/ renewing street parking permits payment

- Payment of PCN on AIMS<sup>1</sup>
- Appeal against a Penalty Charge Notice (PCN)
- View CCTV footage.

The following online forms are also available for customers:

- Report abandoned vehicles
- Report broken pay and display machines
- Blue Badge (badge for disabled people) change of address<sup>2</sup>

The data show that 1,734 new resident permits were applied through the web April 2015 to date. Also, 10,959 resident permits were renewed through the web in the 2014-15 financial year. The service is currently delivering a project to review the online permits module to reduce refunds and to help increase customer take up of this service.

Although customers are now able to access to some of the Parking services online, they will be able to continue accessing them via post and/or at the One Stop Shops.

The service does not currently collect equalities data of the resident street parking permit applicants.

### **Casual parking non-cash payment**

Cashless parking transactions are increasing, but there are no plans to remove all of the pay and display (P&D) machines that might impact upon those who do not hold a form of payment card and/or mobile phone.

### **Feedback from consultation**

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<sup>1</sup> AIMS is the customer payment system that the Council uses,

<sup>2</sup> The report/request street furniture online form is also available for customers.



Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

#### Members of the public

- 17 respondents
- 24% (4) of the respondents thought the proposal would have an impact on people using the service, including:
  - People who are not computer literate (2 responses), older people (1).
- 94% (16) thought there were positive outcomes from the proposal, including:
  - Savings (9 responses); easier and quicker for customers (4).
- 19% (3) thought the proposal would have negative impacts, including:
  - People who do not use online, including those who have language issues (2)

Other comments included:

- Agree with the proposal (4)
- Idea Stores and social landlords should help those who do not have access to the Internet.

#### The Council staff

- 8 respondents
- Four respondents thought the proposal would have an impact on people using the service.
- Six respondents thought there were positive outcomes from the proposal, including:
  - The online parking payment is easier for customers.
- Three respondents thought the proposal will have negative impacts, including:
  - One Stop Shops could help those who do not have use online.

Other comments included:

- The available options for customers need to be clearly communicated.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Positive	All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.

		<p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Disability	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Gender	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Gender Reassignment	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Sexual Orientation	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p>

		<p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Religion or Belief	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Age	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Socio-economic	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Marriage and Civil Partnerships.	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display</p>

		(P&D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.
Pregnancy and Maternity	Positive	<p>All customers, regardless of their background, are able to access to the online parking service. Also, customers are able to continue accessing the service via post and at One Stop Shops.</p> <p>Along with the cashless parking transactions, the cash payment option using the pay and display (P&amp;D) machines will also remain. So, those who do not hold a form of payment card and/or mobile phone will be able to continue pay by cash.</p>
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
The number of pay and display (P&D) machines become small and/or have issues around the collection of money.	The service will explore a possibility of casual parking payment at a shop by cash.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

The service take-up (online and other channels) will continue to be monitored.

<b>OPP TITLE:</b>	<b>Introduction of Car Park at John Orwell Centre</b>							
<b>DIR:</b>	CLC				REF: CLC014/16-17			
<b>SERVICE:</b>	Culture Learning and Leisure				LEAD OFFICER: Shazia Hussain			
<b>TEAM:</b>	N/A				<b>THEMES:</b>	Income Optimisation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving £000</b>	<b>Invest to Save 15/16</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
	£ -	£ 48			£ 48	<b>N/A</b>	No	No
FTE Reductions	0							
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
A pilot exercise has been undertaken introducing a car park at Lawton Road. This achieved £5K between June - August 2015. A similar opportunity exists for the John Orwell Leisure Centre. The car park could have 4 disabled bays and 29 normal bays. If the same tariff as Lawton Road is charged, it could achieve (pro rata) £4K per month, i.e. £48K per year. There would be a small cost to set up, promote, and maintain the car park which has not been netted off the total savings figure, and additional resources will be required to maintain and enforce payment, but it may be able to do the latter within current workloads.								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
Risk: that the location of the car park at John Orwell Leisure Centre is not as popular as Lawton Road, or that demand is not sufficiently high to deliver the same pro rata level of income.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	Yes	The car park will have a tariff.						
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>	<b>Saving from existing underspend of London Taxi Card budget</b>							
<b>DIR:</b>	CLC				REF: CLC015/16-17			
<b>SERVICE:</b>	PUBLIC REALM				LEAD OFFICER: Simon Baxter			
<b>TEAM:</b>	Parking, Mobility & Transport Services				THEMES:		Demand Management	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before June 2015</b>	<b>Is an EA Req?</b>
	£ 271	£ 100			£ 100	N/A	No	Yes
FTE Reductions								
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
The council runs a taxi card scheme which offers reduced fares on black cabs for people with severe mobility problems or disabilities which prevent them from using public transport. The scheme is managed by London Councils.								
Historically Tower Hamlets budgeted for circa 4,000 members and assumed a high percentage of active users. In September 2015 London Councils, with the agreement of all 33 London boroughs, stopped the membership of 12,700 taxi card members who have not used their cards for over two years. The purpose of the review is to ensure that the taxi card database is kept up to date and to remove records of members who no longer use the scheme.								
Following the review, the number of Tower Hamlets members is currently 1,961 with 34% actively using the taxi card scheme. The savings proposed correlate to the London Council's changes and the budget has therefore been reduced by £100,000 to reflect this reduction in active users.								
This will not stop eligible residents from accessing and using this scheme; it is merely an adjustment to reflect that fewer residents now use the service than were previously budgeted for.								
<b>IMPLICATIONS TO CONSIDER</b>								
<b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b>								
Risk that the numbers of active users could begin to rise again and therefore the cost return to the previous levels.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No	(staffing levels for those affected should be provided as well as equalities data)						
Does the change involve a redesign of the roles of staff?	No							



# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Reduction in London Taxi Card budget

**1b) Service area**

Public Realm, CLC

**1c) Service manager**

Simon Baxter, Interim Service Head, Public Realm

**1d) Name and role of the officer/s completing the analysis**

Mirsad Bakalovic, Head of Parking, Mobility and Transport

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The council runs a taxi card scheme which offers reduced fares on Black Cabs and Public Hire Vehicles for people with severe mobility problems or disabilities which prevent them from using public transport. The scheme is managed on behalf of the Boroughs by London Councils.

Historically LBTH budgeted for circa 4,000 members and assumed a high percentage of active users. In September 2015 London Councils, with the agreement of all 33 London boroughs, stopped the membership of 12,700 Taxi card members who have not used their cards for over two years. The purpose of the review is to ensure that the Taxi card database is kept up to date and to remove records of members who no longer use the scheme.

Following the review, the number of LBTH members is currently 1,961 with 34% actively using the Taxi card scheme. The savings proposed correlate to the London Council's changes and the budget has therefore been reduced by £100,000 to reflect this reduction in active users.

This will not stop eligible LBTH residents from accessing and using this scheme; it is merely an adjustment to reflect that fewer residents now use the service than were previously budgeted for.

### 2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

In relation to the test of relevance questions, we know that this will **not**:

- Reduce the level of resources available to address inequality
- Alter or change access to the service
- Involve revenue raising

- Change who is eligible for a service
- Change the provider of this service.

## **Taxicard Scheme**

### **Membership**

In Tower Hamlets, the Taxicard scheme members are those with a disability that meet the eligibility criteria. The Taxicard scheme members are all those with disability, but not all of those with disabilities will meet the criteria.

Taxicard membership is determined by the Borough as opposed to London Councils. All applications for a Taxicard are submitted to London Councils who electronically forward them to the Boroughs to determine if an applicant meets the eligibility criteria. The only exception is if an applicant is in receipt of Higher Rate Mobility Component of Disability Living Allowance or 8 points or more for the Moving Around element of Personal Independence Payment (PIP). In those cases London Councils will automatically make the applicant a member.

### **LBTH Taxicard members**

The current number of Taxicard membership of LBTH is 1,961. Although a figure of 4,000 Taxicard members is quoted in the Council historically, the membership has never exceeded 2,300 at least in the last four years. London Councils have undertaken an annual review over the last couple of years in respect of non-use in a two year period. London Councils also now have access to NFI data in relation to deaths and remove a number of members via that information. The initial exercise resulted in hundreds of members having their membership cancelled whereas this recent exercise has seen considerably less cancelled.

The Council does not write to the people whose Taxicard has been cancelled by London Councils. However, a member who has their Taxicard cancelled is able to apply to London Councils to have it reactivated. It has been observed, however, this is a rare occurrence.

The Taxicard application form is produced and administered by London Councils. Since London Councils are responsible for managing applications, any equalities data will be with them and not with the Council. The Council will enquire as to whether London Councils retains this data.

## Use of the Taxicard

Service data show that only 34% of all existing Taxicard members currently use their Taxicard.

## Feedback from consultation

Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

### Members of the public

- 10 respondents
- 30% (3) of the respondents thought the proposal would have an impact on people using the service.
- 80% (8) thought there were positive outcomes from the proposal, including:
  - Savings (5 responses); reduce abuse of the service (1).
- 20% (2) thought the proposal would have negative impacts.

Other comments included:

- This should be routine. Why do you consult? (1)
- Have those who have not use Taxicards been told their membership was terminated?

### The Council staff

- 6 respondents
- One respondents thought the proposal would have an impact on people using the service.
- Four respondents thought there were positive outcomes from the proposal, including:

- Up to date records for budgeting.

- One respondent thought the proposal will have negative impacts.

Other comments included:

- This will not stop eligible residents. This is merely an adjustment as fewer residents use the service.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform embers decision making</li> </ul>
Race	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their race.
Disability	Positive	Disabled people are able to apply for Taxicard as well as Blue Badge. Taxicard holders will able to continue to use this service.
Gender	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their gender.
Gender Reassignment	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their gender assignment.
Sexual Orientation	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their sexual orientation.
Religion or Belief	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their religion or belief.

Age	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their age.
Socio-economic	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their socio economic status.
Marriage and Civil Partnerships.	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their marriage and civil partnership status.
Pregnancy and Maternity	Neutral	People who are eligible for Blue Budge are able to apply for the Taxicard scheme regardless of their pregnancy and maternity.
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
Spend exceed the budget	The deficit will be funded.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

n/a



OPP TITLE:		Reduction in Blackwall Tunnel Approach Cleansing						
DIR:	CLC	REF: CLC016/16-17					LEAD OFFICER: Simon Baxter	
SERVICE:	Public Realm	TEAM: Clean, Green & Highways					THEMES: De-commissioning, Reducing services	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before June 2015	Is an EA Req?
FTE Reductions	£ 6,774	£ 75			£ 75	N/A	No	No
DETAILS OF SAVINGS OPPORTUNITY								
This proposal sets out the savings of £75k removed from the Street Cleansing budget from streamlining the number of cleaning cycles on the Blackwall tunnel approach.								
The Blackwall tunnel approach is a Transport for London (TfL) managed road. However, cleansing of the approach is the Councils responsibility. The Council currently pays Veolia to cleanse the Blackwall Tunnel Northern Approach (BTNA) A12 and the slip roads on a four week cycle. The proposal is to reduce the frequency of the cleaning from a four week cycle to a five week cycle.								
In additional it is proposed that the frequency of the litter pick activity on all landscaped areas of the A12 at Blackwall Tunnel/St Leonards Road/Brunswick Road, A13 Junction is also reduced from a four week cycle to a five week cycle.								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
The public perception driving through Tower Hamlets on these major roads could be impacted by the increase in detritus and litter. Resident satisfaction levels may therefore reduce. Performance against Key Performance indicators may be adversely affected.								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	Yes	Reduced cleansing on a section of public highway						
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

OPP TITLE:		Alternative Waste Disposal Solution						
DIR:	CLC					REF: CLC017/16-17		
SERVICE:	Public Realm					LEAD OFFICER: Simon Baxter		
TEAM:	Clean, Green & Highways					THEMES:	Delivering Differently	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before June 2015	Is an EA Req?
FTE Reductions	£ 9,852	£ 150			£ 150	N/A	No	Yes
DETAILS OF SAVINGS OPPORTUNITY								
<p>This proposal intends to save £150k from waste disposal by exploiting short to medium term differences in waste treatment costs. This will be achieved by diverting 49,400 tonnes of the Councils waste away from Mechanical biological treatment to Energy from Waste up to 2017. The councils recycling rate will reduce by 1% as the waste would go to incineration (avoiding landfill). Significant improvements have been made to Incineration technology reducing the impact on air quality and energy efficiency but air pollution will still result from this decision. Whilst the incinerator is not in the Borough this is still a consideration in making this decision.</p>								
IMPLICATIONS TO CONSIDER								
<p>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</p> <p>The councils recycling rate will reduce by 1% as the waste would go to incineration (avoiding landfill). Significant improvements have been made to Incineration technology reducing the impact on air quality and energy efficiency but air pollution will still result from this decision. Whilst the incinerator is not in the Borough this is still a consideration in making this decision.</p>								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the Change involve Local Suppliers being affected ?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	No	(staffing levels for those affected should be provided as well as equalities data)						
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Alternative Waste Disposal Solution

**1b) Service area**

Public Realm, CLC

**1c) Service manager**

Simon Baxter, Interim Service Head, Public Realm

**1d) Name and role of the officer/s completing the analysis**

Liz Nelson, Interim Head of Clean, Green and Highways

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

This proposal intends to save £150k from waste disposal by exploiting short to medium term differences in waste treatment costs. This will be achieved by diverting 49,400 tonnes of the Councils waste away from Mechanical biological treatment to Energy from Waste up to 2017.

### 2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

In relation to the test of relevance questions, we know that this will not:

- Reduce the level of resources available to address inequality
- Alter or change access to the service
- Involve revenue raising
- Change who is eligible for a service
- Change the provider of this service.

The residents will continue receive the same service from the Council. The only change from this proposal will be that 49,400 tonnes of the Council waste will be sent to be disposed of in Energy from Waste treatment plants, outside of the Borough, where the waste will be incinerated to produce partially-renewable<sup>1</sup> energy. Although significant improvements have been made to the incineration technology reducing the impact on air quality and energy efficiency, this proposal may cause a small the increase in CO<sub>2</sub> emissions and affect air quality. However, any impact will be very small as EU legislation places strict limits on these waste plants, such that they only contribute a small fraction to the local and national particulates and other emissions, and it is impossible to quantify the impact of the incineration of the Council waste away from the Borough on the residents in the Borough.

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/284612/pb14130-energy-waste-201402.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284612/pb14130-energy-waste-201402.pdf)

## **Feedback from consultation**

Members of the public and the Council staff were consulted on this proposal from 19 October 2015 till 9 November 2015. Below is a summary of the outcome:

### Members of the public

- 4 respondents
- Three respondents thought the proposal would have an impact on people using the service.
- One respondent thought there were positive outcomes from the proposal.
- Three thought the proposal would have negative impacts.

Other comments included:

- Do not understand it enough to be able to comment.

## **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Disability	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Gender	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Gender Reassignment	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Sexual Orientation	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Religion or Belief	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.

Age	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Socio-economic	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Marriage and Civil Partnerships.	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Pregnancy and Maternity	Unknown	No direct impact on the residents in the Borough, although this proposal may cause the increase of CO2 emission and affect air quality. The impact of the incineration on air quality and the residents in the Borough specifically remain unknown.
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
n/a	

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

n/a



# **Development & Renewal Savings 2016/17**

<b>OPP TITLE:</b>	<b>Management of vacancies and review of pensions contributions</b>							
<b>DIR:</b>	D&R					REF: DR001/16-17		
<b>SERVICE:</b>	Cross-directorate					LEAD OFFICER: Chris Holme		
<b>TEAM:</b>	Cross-directorate					<b>THEMES:</b>	Better Budget Management	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
FTE Reductions	£ 15,999	£ 200			£ 200	No	No	No
					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
A review of the Directorate's establishment and turnover has identified a number of staffing related savings opportunities. Firstly, unlike elsewhere across the organisation, the directorate does not have vacancy/churn factor. Also, a small number of posts which are specifically project related are not being charged against the appropriate funding mechanism. Finally an analysis of LGPS membership, post auto-enrolment, has identified that significant numbers of staff have determined not to be members . This reduces the Council contribution. The directorate vacancy and turnover/churn levels will continue to be monitored. The culmination of these adjustments is a budget reduction of £200k.								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>		<b>Corporate Landlord and other Commissioning Efficiencies</b>						
<b>DIR:</b>	D&R				REF: DR002/16-17			
<b>SERVICE:</b>	Cross-directorate				LEAD OFFICER: Chris Holme			
<b>TEAM:</b>	N/A				<b>THEMES:</b>	Commissioning Efficiencies		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
		£ 125			£ 125	<b>No</b>	No	No
FTE Reductions					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Under the recently implemented corporate landlord model - the service now has the opportunity to manage properties more cost-effectively. The service will have a strategic responsibility to ensure premises related expenditure is controlled and managed, efficiencies generated from the property through consolidating procurements and premises related contracts, business rates. As a result, general fund savings will be generated from the reduction on the premises related spend across the corporate properties. In addition the Directorate spends some £3.7m on procuring goods and services. In addition a review of directorate procurement opportunities arising during the financial year will target further opportunities to generate efficiency savings within its controllable supplies and services across the Directorate. .</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>		<b>Increased productivity and commercialisation of planning and building control services</b>						
<b>DIR:</b>	D&R				REF: DR003/16-17			
<b>SERVICE:</b>	Planning & Building Control				LEAD OFFICER: Owen Whalley			
<b>TEAM:</b>	Development Management				<b>THEMES:</b>	Income Optimisation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Commercialisation and Productivity	n/a	£ 100	£ -	£ -	£ 100	<b>No</b>	No	No
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The service currently generates an income to cover its costs in the relevant areas from discretionary fees. This includes pre-application planning processes. Fees and income have increased steadily over the last few years and while they can only be charged to cover costs there may be scope on review to secure a further modest increase in some fees accompanied by a cost review to generate the saving identified and stay within the tight parameters. However, there is potential for service re-engineering and improving business processes (through workforce and skills improvements) to increase activities and external fee income. Additionally, Learning &amp; Development remains a crucial strand of the development of our own Planning &amp; Building control staff. Service has developed a smart and focus driven staff training &amp; learning programme to further enhance business process (e.g., explore further to increase speed, quality and planning decisions) and productivity, which as result a small reduction (£20k) in the general fund budget possible without significantly impacting the staff development.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
Possibly long term implication due to change in planning demand.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a	No							
Does the change involve a	No							

<b>OPP TITLE:</b>	<b>Reduction to the Corporate Match Funding budget</b>							
<b>DIR:</b>	<b>D&amp;R</b>				<b>REF: DR004/16-17</b>			
<b>SERVICE:</b>	<b>Resources</b>				<b>LEAD OFFICER: Everett Haughton</b>			
<b>TEAM:</b>	<b>Third Sector Team</b>				<b>THEMES:</b>	<b>De-commissioning, Reducing services</b>		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 446	£ 246			£ 246	<b>No</b>	No	Yes
FTE Reductions					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The corporate match funding budget was originally established back in 2004 to deliver outcomes and outputs associated with job creation, job placement, and business development.</p> <p>The scheme also had provisions to match fund resources and to provide stability to organisations and to build the capacity of those organisations.</p> <p>These organisations also have replaced funding sources from the single regeneration budget.</p> <p>This budget is currently uncommitted and the proposal is to reduce this by £246,000 (£140,000 from Corporate Management Fund and £106,000 from Emergency Funding).</p> <p>The service recognises the role of voluntary and community organisations in providing services and is prioritising efficiencies through better management and alignment of third party funding across the council and ensuring a commissioning approach based on strategic outcomes.</p> <p>£200,000 has been set aside as an emergency funding pot as continued support from the council in the event of an emergency. The proposed changes will be the subject of an equality impact assessment.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
<b>including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT</b>								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	Yes							
Does the change reduce resources available to support vulnerable residents?	Yes							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?								
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	Yes							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	Yes							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

## **Budget Savings Proposals Full Equality Analysis**

### **Section 1: General Information**

#### **1a) Name of the savings proposal**

Savings – D&R4 Third Party Payments - £246,000.

#### **1b) Service area – Resources**

#### **1c) Service manager – Everett Haughton/Dave Clark**

#### **1d) Name and role of the officer/s completing the analysis**

Name and role of the officer completing the EA:

- Everett Haughton - Third Sector Programmes Manager – responsible for day to day management of the Third Sector Team which is responsible for the programme and project management of D&R's grants portfolio of projects within the following funding streams: Community and Economic Engagement (CCE), Social Welfare Advice Service (SWAS) and Third Sector Infrastructure Support (TSIS). Also responsible and for leading on the co-ordination and implementation of corporate processes and procedures relating to the management and administration of third sector grants across the council.

## Section 2: Information about changes to services

### **2a) In brief please explain the savings proposals and the reasons for this change**

Reduce revenue expenditure as part of the Council's 2016/17 savings targets. To achieve the above savings it is recommended that the current Corporate Match Funding Budget (£446,000) is reduced by the full amount leaving a balance of £200,000.

The purpose of the Corporate Match Funding budget is to assist Third Sector Organisations in accessing external funding mechanisms, often the European Social Fund, in order to deliver local economic and regeneration projects and programmes. When delivering a project, rather than fund the total cost of delivery, External Funding mechanisms prioritise those organisations who could match any funds applied for, thus boosting the impact of an External Grant.. In this scenario, local Third Sector Organisations could apply for Corporate Match Funding in order secure ESF funding to deliver economic and regeneration projects. Since this budget, when accessed, was used to provide match funding for ESF projects, the projects supported often held the following ESF objectives:

- improve employment opportunities in the European Union and help raise standards of living
- help people to get better skills and better job prospects
- help equip the workforce with the skills needed by business in a competitive global economy

A reduction in this budget does not impact upon any existing project per se as it is not currently committed or being used to fund any Third Sector Organisations. Instead, the reduction of this budget, impacts upon those organisations who might have applied for it in the future. While the majority of the EA focuses on the economic / employment impact of this decision upon protected characteristics, it is important to note this is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor and coherent funding allocations and monitoring process, ensuring maximum outputs/outcome achieved from the applicants.

As part of the revised MSG process both community organisations and communities themselves have been supported to ensure they are more robust and resilient, with an improved capacity to deal with local issues, attract inward investment therefore becoming less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues. Two themes in the refreshed 2015-2018 MSG programme aim to develop Third Sector organisations and build resilience, they are:

#### **Theme 4.**

**Third Sector Organisational Development;** The annual budget for this theme is £260,000.

Priority 1 – indicative grant available for this project is in the region of £60,000. The funding is envisaged as supporting s a small consortium.

Priority 2 – indicative grant available for this project is in the region of £90,000. The funding is envisaged as supporting s a small consortium.

Priority 3 – the indicative grant available for this project is £100,000 per year.

#### **Theme 5.**

##### **Community Engagement, Cohesion and Resilience**

Round 1 - 1<sup>st</sup> September 2015 to 31<sup>st</sup> March 2017, grants will be between 8,000 and £16,000. Total budget available £166,250.

Round 2 – the round 2 budget will be £148,750. To be commissioned to be effective from 1<sup>st</sup> April 2017.

#### **Evidence (Consideration of Data and Information)**

- What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff:
  1. ONS Claimant Count (June 2014-2015)
  2. ONS Annual population Survey (Apr 2014-Mar 2015)
  3. LEA consultation findings
  4. LBTH Employment Strategy (April 2011)

In order to meet the savings targets of 2016/2017 D&R are proposing to reduce the Third Sector Grants by £246,000.

The proposed savings represents a 55% reduction of the current grants budget directly managed by the Third Sector Team – the funding streams in question include:



1. Community and Economic Engagement
2. Social Welfare Advice Services
3. Third Sector Infrastructure Support
4. Corporate Match Funding

**Community and Economic Engagement:** the main aim of this funding stream is to increase employability of local residents through accredited/non-accredited training, volunteering and employment support, tackling inequalities, social inclusion of marginalised sections of the community and meeting local needs.

JSA (Job seekers allowance) claimant count has been used as a particular basis for assessing need within the Borough in terms of economic inclusion. The claimant count rate for Tower Hamlets as at September 2015 is 2.0% compared to London 1.8% and nationally: 2.6%. This equates to 4,306 people who were unemployed and claiming JSA in Tower Hamlets. Source: ONS claimant count with rates and proportions. Note: % is a proportion of claimant count + workforce jobs total

The main Service User target groups include the 16,500 residents who are ILO-unemployed and 9,900 economically inactive people assumed to want a job, totalling 26,400 residents. Source: ONS Annual Population Survey June 14 – Jun 15. Whilst there is other provision targeting this market, analysis suggests that some key groups are more disadvantaged in the borough and subsequently are disproportionately represented in lower employment and higher unemployment statistics. These groups include:

- *Black (African)* – the ethnic group with the highest proportion of JSA claimants, where people of Somali origin are particularly significant
- *Young men* – over half of JSA claimants are young men *Women* – economic activity rates are much lower than for men
- *Other ethnic minority communities*, notably including the Bangladeshi community, which has the second highest percentage incidence of JSA claimants after Black (African) people.
- *People with health issues or a disability*, particularly mental health
- *Overlaps between these groups* – such as Bangladeshi women, who are significantly more likely to be economically inactive than other groups

## **Gender**

The economic activity rate in Tower Hamlets varies for both men and women (APS April 14 – Mar 15), with a higher rate of men being available for work than women. The borough average being 77%, economic activity for women was 69.3% and 84.7% for men. This differential translates into the % of men and women who are in work. 78% of men were in employment, compared to 60% of women.

The JSA claimant count rate across Tower Hamlets in September 2015 was 2.0% (1.8% in London). The male claimant count rate was 2.2% for males (2.1% London) and for females 1.8% (1.8% London).

## **Age**

Unemployment is highest amongst older residents with 5% of all of those residents aged between 50-59 being in receipt of JSA. While 2.3% (790) of those aged between 18-24 were in receipt of JSA, this accounted for 18.24% of all claimants. When compared to the London average, those aged under 30 were less likely to be in receipt of JSA, However, when compared to the London average, each of the age categories above 35, were increasingly likely to be claiming JSA.

## **Geography**

2 Wards, East India and Lansbury (3.2%) and Bromley by Bow (2.9%) had significantly higher concentrations of JSA claimant count in comparison with the borough Average of 2.0%,

## **Ethnicity**

APS employment rate data (Jul 2014-Jun 2015) outlines in Tower Hamlets, 81.3% of white residents are in employment compared to 59.9% of residents from an ethnic minority. The employment rate amongst ethnic minorities differs widely, with 81% of Indian residents being employed compared to 66% of Black residents and 49.6% of Pakistani / Bangladeshi residents being employed.

These variances are amplified across gender, with only 37% and 53% of Pakistani/Bangladeshi and Indian females being in

employment respectively (compared to 78% of white females)

- No data was available for the remaining characteristics (Disability, Pregnancy, Sexuality, Transgender, Marriage/Civil partnership, Religion)

Also, These figures mirror those key statistics identified within the Council's Employment Strategy, namely:

**Ethnicity** – Somali and Bangladeshi residents are key target groups due to the high levels of unemployment amongst these communities in Tower Hamlets as identified in the Employment Strategy. It is expected that there will be a high number of organisations applying for funding that will focus on supporting these residents.

**Age** – Young men (under 29) are a target group. 43% of JSA claimants in the borough are under 29 years old (though 39% of the borough's population is 15-29).

**Gender** – 42% of women in the borough are economically inactive compared to 19% of men. This is why women are specifically identified as a target group for the ESF Community Grants.

### **Cohesion**

Some projects which could have potentially been in receipt of CMF funds may have had clear outcomes regarding increasing cohesion amongst local residents through employment. While a decrease in this potential funding source would be counterbalanced by increased support through the MSG programme (with organisations being able to apply for funding through this process), it is useful to review whether there are any protected characteristics which would be negatively impacted by this proposals.

**Age;** As a proxy measure of community cohesion, 78% of residents agree that Tower Hamlets is a place where people from different backgrounds get on well together (Tower Hamlets Annual Residents Survey 2013-14). This level is maintained across all age categories, with those 80% of those 60+

**Gender** - The borough average of 78% was also consistent across both Genders, with 78% of men, and 78% of women agreeing that Tower Hamlets is a place where people from different backgrounds get on well together.

**Ethnicity** - While 84% of Bangladeshi residents agreed that the borough is a place where people from different backgrounds get on well together, this was lower for White residents (75%) and residents of other ethnicities (75%)

**Disability** - The borough average was consistent across this characteristics with 77% of disabled residents feeling the Borough is a place where people from different backgrounds get on well together, against the Borough average of 78%

**Religion**- While 83% of Muslim's felt the is a place where people from different backgrounds get on well together, this was markedly lower for those with no religion (74%) or Christians (76%)

- No data was available for the remaining characteristics (Pregnancy, Sexuality, Transgender, Marriage/Civil partnership)
- **Recent consultation exercises carried out?**

As part of the 16/17 proposed savings Level 1 consultation was carried out with both staff and residents. The consultation process included outlining the savings proposals in EEL (for digital inclusion) and publishing savings proposals on the council's website and promotion and through other local, BME and social media.

This is in addition previous consultation carried out on the 2015/16 MSG programme which included detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups. All service specifications refer to equalities duties and due regard was given to equalities considerations in the drafting and consultation on the service specifications and during all stages in the process including the application, assessment and moderation process.

### **Response to Consultation:**

A summary of the response to the public consultation is set out below.

**The savings proposal:**

Reduce revenue expenditure as part of the Council's 2016/17 savings targets. To achieve the above savings it is recommended that the current Corporate Match Funding Budget (£446,000) is reduced by the full amount leaving a balance of £200,000.

**Summary of Feedback From Public Consultation:**

8 responses were received from residents as part of the public consultation

**Corporate Match Funding Public Consultation**

	Number	%
Proposal <b>WOULD HAVE</b> impact	4	50
Proposal <b>WOULD NOT</b> have impact	4	50
	<b>8</b>	<b>50</b>
<b>WILL</b> have <b>POSITIVE</b> impact	6	67
<b>WILL NOT</b> have <b>POSITIVE</b> impact	3	33
	<b>9</b>	<b>100</b>
<b>WILL</b> have <b>NEGATIVE</b> impact	3	37.5
<b>WILL NOT</b> have <b>NEGATIVE</b> impact	5	62.5
	<b>8</b>	<b>100</b>

Of the 8 responses received, feedback was mainly supportive with 6 residents feeling the savings would have a positive impact, and three feeling the savings would impact negatively. Positive feedback centred on the saving presenting a good opportunity to reallocate much needed funds to core council activities.

### Summary of Feedback From Staff Consultation:

4 responses were received to the staff consultation, due to the nature of the web based public consultation the responses could not be disaggregated by equalities characteristics

#### Corporate Match Funding Staff Consultation

	Number	%
Proposal <b>WOULD HAVE</b> impact	2	50
Proposal <b>WOULD NOT</b> have impact	2	50
	<b>4</b>	<b>100</b>
<b>WILL</b> have <b>POSITIVE</b> impact	3	75
<b>WILL NOT</b> have <b>POSITIVE</b> impact	1	25
	<b>3</b>	<b>100</b>
<b>WILL</b> have <b>NEGATIVE</b> impact	1	25
<b>WILL NOT</b> have <b>NEGATIVE</b> impact	3	75
	<b>4</b>	<b>100</b>

While only 4 responses were received, the responses were fairly positive with 3 of the 4 responses feeling the savings proposals would have a positive impact. One in particular highlighted that the majority of cuts are on spending that are not really necessary and increase the drive to get value for money. One response did outline that the impact would be negative in that the savings represented a loss in revenue to deliver services to the residents in particular regarding their receipt of accredited training and employment opportunities. This comment however, is balanced by the continued provision of CMF as a funding stream along with the continued focus on employment and economic development projects as part of the 2015-2018 MSG programme.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

Target Groups	Impact – Positive or Adverse  What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making</li> </ul> Please also how the proposal with promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> <li>-Reducing inequalities</li> <li>-Ensuring strong community cohesion</li> <li>-Strengthening community leadership</li> </ul>
Race	Neutral	<p>There is no disproportional negative impact on this group.</p> <p>The suggested saving is a 55% reduction of the Council's Corporate Match Funding budget.</p>

		<p>Somali and Bangladeshi residents are key target groups due to the high levels of unemployment amongst these communities in Tower Hamlets as identified in the Employment Strategy. Since this funding stream being weighted towards achieving economic prosperity it could be seen that the reduction of funding may disproportionately those residents from these backgrounds.</p> <p>While residents from these backgrounds have lower rates of employment, a high number of organisations dealing with these priority groups are already catered for within the MSG Programme, with a specific theme focus on Job Skills and Prosperity, for which could also be counted as match funding.</p> <p>Proceeding with the recommended savings proposal is only likely to have a minimal impact if any. Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Disability	Neutral	<p>There is no disproportional negative impact on this group. Funding is available to all organisations irrespective of disability status; and services provided by grant recipient organisations are able to be accessed by all sections of the community.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Gender	Neutral	<p>There is no disproportional negative impact on this group. Funding is available to all organisations irrespective of gender representation; and services provided by grant recipient organisations are able to be accessed by all sections of the community.</p>



		<p>While women have lower employment rates than men, a high number of organisations dealing with women are already catered for within the MSG Programme, with a specific theme focus on Job Skills and Prosperity, for which could also be counted as match funding.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Gender Reassignment	Not Known	<p>There is no disproportional negative impact on this group. Funding is available to all organisations irrespective of gender reassignment; and services provided by grant recipient organisations are able to be accessed by all sections of the community.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Sexual Orientation	Not Known	<p>There is no disproportional negative impact on this group. Funding is available to all organisations irrespective of sexual orientation; and services provided by grant recipient organisations are able to be accessed by all sections of the community.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Religion or Belief	Neutral	<p>There is no disproportional negative impact on this group. Funding is available to all organisations irrespective of religion or belief; and services provided by grant recipient organisations are able to be</p>

		<p>accessed by all sections of the community regardless of their religion or belief.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Age	Neutral	<p>There is no disproportional negative impact on this group.</p> <p>While those who are 18-24 represent a larger volume of TH residents claiming JSA, and this funding stream being weighted towards achieving economic prosperity it could be seen that the reduction of funding may disproportionately impact upon this age group. A high number of organisations dealing with this age cohort are already catered for within the MSG Programme, with a specific theme focus on Job Skills and Prosperity, for which could also be counted as match funding..</p> <p>Any reduction in this CMF budget is furthermore offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Marriage and Civil Partnerships.	Not Known	<p>Insufficient monitoring data available relating to this target group to draw any conclusion at this stage. CMF Resources are universal, for organisations to bid for regardless of this particular equality characteristic, consequently there is no disproportionate impact regarding the reduction of this funding stream.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations</p>

		to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues
Pregnancy and Maternity	Not Known	<p>Insufficient monitoring data available relating to this target group to draw any conclusion at this stage.</p> <p>CMF Resources are universal, for organisations to bid for regardless of this particular equality characteristic, consequently there is no disproportionate impact regarding the reduction of this funding stream.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>
Other Socio-economic Carers	Not Known	<p>Insufficient monitoring data available relating to this target group to draw any conclusion at this stage. However 2 Wards, East India and Lansbury (3.2%) and Bromley by Bow (2.9%) had significantly higher concentrations of JSA claimant count in comparison with the borough Average. CMF Resources are universal, for organisations to bid for regardless of which geographical area they serve, consequently, there is no disproportionate impact regarding the reduction of this funding stream.</p> <p>A central element of CMF is to provide project with match funding when bidding for ESF funding to deliver projects relating to employment and economic prosperity. Consequently, through the removal of this budget there is a potentially disproportional impact upon those in low incomes who may have been supported by organisations applying for these funds.</p> <p>Any reduction in this budget is offset by a strengthened MSG process in 2015/16-2017/18 to provide more rigor &amp; support to ensuring maximum outputs/outcome. Furthermore, mitigating any disproportionate impact, the revised MSG process provides capacity/funds for community organisations to become more robust and resilient to attract inward investment, and thus become less dependent on both Corporate Match and Emergency funding as means of financial support to address local issues</p>

## Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1. Improving the collection of equalities monitoring data from all grant funded projects	<ul style="list-style-type: none"> <li>• Review and update project progress monitoring report</li> <li>• Review and update guidance for projects on the collection and reporting of equalities data</li> <li>• Further embed equalities data within Performance Reports to Corporate Grants Programme Board</li> </ul>	<ul style="list-style-type: none"> <li>○ Quarterly report document updated – end Sep 2016</li> <li>○ Information sheet sent to all funded projects – end Sep 2016</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>• EH &amp; RM</li> </ul>	

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

## **Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

<b>OPP TITLE:</b>		<b>Reduction to the Mainstream Grants Budget</b>						
<b>DIR:</b>	D&R				REF: DR005/16-17			
<b>SERVICE:</b>	Resources				LEAD OFFICER: Everett Haughton			
<b>TEAM:</b>	Third Sector Team				<b>THEMES:</b>	De-commissioning, Reducing services		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 1,566	£ 40			£ 40	<b>No</b>	No	Yes
FTE Reductions					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The purpose of the council's mainstream grants budget is to fund activities to meet key local priorities drawn from the Community Plan and key council strategies, which the third sector is best placed to deliver.</p> <p>A three per cent to four per cent reduction on the mainstream grants budget is possible council wide and a five per cent reduction in the Development and Renewal element of the mainstream grants budget has been identified, taking effect from September 2016.</p> <p>The annual review of service agreements will need to reflect the reduced funding available.</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	Yes							
Does the change reduce resources available to support vulnerable residents?	Yes							
Does the change involve direct impact on front line services?	Yes							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	Yes							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No	(staffing levels for those affected should be provided as well as equalities data)						
Does the change involve a redesign of the roles of staff?	No							

## **Budget Savings Proposals Full Equality Analysis**

### **Section 1: General Information**

#### **1a) Name of the savings proposal**

Savings – D&R005 Mainstream Grants - £40,000.

As part of the consolidation of MSG function a potential (3%-4%) reduction on the council wide MSG budget is possible. However, a 5% reduction in the Development and Renewal element of the Mainstream Grants budget has been identified, taking effect from September 2016. This will be achieved through more rigor and coherent funding allocations and monitoring process, ensuring maximum outputs/outcome achieved from the applicants. The annual review of service agreements would need to reflect the reduced funding available.

#### **1b) Service area – Resources**

#### **1c) Service manager – Everett Haughton/Dave Clark**

#### **1d) Name and role of the officer/s completing the analysis**

Name and role of the officer completing the EA:

- Everett Haughton - Third Sector Programmes Manager – responsible for day to day management of the Third Sector Team which is responsible for programme and project management of third sector grants across the council, Including the Mainstream Grants Programme (Theme 1 - Children, Young People and Families, Theme 2 - Jobs, Skills and Prosperity, Theme 3 - Prevention Health and Wellbeing, Theme 4 - Third Sector Organisational Development, Theme 5 - Community Engagement, Cohesion and Resilience).

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

Reduce revenue expenditure as part of the Council's 2016/17 savings targets. To achieve the above savings it is recommended that the current MSG Funding Budget (£1,566,000) is reduced by £40,000 leaving a balance of £1,526,000. The £40,000 savings represents 5% of D&R's element of the programme, which the savings will come from.

The core purpose of the Mainstream Grant Programme is to fund activities delivered by Third Sector Organisations to meet key local priorities drawn from the Tower Hamlets Community Plan and the borough strategies and programmes. In many cases Third Sector Organisations are better placed than large public sector providers to engage with diverse communities in the borough and to mobilise the resources and voluntary efforts of individuals in local communities in delivering important services.

MSG is a 'commissioned grant' process where desired service outcomes and other requirements are clearly specified within what is effectively a 'tender document'. Grants are treated as 'restricted funds' within an organisation's accounts and can therefore only be spent on the funded activity.

A robust programme of monitoring is in place regarding the performance of projects in receipt of MSG funds, with a regular programme of quarterly monitoring and an annual service review (In September 2016). The funding specified within the tender document is linked to the results/outcome delivered by the project, with organisations only securing the whole amount if those outputs specified within the PID have been achieved. Where organisations fail to meet the outputs specified within the tender document, further funding may not be provided

The £40,000 savings proposed are to come from D&R's element of the programme (Jobs, Skills and Prosperity) from projects which have not hit their proposed targets and are underperforming. This will be identified as part of the annual service review of the MSG Programme which will occur in September 2016 as part of the programme monitoring process.

Since some service agreements are yet to start, we do not know, or have an indication on which services have underperformed. Consequently, there is no data on what the impact will be if/when funding is withdrawn, regarding outputs in general or the impact



upon any protected characteristics (and whether it is proportionate on all groups).

Due to the level of uncertainty regarding what the impact will be, data sets regarding Jobs and Skills, Cohesion, and Community Engagement have been reviewed to see what the potential impact upon the loss of funding may look like for protected characteristics across the community. However, since the savings will be generated from poor performing projects the impact is expected to be proportionately less pronounced than if savings were being generated from projects which were delivering a large number of outputs across the Borough.

It is important to note, a key feature of the refreshed Mainstream Grants Programme 2015-2018 is to link funding to the delivery of service outcomes as identified within service level agreements between the Council and Organisations in receipt of MSG. A central part of the link between resourcing and delivery of outcomes is to undertake and an Equalities Assessment before any decision is made to reduce or remove funding following the identification of poor performance. Consequently this assessment is an interim assessment, providing key recommendations regarding what needs to be in place to ensure a full EA can be once it is clear which services have underperformed in in Annual Service Assessment and where the savings will be generated from.

Key steps in this process will include the following (these are addressed in the action plan at the end of this document);

- Review of Q1 monitoring with regard to completeness of output information by equalities characteristic
- Identify which projects are not performing as part of Q1 monitoring
- Support given as part of monitoring visits to improve performance and further collect equalities data (It is essential that the capture of data and undertaking equalities assessments) as part of an on-going process to ensure inclusive/borough wide provision is being both offered and taken up.
- Reminder given to services regarding the payment being tied to delivery of results
- Consultation with services regarding the withdrawal of funding at Q1
- 30 June 2017 – interim Evaluation of MSG Programme - Effectiveness in addressing equalities.
- 31 December 2018 – Final Evaluation of MSG Programme - Effectiveness in addressing equalities.

## Evidence (Consideration of Data and Information)

- What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff:
  1. Claimant count (June 2014-2015)
  2. LBTH Employment Strategy (April 2011)
  3. ONS Annual population Survey Apr 2014-Mar 2015
  4. Annual Residents Survey 2014/15
  5. LEA consultation findings

**Job Skills and Prosperity:** the main aim of this funding stream is to increase employability of local residents through accredited/non-accredited training, volunteering and employment support, tackling inequalities, social inclusion of marginalised sections of the community and meeting local needs.

The Job seekers allowance (JSA) claimant count has been used as a particular basis for assessing need within the Borough in terms of economic inclusion. The claimant count rate for Tower Hamlets as at September 2015 is 2.0% compared to London 1.8% and nationally: 2.6%. This equates to 6,950 people who were unemployed and claiming JSA in Tower Hamlets. Source: ONS claimant count with rates and proportions. Note: % is a proportion of claimant count + workforce jobs total

Whilst there is other provision targeting this market, analysis suggests that some key groups are more disadvantaged in the borough and subsequently are disproportionately represented in lower employment and higher unemployment statistics. These groups include:

- *Black (African)* – the ethnic group with the highest proportion of JSA claimants, where people of Somali origin are particularly significant
- *Young men* – over half of JSA claimants are young men *Women* – economic activity rates are much lower than for men
- *Other ethnic minority communities*, notably including the Bangladeshi community, which has the second highest

- percentage incidence of JSA claimants after Black (African) people.
- *People with health issues or a disability*, particularly mental health
  - *Overlaps between these groups* – such as Bangladeshi women, who are significantly more likely to be economically inactive than other groups

### **Gender**

The economic activity rate in Tower Hamlets varies for both men and women (APS April 14 – Mar 15), with a higher rate of men being available for work than women. The borough average being 77%, economic activity for women was 69.3% and 84.7% for men. This differential translates into the % of men and women who are in work. 78% of men were in employment, compared to 60% of women.

The JSA claimant count rate across Tower Hamlets in September 2015 was 2.0% (1.8% in London). While more men appear to be in work than women, the level of men claiming JSA is higher for men than women, with 2.2% of men claiming (2.1% London), against 1.8% of women (1.8% London).

### **Age**

As a proportion of each age category, unemployment is highest amongst elder residents with 5% of all of those residents aged between 50 - 59 being in receipt of JSA. While 2.3 % ( 790) of those aged between 18-24 were in receipt of JSA, the volume of residents within in this age category is significant 24% of all claimants. When compared to the London average, those aged under 30 were less likely to be in receipt of JSA, However, when compared to the London average, each of the age categories above 35, were increasingly likely to be claiming JSA.

### **Geography**

2 Wards, East India and Lansbury (3.2%) and Bromley by Bow (2.9%) had significantly higher concentrations of JSA claimant count in comparison with the borough Average of 2.0%.

## **Ethnicity**

APS employment rate data (Jul 2014-Jun 2015) outlines in Tower Hamlets, 81.3% of white residents are in employment compared to 59.9% of residents from an ethnic minority. The employment rate of amongst ethnic minorities differs widely, with 81% of Indian residents being employed compared to 66% of black residents and 49.6% of Pakistani / Bangladeshi residents being employed.

These variances are amplified across gender, with only 37% and 53% of Pakistani/Bangladeshi and Indian females being in employment respectively (compared to 78% of white females)

- No data was available for the remaining characteristics (Disability, Pregnancy, Sexuality, Transgender, Marriage/Civil partnership, Religion)

Also, These figures mirror those key statistics identified within the Council's Employment Strategy, namely:

**Ethnicity** – Somali and Bangladeshi residents are key target groups due to the high levels of unemployment amongst these communities in Tower Hamlets as identified in the Employment Strategy. It is expected that there will be a high number of organisations applying for funding that will focus on supporting these residents.

**Age** – Young men (under 29) are a target group. 43% of JSA claimants in the borough are under 29 years old (though 39% of the borough's population is 15-29).

**Gender** – 42% of women in the borough are economically inactive compared to 19% of men. This is why women are specifically identified as a target group for the ESF Community Grants.

- **Recent consultation exercises carried out?**

As part of the 16/17 proposed savings Level 1 consultation was carried out with both staff and residents. The consultation process included outlining the savings proposals in EEL (for digital inclusion) and publishing savings proposals on the council's website and promotion and through other local, BME and social media.

This is in addition previous consultation carried out on the 2015/16 MSG programme which included detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups. All service specifications refer to equalities duties and due regard was given to equalities considerations in the drafting and consultation on the service specifications and during all stages in the process including the application, assessment and moderation process.

**Response to Consultation:**

A summary of the response to the public consultation is set out below.

**The savings proposal:**

Reduce revenue expenditure as part of the Council's 2016/17 savings targets. To achieve the above savings it is recommended that the current MSG Funding Budget (£1,566,000) is reduced by £40,000 leaving a balance of £1,526,000. The £40,000 savings represents 5% of D&R's element of the programme, which the savings will come from.

**Summary of Feedback From Public Consultation:**

9 responses were received to the public consultation, due to the nature of the web based public consultation the responses could not be disaggregated by equalities characteristics

**Mainstream Grants Public Consultation**

Number      %

Proposal <b>WOULD HAVE</b> impact	2	22.2
Proposal <b>WOULD NOT</b> have impact	7	77.8
	9	
<b>WILL</b> have <b>POSITIVE</b> impact	7	77.8
<b>WILL NOT</b> have <b>POSITIVE</b> impact	2	22.2
	9	100
<b>WILL</b> have <b>NEGATIVE</b> impact	3	37.5
<b>WILL NOT</b> have <b>NEGATIVE</b> impact	5	62.5
	8	100

Of the 9 responses received, feedback was mainly supportive with 7 residents feeling the savings would have a positive impact, and 2 feeling the savings would impact negatively. Positive feedback centred on the saving presenting a good opportunity to streamline the MSG process to performance

### Summary of Feedback From Staff Consultation:

16 responses were received to the staff consultation, due to the nature of the web based public consultation the responses could not be disaggregated by equalities characteristics

#### Mainstream Grants Staff Consultation

	Number	%
Proposal <b>WOULD HAVE</b> impact	9	56.3
Proposal <b>WOULD NOT</b> have impact	7	43.8
	16	

<b>WILL</b> have <b>POSITIVE</b> impact	5	33.3
<b>WILL NOT</b> have <b>POSITIVE</b> impact	10	66.7
	15	
<b>WILL</b> have <b>NEGATIVE</b> impact	10	62.5
<b>WILL NOT</b> have <b>NEGATIVE</b> impact	6	37.5
	16	

**Summary of Feedback From Staff Consultation:**

Of the 16 responses from staff received, 5 felt the savings proposals would have a beneficial impact, with 10 outlining the proposals would have a negative impact. Those emphasising there would be a negative impact highlighted the impact would fall on the community and those residents who would be using funded services (the analysis focuses on whether there would be a disproportionate impact on any specific group). However, those outlining a potential positive impact, highlighted that the reduction in funding would encourage organisations to be more self-reliant. It must be noted that this would be encouraged through two MSG themes focusing on (a) Third Sector Organisational Development, and (b) Community Engagement, Cohesion and Resilience both of which would continue at their current level with no reductions proposed.,

Due to the nature of the online staff consultation it is not possible to analyse the responses given by equalities characteristics. That said, regarding the impact upon equalities characteristics, It's worth noting the suggested saving is a 5% reduction in D&R's MSG budget, in particular regarding those projects who are not delivering the outputs specified within their SLAs. Proceeding with the recommended savings proposal, once underperforming projects have been identified is only likely to have a minimal impact if any

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

Target Groups	Impact – Positive or Adverse  What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making</li> </ul> Please also how the proposal with promote the three One Tower Hamlets objectives? -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Neutral	There is no disproportional negative impact on this group.



		<p>Somali and Bangladeshi residents are key target groups due to the high levels of unemployment amongst these communities in Tower Hamlets as identified in the Employment Strategy. It is expected that there will be a high number of organisations applying for funding that will focus on supporting these residents and provision will still be available even if an element is reduced as part of the savings. .</p> <p>With regard to cohesion, residents from White and Other backgrounds are key target groups due fewer reporting that the borough is a place where people from different backgrounds get on well together, this was lower for White residents</p> <p>There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.</p>
Disability	Neutral	<p>There is no disproportional negative impact on this group, While no data is available for this characteristic; people with a disability are key target group for the targeting of services provided by grant funded projects.</p> <p>There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.</p>
Gender	Neutral	<p>There is no disproportional negative impact on this group.</p> <p>Differentials in the economic activity and employment rates between men and women are a key focus in the employment strategy and consequently this funding stream. It is expected that there will be a high</p>

		<p>number of organisations applying for funding that will focus on supporting these residents and provision will still be available even if an element is reduced as part of the savings. .</p> <p>There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.</p>
Gender Reassignment	Not Known	<p>Insufficient monitoring data available relating to this target group to draw any conclusion at this stage. There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.</p>
Sexual Orientation	Not Known	<p>Insufficient monitoring data available relating to this target group to draw any conclusion at this stage. There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.</p>
Religion or Belief	Neutral	<p>There is no disproportional negative impact on this group. Funding is available to all organisations irrespective of religion or belief; and services provided by grant recipient organisations are able to be accessed by all sections of the community regardless of their religion or belief.</p> <p>While employment data disaggregated by religion was unavailable, regarding community cohesion, those residents who were either Christian or had no religion were least likely to feel the Borough was a</p>

		<p>place where people from different backgrounds get on well together. While this highlights a small discrepancy, the proposal is not thought to have disproportionate impact upon those who are Christian or with no religion</p> <p>The suggested saving is a 5% reduction in D&amp;R's MSG budget, in particular regarding those projects who are not delivering the outputs specified within their SLAs. Proceeding with the recommended savings proposal, once underperforming projects have been identified is only likely to have a minimal impact if any</p>
Age	Neutral	<p>There is no disproportional negative impact on this group.</p> <p>While 5% of all of those residents aged between 50 - 59 are in receipt of JSA, compared to 2.3 %, those aged between 18-24 accounted for 24% of all claimants. Consequently since those 18-24 represent a larger volume of TH residents claiming JSA, they also represent a critical challenge / priority under the existing employment strategy, particularly young males. There are a high number of organisations applying for funding that will focus on supporting these residents and provision will still be available even if an element is reduced as part of the savings. .</p> <p>There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.</p>
Marriage and Civil Partnerships.	Not Known	<p>Insufficient monitoring data available relating to this target group to draw any conclusion at this stage. There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at</p>

		risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.
Pregnancy and Maternity	Not Known	Insufficient monitoring data available relating to this target group to draw any conclusion at this stage. There is universal provision within the programme with all providers being required to demonstrate they have shown due regard for each of the equalities consideration. Consequently, residents with this equalities characteristic will be able to use the full range of services covered by remaining projects. Furthermore, as with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.
Other Socio-economic Carers	Not Known	While there is no monitoring data for this characteristic, a central element of D&R's Job Skills and prosperity theme is to ensure that non-working and low income household a participate in the labour market to increase income. All projects funded seek to ensure all residents with low incomes access the full range of services universally. As with the other characteristics, only projects not delivering specified outcomes will be at risk of a reduction in funding, consequently, there will be only a minimal impact if employment rates / targeted activities for this characteristic were a key feature of the grants programme.

## Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1. Review of Q1 monitoring in light of completeness of output information by equalities characteristic	<ul style="list-style-type: none"> <li>• Identify which projects are not performing as part of Q1 monitoring</li> <li>• Support given as part of monitoring visits to improve performance and further collect equalities data</li> </ul>	<ul style="list-style-type: none"> <li>○ Undertake Q1 Monitoring</li> <li>○ Review Q1 Information</li> <li>○ Identify gaps organisations with gaps in equalities data</li> <li>○ Schedule and undertake Q1 support visits</li> </ul>	<ul style="list-style-type: none"> <li>• EH &amp; RM</li> </ul>	
2. Review of Q1 monitoring in light	<ul style="list-style-type: none"> <li>• Consultation with services regarding the</li> </ul>	<ul style="list-style-type: none"> <li>○ Reminder given to services regarding the</li> </ul>		

<p>of completeness of output information by equalities characteristic</p> <p>3. Continued quarterly review of equalities data and performance visits and identification of underperformance</p> <p>4. Identification of underperforming projects</p> <p>5. Withdrawal of funding for</p>	<p>payment by results</p> <ul style="list-style-type: none"> <li>• Continue monitoring visits and support of projects not achieving specified outputs or providing sufficient monitoring data or</li> <li>• Identification of underperforming projects, consultation and equalities analysis prior to withdrawal of funding</li> </ul>	<p>payment being tied to delivery of results</p> <ul style="list-style-type: none"> <li>○ Routine Q2/Q3 Monitoring visits</li> <li>○ Outline criteria/tolerance levels for underperforming</li> <li>○ Reminder/warning letter written to underperforming organisation</li> <li>○ Q4 Service Assessments undertaken</li> <li>○ Selection of underperforming projects</li> <li>○ Undertake consultation with identified projects</li> <li>○ Undertake EA regarding withdrawal of funding</li> <li>○ Confirmation letters sent to underperforming</li> </ul>		
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<p>underperforming projects</p> <p>6. Improving the collection of equalities monitoring data from all grant funded projects</p>	<ul style="list-style-type: none"> <li>• Review and update guidance for projects on the collection and reporting of equalities data</li> <li>• Incorporate equalities data within Performance Reports to Corporate Grants Programme Board</li> </ul>	<p>organisations regarding the withdrawal of funding</p> <ul style="list-style-type: none"> <li>○ Quarterly report document updated – end Sep 2016</li> <li>○ Information sheet sent to all funded projects – end Sep 2016</li> <li>○ Update incorporated within GIFTS online report - Oct 2016</li> </ul>		
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If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

- The actual impact of these changes will be will be picked up via ongoing quarterly monitoring of the MSG programme, which will include quarterly monitoring project outputs by equalities profile.
- In addition to this, the broader evaluation and of the MSG programme which has been commissioned and will include both an interim and final evaluation of the MSG programme, in particular its impact upon equalities profiles
- Interim Evaluation of MSG Programme - 30 June 2017 – Interim Review of the effectiveness of the MSG programme in addressing equalities.
- Final Evaluation of MSG Programme - 31 December 2018 – Final Review of the effectiveness of the MSG programme in addressing equalities.

<b>OPP TITLE:</b>		<b>Reorganisation of Housing Management &amp; Procurement Teams</b>						
<b>DIR:</b>	D&R				REF: DR006/16-17			
<b>SERVICE:</b>	Housing Options				LEAD OFFICER: Lorraine Douglas			
<b>TEAM:</b>	Housing Management and Procurement				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 1,976	£ 145			£ 145	<b>No</b>	No	Yes
FTE Reductions		3			3			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
A restructure of the Housing Management and Income Teams, with a subsequent transfer of the functions and appropriate staff to Tower Hamlets Homes which has experience of managing similar activities in respect of the Council's Housing Revenue Account tenanted stock. NB: Management of the Housing Register will not transfer to Tower Hamlets Homes								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
Risks is only if the proposed structure is not implemented by 1st of April 2016.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	Yes	Staffing reorganisation will be undertaken in accordance with the Handling Organisational Change policy and will include a full impact assessment to ensure that equalities groups are not disproportionately affected						
Does the change involve a redesign of the roles of staff?	Yes							



<b>OPP TITLE:</b>	<b>Restructure of Programme Management &amp; Assurance Team</b>							
<b>DIR:</b>	D&R				REF: DR007/16-17			
<b>SERVICE:</b>	Resources and Economic Development				LEAD OFFICER: Chris Holme			
<b>TEAM:</b>	PMA				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 266	£ 90			£ 90			No
FTE Reductions		1			1			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Restructure of team management and deletion of Head of Service post. Ideally this should be undertaken as part of a wider review of programme management arrangements across the Council.</p> <p>Further details of the role are appended.</p> <p>During the period 2013-15 when the Service Head acted into the post of Corporate Director Resources, the post holder acted as the Service Head Resources for the Directorate . In recognition of the ongoing savings challenge the decision was taken to leave the substantive post vacant and redesign the roles of the remainder of the team. Work within this part of the portfolio was successfully managed, and deletion of the post will mean reinstatement of those arrangements pending a wider review.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	Yes	Staffing reorganisation will be undertaken in accordance with the Handling Organisational Change policy and will include a full impact assessment to ensure that equalities groups are not disproportionately affected						
Does the change involve a redesign of the roles of staff?	Yes							

<b>OPP TITLE:</b>	<b>Generating more income from council assets</b>							
<b>DIR:</b>	<b>D&amp;R</b>				<b>REF: DR008/16-17</b>			
<b>SERVICE:</b>	<b>Asset Management / Resources &amp; Economic Development</b>				<b>LEAD OFFICER: Chris Holme/ Ann Sutcliffe</b>			
<b>TEAM:</b>	As above				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	N/A	£ 50			£ 50			no
FTE Reductions					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
There is an ongoing review of opportunities for income to be derived from the utilisation of Council assets for the provision of WiFi and mobile communications - in response to the Fairness Commission. The assumption was always that income derived would support the digital inclusion strategy. The £50k is small at this stage, representing a part-year income generation due to timescales re: development and procurement.								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?								
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	NO							
Does the change involve a redesign of the roles of staff?	NO							

<b>OPP TITLE:</b>	<b>Directorate transformation and efficiency programme</b>							
<b>DIR:</b>	D&R				REF: DR009/16-17			
<b>SERVICE:</b>	All				LEAD OFFICER: Chris Holme			
<b>TEAM:</b>	All				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
		£ 50			£ 50			No
FTE Reductions					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
Targeted review of Directorate functions in conjunction with other Directorates, Agencies and Boroughs to consider alternative methods of service delivery, including consolidation, whole service people centred approaches to welfare / housing and employment interventions. etc.								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?								
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	Yes	The outcome of the review could lead to a reduction in staff in the later part of 2015-16 financial year but is not yet known						
Does the change involve a redesign of the roles of staff?	Yes	The outcome of the review could involve a redesign of the roles of staff but is not yet known						

# **Law, Probity and Governance Savings 2016/17**

<b>OPP TITLE:</b>		<b>Service Efficiency: Deletion of Vacant Post</b>						
<b>DIR:</b>	LPG					REF: LPG001/16-17		
<b>SERVICE:</b>	Communications					LEAD OFFICER: Kelly Powell		
<b>TEAM:</b>	Communications					<b>THEMES:</b>	Lean: Service Re-Design and Consolidation	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 775	£ 45	£ -	£ -	£ 45	N/A	Yes	No
FTE Reductions 0					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Through closer working between Communications and Corporate Strategy and Equality and the establishment of a Service Manager post within Corporate Strategy and Equality with particular responsibility for engagement, we have identified efficiency savings which enable this vacant post to be deleted as a saving.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No	The post has been vacant since it was established as part of a previous communications service restructure						
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>		<b>Review of external spend</b>							
<b>DIR:</b>		LPG				REF: LPG002/16-17			
<b>SERVICE:</b>		Corporate Strategy and Equality				LEAD OFFICER: Louise Russell			
<b>TEAM:</b>		One Tower Hamlets				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>		<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
		£ 360	£ 50			£ 50			Yes
FTE Reductions						0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>									
The One Tower Hamlets service budget of approximately £360,000 is predominantly made up of third party payments to fund various projects, research, evaluation and events broadly around the One Tower Hamlets objectives.									
A number of contracts will be expiring during 2016/17 allowing us the opportunity to review existing spend and identify efficiencies. We envisage being able to identify £50k of savings for 16/17 from this budget.									
<b>IMPLICATIONS TO CONSIDER</b>									
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT									
<b>EQUALITIES SCREENING</b>									
<b>TRIGGER QUESTIONS</b>		<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?		Yes	The funding does fund some elements of support to promote groups with protected characteristics in relation to disability, sexuality, faith and race. A full equality impact will be required as part of the review to ensure that these groups are where possible protected.						
Does the change reduce resources available to support vulnerable residents?		Yes	Please see above						
Does the change involve direct Impact on front line services?		No							
<b>CHANGES TO A SERVICE</b>									
Does the change alter who is eligible for the service?		No							
Does the change alter access to the service?		No							
Does the change involve revenue raising?		No							
Does the change involve a reduction or removal of income transfers to service users?		No							
Does the change affect who provides the service, i.e. outside organisations?		Yes	These are mainly third party payments. In re-specifying and re-commissioning we would have regard to this and to protected characteristics.						
Does the change involve local suppliers being affected?		Yes	Please see above - the reduction may impact on local suppliers						
Does the change affect the Third Sector?		Yes	Please see above - the reduction may impact on local suppliers						
Does the change affect Assets?		No							
<b>CHANGES TO STAFFING</b>									
Does the change involve a reduction in staff?		No	(staffing levels for those affected should be provided as well as equalities data)						
Does the change involve a redesign of the roles of staff?		No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

### **1a) Name of the savings proposal**

Review of External Spend

### **1b) Service area**

Corporate Strategy and Equality, LPG

### **1c) Service manager**

Emily Fieran-Reed, Service Manager Cohesion Engagement and Commissioning

### **1d) Name and role of the officer/s completing the analysis**

Leo Alexander Nicholas, Senior Strategy Policy and Performance Officer

## **Section 2: Information about changes to services**

### **2a) In brief please explain the savings proposals and the reasons for this change**

The One Tower Hamlets service budget (£360,000) is predominantly made up of third party payments to fund various projects, research, evaluation and events broadly around the One Tower Hamlets objectives. This includes arts and events that promote

equality and cohesion and support to community forums.

There is an opportunity to review contracts and identify efficiencies which will enable savings in 2016/17. In addition, some of the budget is currently being used to fund one-off projects which will not be required on an ongoing basis. We envisage being able to identify £50k of savings for 16/17 from this budget.

This proposal met the criteria for public consultation:

Staff consultation feedback was limited: 4 responses, all positive about the proposal.

Resident feedback was also limited: 5 responses, 4 positive about the proposal.

## **2b) What are the equality implications of your proposal?**

The £50k identified is not currently earmarked for spend in 16/17. Some of the one off spend within this area consists of work to support the development of the Community Engagement and Voluntary and Community Sector strategies. As these strategies are due to be completed around the end of 15/16, there is no requirement for ongoing spend in these areas. A saving on the Healthwatch contract, generated through operational efficiencies has also contributed to the savings available. Finally, savings on other contracts relating to particular areas of equalities and cohesion have enabled the contracts to better focus on key areas of delivery whilst maintaining areas of achievement therefore these also contribute to savings.



### Section 3: Equality Impact Assessment

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Disability	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Gender	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Gender Reassignment	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Sexual Orientation	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Religion or Belief	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.

Age	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Socio-economic	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Marriage and Civil Partnerships.	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Pregnancy and Maternity	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Other		

**Section 4: Equality Impact Assessment Action Plan**

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

**Section 5: Future Review and Monitoring**

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

<b>OPP TITLE:</b>	<b>Reduction in children's court fees budget</b>							
<b>DIR:</b>	LPG				REF: LPG003/16-17			
<b>SERVICE:</b>	Legal Services				LEAD OFFICER: David Galpin			
<b>TEAM:</b>	Social Care				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 225	£ 40			£ 40			
FTE Reductions	Nil							
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>A reduction in court fees and tighter budget control should permit the budget for court fees in care proceedings cases to be reduced. The proposed saving of £40k is from the Children's Court Fees budget of £225k that sits within the Legal Services budget and covers the cost of issuing proceedings at court.</p> <p>In April 2014 the core court fees for care proceedings dropped from around £6k per case to £2,055 (plus incidental applications) and our numbers have also dropped slightly. The budget underspent last year and is on track to underspend in the current year.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	Yes	There will be a lower amount available to enable care proceedings to be brought to safeguard children, but the reduced amount should be adequate.						
Does the change involve direct Impact on front line services?	Yes	There will be a lower amount available to enable care proceedings to be brought to safeguard children, but the reduced amount should be adequate.						
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>	<b>Increase external income from Legal Services</b>							
<b>DIR:</b>	LPG				REF: LPG004/16-17			
<b>SERVICE:</b>	Legal Services				LEAD OFFICER: David Galpin			
<b>TEAM:</b>	All				<b>THEMES:</b>	Lean: Service Re-Design and Consolidation		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 1,425	£ 25			£ 25			
FTE Reductions	Nil				0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
The legal service has a stretched income target of £225K, in addition to the £1.2million of other income that it earns. The service has been pursuing efficiencies through better use of technology and should be able to add £25,000 to the existing stretch target.								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

OPP TITLE:		Deletion of Burial Subsidy Scheme						
DIR:	LPG					REF: LPG005/16-17		
SERVICE:	Democratic Services					LEAD OFFICER: John Williams		
TEAM:	Registration Service					THEMES:	Lean: Service Re-Design and Consolidation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
Deletion of Burial Subsidy Scheme	£ 20	£ 20			£ 20			Yes
DETAILS OF SAVINGS OPPORTUNITY								
<p>The council established a burial subsidy scheme which provides for a payment of £225 to be made to a person responsible for arranging the burial of a deceased Tower Hamlets resident at one of three specified cemeteries. The scheme compensated residents for potential additional costs arising from the lack of any burial facility offered by the borough. Tower Hamlets has now leased a burial ground at Kemnal Park where it offers a subsidised burial facility to local residents. This has provided an opportunity to reconsider what financial support is provided to residents and to discontinue this additional subsidy as there is now alternative subsidised provision.</p> <p>There are also other schemes in place to support those less well-off with burial costs, specifically the government's funeral payment scheme for people on certain benefits which helps with funeral costs, including the cost of burial fees and rights to burial in a particular plot, cremation fees and other related funeral expenses. These schemes will be promoted to our residents to ensure they are aware of them.</p>								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	Yes	Yes, but service/subsidy will continue to be delivered via the new burial facility.						
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	Yes	New burial facility is managed by a contractor.						
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	No							
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Deletion of Burial Subsidy Scheme

**1b) Service area**

Democratic Services

**1c) Service manager**

Catherine Sutton, Superintendent Registrar

**1d) Name and role of the officer/s completing the analysis**

Leo Alexander Nicholas, Senior Strategy Policy and Performance Officer

## **Section 2: Information about changes to services**

**2a) In brief please explain the savings proposals and the reasons for this change**

The council established a burial subsidy scheme which provides for a payment of £225 to be made to a person responsible for arranging the burial of a deceased Tower Hamlets resident at one of three specified cemeteries. The scheme compensated

residents for potential additional costs arising from the lack of any burial facility offered by the borough. Tower Hamlets has now leased a burial ground at Kemnal Park where it offers a subsidised burial facility to local residents. This has provided an opportunity to reconsider what financial support is provided to residents and to discontinue this additional subsidy as there is now alternative subsidised provision.

There are also other schemes in place to support those less well-off with burial costs, specifically the government's funeral payment scheme for people on certain benefits which helps with funeral costs, including the cost of burial fees and rights to burial in a particular plot, cremation fees and other related funeral expenses. These schemes will be promoted to our residents to ensure they are aware of them.

## **2b) What are the equality implications of your proposal?**

There are equality implications for the proposal. The new burial scheme offers Tower Hamlets residents a £360 subsidy which is greater than the £225 made available under the existing scheme. Additionally, the new burial ground at Kemnal Park offers multi faith burial sites and includes an area allocated to Muslim residents.

The services doesn't capture equalities data, however the new scheme, like the existing, is open to all residents who regardless of their protected characteristic.



### Section 3: Equality Impact Assessment

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.
Disability	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.
Gender	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.
Gender Reassignment	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.
Sexual Orientation	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.
Religion or Belief	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.

Age	Neutral	This saving will have no impact on this protected characteristic and will be superseded by a new burial subsidy scheme which will be open to all residents.
Socio-economic	Positive	The new burial scheme offers a larger subsidy for anybody who chooses to use the facilities.
Marriage and Civil Partnerships.	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Pregnancy and Maternity	Neutral	This saving will have no impact on our ability to address equality as there will be no reduction in the resources allocated.
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

# **Resources Savings 2016/17**

<b>OPP TITLE:</b>		<b>Downsizing of Contact Centre Management Team</b>						
<b>DIR:</b>	RES				REF: RES001/16-17			
<b>SERVICE:</b>	Customer Access				LEAD OFFICER: Keith Paulin			
<b>TEAM:</b>	Tower Hamlets Contact Centre				<b>THEMES:</b>	Lean: Downsizing Teams		
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
Flexible Retirement (Post number F030500003)	£ 48	£ 19	£ -	£ -	£ 19	N	No	No
FTE Reductions		0.4			0.4			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>Reductions in Tower Hamlets Contact Centre staffing as part of 15/16 savings have reduced the workload for the Contact Centre Management Team. One of the four Team Leaders has requested Flexible Retirement and a reduction in hours from 35 to 21. This was agreed by People Board on 12/8/15.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No	Staffng numbers including staff/manager ratios will be unaffected.						
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>		<b>Corporate Finance Staffing - process savings</b>						
<b>DIR:</b>		RES				REF: RES002/16-17		
<b>SERVICE:</b>		Finance and Procurement				LEAD OFFICER: Barry Scarr		
<b>TEAM:</b>		Central Accounting and Systems				<b>THEMES:</b>		Lean: Downsizing Teams
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 3,000	£ 100			£ 100	N	No	Yes
FTE Reductions		2			2			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>As the Systems Team has bedded in and process efficiencies are now being achieved, fewer staff are needed to deliver the service. The Team can cope with one less member of staff from 1 April onwards. Similarly the amalgamation of the Operations Team with the Central Accounting Team has created opportunities for efficiency and staff progression that will allow a member of staff to be released via voluntary redundancy.</p>								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>		<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>					
Does the change reduce resources available to address inequality?		No						
Does the change reduce resources available to support vulnerable residents?		No						
Does the change involve direct Impact on front line services?		No						
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?		No						
Does the change alter access to the service?		No						
Does the change involve revenue raising?		No						
Does the change involve a reduction or removal of income transfers to service users?		No						
Does the change affect who provides the service, i.e. outside organisations?		No						
Does the change involve local suppliers being affected?		No						
Does the change affect the Third Sector?		No						
Does the change affect Assets?		No						
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?		Yes	(staffing levels for those affected should be provided as well as equalities data)					
Does the change involve a redesign of the roles of staff?		Yes						

<b>OPP TITLE:</b>		<b>Partnership delivery of employment programmes</b>						
<b>DIR:</b>		RES			REF: RES003/16-17			
<b>SERVICE:</b>		HR and WD			LEAD OFFICER: Simon Kilbey			
<b>TEAM:</b>		Strategy			THEMES:		Delivering Differently	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 737	£ 150			£ 150	N	No	Yes
FTE Reductions	0				0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p>The central workforce to reflect the community budget is currently used to fund the following 4 entry level programmes which provide Tower Hamlets residents with training and work experience opportunities within the council.</p> <ol style="list-style-type: none"> <li>1. Leaving care traineeship (£41k for 10 people)</li> <li>2. Leaving care internship (£38k for 10 people)</li> <li>3. Pre-apprenticeship programme for disabled people (£75k for 20 people) and</li> <li>4. Corporately funded apprenticeship programme (£498k for 30 people).</li> </ol> <p>A further 20 apprenticeship placements are recruited and funded through directorate budgets (totalling £356k).</p> <p>Currently all trainees are paid through council budgets and all placements are within council departments. This proposal will develop a partnership arrangement with local private businesses and third sector organisations where trainees will spend part of their work placement within these organisations and costs will be shared. The saving would be generated from a reduction in the council's contribution to the total salary cost of each apprentice and will still allow us to continue to provide opportunities to the same number of participants each year.</p> <p>A number of recruitment agencies with current working arrangements with the council have already indicated that they would consider employing an apprentice through a partnership scheme. The council's key contractors would also be approached to discuss apprenticeship options along with schools and Tower Hamlets Homes. The proposal will be developed in conjunction with Skillsmatch and will include the local business forum and voluntary organisations to gain access to a wider network of local business and third sector groups.</p> <p>In addition to grants already offered to small businesses from the National Apprenticeship Service to support apprenticeship schemes, partner organisations will be supported through training resources already in place within the council. This should help to secure the buy-in of a number of local businesses and enable the development of the scheme as a partnership approach.</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
<p>The development of the future programme will be in conjunction with Skillsmatch, Jobcentre Plus and the Skills Funding Agency in order to maximise the level of external funding available in this area. Development will also need to take account of the Mayor's manifesto pledge to provide more local jobs and apprenticeships and to working with the City to create a Mayor's apprenticeship grant. Consideration will need to be given to the commitment to pay London Living Wage and a salary top up contribution may be required as part of the programme for the period of employment with partner organisations. This would require Legal and Finance consideration to ensure a robust model of programme delivery.</p>								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	Yes	The leaving care traineeship and internship and the pre-apprenticeship programme provide pre-employment support for vulnerable residents. These schemes would not be stopped, rather they would be updated to provide additional support and employment options within a range of sectors, increasing the skills, experience and opportunities of the participants.						
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							

Does the change involve revenue raising?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change affect who provides the service, i.e. outside organisations?	Yes	The programme would be delivered in partnership with local businesses and third sector organisations within the borough
Does the change involve local suppliers being affected?	No	
Does the change affect the Third Sector?	Yes	This would benefit the third sector as the programme would include work placement opportunities and apprenticeship schemes within this sector.
Does the change affect Assets?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	(staffing levels for those affected should be provided as well as equalities data)
Does the change involve a redesign of the roles of staff?	No	



# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Partnership Delivery of Employment Programmes

**1b) Service area**

Human Resources

**1c) Service manager**

Corinne Hargreaves

**1d) Name and role of the officer/s completing the analysis**

Corinne Hargreaves, Senior Manager, Strategy

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The central workforce to reflect the community budget is currently used to fund the following 4 entry level programmes which provide Tower Hamlets residents with training and work experience opportunities within the council.

1. Leaving care traineeship (£41k for 10 people)
2. Leaving care internship (£38k for 10 people)
3. Pre-apprenticeship programme for disabled people (£75k for 20 people) and
4. Corporately funded apprenticeship programme (£498k for 30 people).

A further 20 apprenticeship placements are recruited and funded through directorate budgets (totalling £356k).

Currently all trainees are paid through council budgets and all placements are within council departments. This proposal will develop a partnership arrangement with local private businesses and third sector organisations where trainees will spend part of their work placement within these organisations and costs will be shared. The saving would be generated from a reduction in the council's contribution to the total salary cost of each apprentice and will still allow us to continue to provide opportunities to the same number of participants each year.

A number of recruitment agencies with current working arrangements with the council have already indicated that they would consider employing an apprentice through a partnership scheme. The council's key contractors would also be approached to discuss apprenticeship options along with schools and Tower Hamlets Homes. The proposal will be developed in conjunction with Skillsmatch and will include the local business forum and voluntary organisations to gain access to a wider network of local business and third sector groups.

In addition to grants already offered to small businesses from the National Apprenticeship Service to support apprenticeship schemes, partner organisations will be supported through training resources already in place within the council. This should help to secure the buy-in of a number of local businesses and enable the development of the scheme as a partnership approach.

**2b) What are the equality implications of your proposal?**

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

In relation to the test of relevance questions, we know that this proposal will:

Change the resources available to support vulnerable residents  
Affect who will provide the service i.e. outside organisations  
Affect the third sector

The resources available to support vulnerable residents will not be reduced. The standard of training and support offered to participants of each employment programme will remain the same. Apprenticeships will be supported through a work placement with the council whilst completing the first stage of the training programme. Participants will also undertake a work placement with a local employer or third sector organisation. This will increase the level of skills and experience that participants will gain through the apprenticeship programme. This will also increase the opportunity for apprentices to gain permanent employment on completion of the programme. The Council workforce has reduced by c1000 people over the past 5 years and will need to reduce further over the coming years as budget reductions are implemented. This has reduced the ability for apprentices to secure employment with the council on completion of their training. The changes to the delivery model increases access to employment opportunities within several sectors, whilst providing experience and working knowledge of the public, private and third sectors.

The impact on the third sector and other organisations will be positive. Support will be provided to recruit and train an apprentice within these organisations in line with business needs. A salary supplement will be provided, where necessary, to top up the wage to the level at which the programme provides. This will enable those employers whom are only able to pay an apprenticeship the national apprenticeship rate to partake in the scheme.

Only 4 public and 5 staff responses were received on through consultation on this proposal. Most of the public responses and all of the staff responses identified that there are positive outcomes from this proposal.

As with all proposals, there is a risk that this could not be achieved if businesses do not engage with the programme. In this case the project would be reviewed and alternative options considered, for which the EA would need to be updated. It is likely that the savings proposal would be unachievable and that the existing programmes would continue.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

**There are no adverse impacts that have been identified from this proposal**

Target Groups What impact will the proposal have on specific groups of service users and staff?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Positive	Apprenticeships are open to all races. There is a higher proportion of Bangladeshi participants on apprenticeship schemes as the highest proportion of school leavers within the borough are Bangladeshi. The scheme will continue to engage the same number of participants each year, with the same entry requirements, whilst offering an enhanced programme.
Disability	Neutral	Apprenticeships are open to all abilities. The pre-apprenticeship programme, specifically aimed at young people with disabilities, will continue. This programme provides additional support to young people to enable them to apply for the

		apprenticeship scheme.
Gender	Neutral	Apprenticeships are open to all genders
Gender Reassignment	Neutral	Apprenticeships are open to all gender assignments
Sexual Orientation	Neutral	Apprenticeships are open to all sexual orientations
Religion or Belief	Neutral	Apprenticeships are open to all religions
Age	Positive	Apprenticeship schemes are open to 18-24 year olds. This will have a neutral impact as the scheme will continue to engage the same number of participants each year, with the same entry requirements, whilst offering an enhanced programme.
Socio-economic	Neutral	
Marriage and Civil Partnerships.	Neutral	
Pregnancy and Maternity	Neutral	
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

The actual impact of these changes will be reviewed following completion of the first cohort of apprentices under the new scheme (Summer 2017). This will be evaluated by assessing the number of people who achieve their qualification and the outcome rate (number of people who secure employment or Level 3 training) against the current programme.

OPP TITLE:		Benefits Service Assessment						
DIR:	RES	REF: RES004/16-17						
SERVICE:	Benefits Service	LEAD OFFICER: Steve Hill						
TEAM:	Benefits - Assessment	THEMES:		Lean: Downsizing Teams				
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
	£ 30	£ 30			£ 30	N	No	No
FTE Reductions	1	1			1			
DETAILS OF SAVINGS OPPORTUNITY								
Reduction of one Senior Benefits Assessment Officer through voluntary redundancy with the workload picked up by utilising our existing Benefits Resilience Framework contract.								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
There should be no impact on the workload of other members of the team as the work will be delivered through the benefits resilience framework contract.								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?								
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	Yes	(staffing levels for those affected should be provided as well as equalities data)						
Does the change involve a redesign of the roles of staff?	No							

<b>OPP TITLE:</b>		<b>ICT reduction through down-sizing of user base</b>						
<b>DIR:</b>	RES	REF: RES005/16-17					LEAD OFFICER: LEAD OFFICER: Sean Green	
<b>SERVICE:</b>	ICT						Better contract supplier management	
<b>TEAM:</b>	ICT	THEMES:					Better contract supplier management	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 9,600	£ 150			£ 150	N	No	No
FTE Reductions					0			
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
<p><b>Agilisys charge reduction through down-sizing of user base support.</b>  The Operational Service Agreement with Agilisys defined the number of ICT users covered by the annual support charges. The baseline number of users started at 5,250 in 2012. Our current ICT users number 4,482 (as at June 2015). The above sum of £150 k p.a. reduction is in addition to that already achieved in 15/16 (£21k p.a.).</p>								
<b>IMPLICATIONS TO CONSIDER</b> including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
This level of savings is deliverable as long as LBTH maintains current staff levels (or lower).								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>	<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	No							
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?	No	It is based on staff reductions already achieved in LBTH and if these are maintained as described above.						
Does the change involve a redesign of the roles of staff?	No							



OPP TITLE:		Better recovery of Court Costs						
DIR:	RES					REF: RES006/16-17		
SERVICE:	Revenue Services					LEAD OFFICER: Roger Jones		
TEAM:	Revenue Services					THEMES:	Income Optimisation	
SAVINGS OPPORTUNITY	BASE BUDGET £000	Net Savings 16/17 £000	Net Savings 17/18 £000	Net Savings 18/19 £000	Total Saving	Invest to Save 15/16	Start before Sep 2015	Is an EA Req?
	£ 956	£ 50			£ 50	N	No	Yes
FTE Reductions					0			
DETAILS OF SAVINGS OPPORTUNITY								
<p>The increase in income from court costs is a result of better collection. The court costs actual income has exceeded budgeted levels for 2015/16 due to better collection and increased volume.</p> <p>This is a budget adjustment rather than an increase in costs applied and the 2016/17 budget is being increased to reflect this.</p> <p>Court costs are payable by all council tax payers and ratepayers where payment has not been made as requested and the account has progressed through the enforcement process.</p> <p>The local council tax support scheme in place already protects vulnerable taxpayers who receive up to a 100% local discount. These cases will not be affected by the improved collection of court costs.</p>								
IMPLICATIONS TO CONSIDER								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No Further implications to consider.								
EQUALITIES SCREENING								
TRIGGER QUESTIONS	YES/NO	IF YES - please provide further details on how this impacts on each equalities groups						
Does the change reduce resources available to address inequality?	No							
Does the change reduce resources available to support vulnerable residents?	No							
Does the change involve direct Impact on front line services?	No							
CHANGES TO A SERVICE								
Does the change alter who is eligible for the service?	No							
Does the change alter access to the service?	No							
Does the change involve revenue raising?	Yes	The amount of costs collected in year is increasing						
Does the change involve a reduction or removal of income transfers to service users?	No							
Does the change affect who provides the service, i.e. outside organisations?	No							
Does the change involve local suppliers being affected?	No							
Does the change affect the Third Sector?	No							
Does the change affect Assets?	No							
CHANGES TO STAFFING								
Does the change involve a reduction in staff?	No	(staffing levels for those affected should be provided as well as equalities data)						
Does the change involve a redesign of the roles of staff?	No							

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Better recovery of court costs

**1b) Service area**

Revenue Services

**1c) Service manager**

Roger Jones

**1d) Name and role of the officer/s completing the analysis**

Roger Jones

Head of Revenue Services

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

The increase in income from court costs is a result of better collection. The court costs actual income has exceeded budgeted levels for 2015/16 due to better collection and increased volume.

This is a budget adjustment rather than an increase in costs applied and the 2016/17 budget is being increased to reflect additional income in the region of £50K

Court costs are payable by all council tax payers and ratepayers where payment has not been made as requested and the account has progressed through the enforcement process.

The local council tax support scheme in place already protects vulnerable taxpayers who receive up to a 100% local discount. These cases will not be affected by the improved collection of court costs.

### 2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

Please go back to each of the test of relevance questions and **using evidence** please provide a more detailed analysis of the equality impact of your proposal.

There is currently no equalities data available on residents receiving a courts summons. The improved collection of court costs will affect all taxpayers equally who default on their payments and progress through the enforcement process. This is an automated process and will follow a clearly defined statutory process.

The council also has a legal duty to carry out consultation with service users and employees as part of developing its programme to deliver significant savings, which are set out in the Medium Term Financial Plan. This took place as part of the Your Borough Your Voice campaign in October and November 2015. This savings opportunity was included as part of the consultation and in total

three people responded to questions relating to the proposed recovery of Court Costs. Two of the three responses were all supportive of the proposal, positive outcomes included saving money. Negative responses included even more of a financial burden on those who are having to pay court costs.

There is clear guidance on dealing with Vulnerability in the Council's Corporate Debt Recovery Policy and there is always opportunity to negotiate with the taxpayer on the level of costs charged, where it can be demonstrated that it would be unreasonable to charge the full level of costs.

The consultation also raised the potential of changing the enforcement process. The collection of Council Tax, however, is governed by a statutory process by which all local authorities must operate. There is very limited scope to make any changes without legislative amendments.

There is however, a current government consultation on Improving efficiency of council tax collection particularly around the data sharing gateway which currently exists between HMRC and local authorities. This would enable the council to make direct deductions from salaries on predefined levels of income without the addition of any further fees or charges to the taxpayer. This would mean that debtors could spread the cost of paying arrears and would not have high levels of fees added that currently are being imposed by Enforcement Agents in the collection and enforcement process.

### Section 3: Equality Impact Assessment

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Disability	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.

Gender	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Gender Reassignment	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Sexual Orientation	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Religion or Belief	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Age	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Socio-economic	Possibility of Adverse Effect	The Council operates a Local Council Tax Reduction Scheme which is a means tested discount operating in the same way as Council Tax benefit. Up to 100% discount can be awarded and currently the total award is £28m to council tax payers on low income. At annual billing this year there were 24,661 cases receiving 100% discount and 10,569 receiving partial discount.
Marriage and Civil Partnerships.	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.

Pregnancy and Maternity	Possibility of Adverse Effect	Court Costs will be payable by all Council Tax Payers and Ratepayers where payment has not been made as requested and the accounts has progressed through the enforcement process. The Civica Open Revenues System does not hold equalities data but this change will affect all local taxpayers equally and will progress in accordance with the statutory process.
Other		

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
<b>Increase the level of debt to the taxpayer</b>	There is clear guidance on dealing with Vulnerability in the Council's Corporate Debt Recovery Policy and there is always opportunity to negotiate with the taxpayer on the level of costs charged, where it can be demonstrated that it would be unreasonable to charge the full level of costs.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

The level and number of cases progressing through the enforcement process is monitored every year. Although we cannot hold equalities data on the Civica Open Revenues system, we are currently in consultation with Central Government on the proposal to extend data sharing powers with HMRC. This will help significantly with the collection process and help avoid imposing high levels of fees and charges through the use of alternative collection techniques.



<b>OPP TITLE:</b>		<b>Housing Benefit Overpayment Recovery</b>						
<b>DIR:</b>		RES			REF: RES007/16-17			
<b>SERVICE:</b>		Benefits Service			LEAD OFFICER: Steve Hill			
<b>TEAM:</b>		Housing Benefits			<b>THEMES:</b>		Income Optimisation	
<b>SAVINGS OPPORTUNITY</b>	<b>BASE BUDGET £000</b>	<b>Net Savings 16/17 £000</b>	<b>Net Savings 17/18 £000</b>	<b>Net Savings 18/19 £000</b>	<b>Total Saving</b>	<b>Invest to Save 15/16</b>	<b>Start before Sep 2015</b>	<b>Is an EA Req?</b>
	£ 1,512	£ 126			£ 126	<b>N</b>	No	Yes
FTE Reductions								
<b>DETAILS OF SAVINGS OPPORTUNITY</b>								
Improved processes within the council mean that recovery of housing benefits overpayments is being carried out more effectively.								
Residents that have been overpaid have a legal duty to pay back any overpayments. This will not affect their statutory entitlements. Repayment plans will take into consideration their ability to repay and there should be no adverse impact on vulnerable residents.								
This will allow the council to reduce its level of bad debt provision and a review is being carried out to ascertain the correct level of provision required.								
It is anticipated that through better recovery and a reduction in bad debt provision a minimum saving of £126,000 is achievable. The review will confirm whether additional amounts can be realised.								
<b>IMPLICATIONS TO CONSIDER</b>								
including Risks, Audit, Financial, Communications, Legal, HR, Strategy, Procurement, ICT								
No further implications to consider.								
<b>EQUALITIES SCREENING</b>								
<b>TRIGGER QUESTIONS</b>		<b>YES/NO</b>	<b>IF YES - please provide further details on how this impacts on each equalities groups</b>					
Does the change reduce resources available to address inequality?		No						
Does the change reduce resources available to support vulnerable residents?		No						
Does the change involve direct impact on front line services?		No						
<b>CHANGES TO A SERVICE</b>								
Does the change alter who is eligible for the service?		No						
Does the change alter access to the service?		No						
Does the change involve revenue raising?		No						
Does the change involve a reduction or removal of income transfers to service users?		No						
Does the change affect who provides the service, i.e. outside organisations?		No						
Does the change involve local suppliers being affected?		No						
Does the change affect the Third Sector?		No						
Does the change affect Assets?		No						
<b>CHANGES TO STAFFING</b>								
Does the change involve a reduction in staff?		No						
Does the change involve a redesign of the roles of staff?		No						

# **Budget Savings Proposals** **Full Equality Analysis**

## **Section 1: General Information**

**1a) Name of the savings proposal**

Housing Benefit Over Payment Recovery

**1b) Service area**

Housing Benefits Service

**1c) Service manager**

Steve Hill

**1d) Name and role of the officer/s completing the analysis**

Ekbal Hussain – Finance Business Partner

## Section 2: Information about changes to services

### 2a) In brief please explain the savings proposals and the reasons for this change

Improved processes within the council mean that recovery of housing benefits overpayments is being carried out more effectively.

Residents that have been overpaid have a legal duty to pay back any overpayments. This will not affect their statutory entitlements. Repayment plans will take into consideration their ability to repay and there should be no adverse impact on vulnerable residents.

The saving will be achieved by reducing levels of bad debt provision and a review is being carried out to ascertain the correct level of provision required.

It is anticipated that through better recovery and a reduction in bad debt provision a minimum saving of £126,000 is achievable. The review will confirm whether additional amounts can be realised.

### 2b) What are the equality implications of your proposal?

All savings proposals have been screened for equalities relevance using the test of relevance questionnaire attached (Appendix A).

*The change will not:*

*Reduce the level of resources available to address inequality*

*Alter or change access to the service*

*Does not involve revenue raising by levying additional charges*

*Change who is eligible for a service*

*Change the provider of this service*

The council has a legal duty to carry out consultation with service users and employees as part of developing its programme to deliver significant savings, which are set out in the Medium Term Financial Plan. This took place as part of the Your Borough Your Voice campaign in October and November 2015. This savings opportunity was included as part of the consultation and in total sixteen people responded to questions relating to the proposed Housing Benefit Over Payment Recovery. 75% of the respondents

thought that there would not be a negative impact. Positive outcomes included saving money, holding people to account and using the process as a preventative measure to others. Negative responses included it is not peoples fault they have been overpaid and will face more hardship and increased level of debt.

Residents that have been overpaid have a legal duty to pay back any overpayments. This will not affect their statutory entitlements. Repayment plans will take into consideration their ability to repay and there should be no adverse impact on vulnerable residents.

### **Section 3: Equality Impact Assessment**

With reference to the analysis above, for each of the equality strands in the table below please record and evidence your conclusions around equality impact in relation to the savings proposal.

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact. This analysis will inform the decision making process

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

<b>Target Groups</b> What impact will the proposal have on specific groups of service users and staff?	<b>Impact – Positive or Adverse</b>	<b>Reason(s)</b> <ul style="list-style-type: none"> <li>• Please add a narrative to justify your claims around impacts and,</li> <li>• Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making</li> </ul>
Race	No Impact	The change that will release savings through budgetary adjustment as a consequence of improvements already made to our recovery processes.
Disability	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Gender	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Gender Reassignment	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Sexual Orientation	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Religion or Belief	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Age	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Socio-economic	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Marriage and	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of

Civil Partnerships.		improvements already made to our recovery processes.
Pregnancy and Maternity	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.
Other	No Impact	The change that will release savings is in effect a budgetary adjustment as a consequence of improvements already made to our recovery processes.

#### Section 4: Equality Impact Assessment Action Plan

Please list in the table below any adverse impact identified and, where appropriate, steps that could be taken to mitigate this impact.

If you consider it likely that your proposal will have an adverse impact on a particular group (s) and you cannot identify steps which would mitigate or reduce this impact, you will need to demonstrate that you have considered at least one alternative way of delivering the change which has less of an adverse impact.

Adverse impact	Please describe the actions that will be taken to mitigate this impact
N/A	N/A

If an adverse impact cannot be mitigated please describe an alternative option, its costs and the equality impact.

#### Section 5: Future Review and Monitoring

Please explain how and when the actual equality impact of these changes will be reviewed and monitored.

Will be reviewed as part of monitoring the levels of overpayments and future recovery rates.

# **Appendix 5**

# **Reserves and Balances**



## RESERVES AND BALANCES

### General Reserves

- 1.1 Local authorities are legally required to set a balanced budget and the chief finance officer has responsibility to report should serious problems arise (including in relation to the adequacy of reserves).
- 1.2 Under provisions introduced by the Local Government Act 2003, the level and use of reserves must be formally determined by the Council, informed by the judgement and advice of the chief finance officer. When calculating the budget requirement, the chief finance officer must report to Members on the adequacy of reserves. There are also now reserve powers for the Secretary of State to set a minimum level of reserves. External auditors are responsible for reviewing and reporting on financial standing but are not responsible for recommending a minimum level of reserves.
- 1.3 The Council needs to consider the establishment and maintenance of reserves as an integral part of its medium term financial planning. Reserves are held for three main purposes:
  - As a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of a general reserve.
  - As a contingency to cushion the impact of unexpected events or emergencies, including budget overspends – this also forms part of a general reserve.
  - To hold funds for specific purposes or to meet known or predicted liabilities – these are generally known as earmarked reserves. Schools' balances and insurance reserves are examples of these.
- 1.4 In order to assess the adequacy of general reserves, account needs to be taken of the strategic, operational and financial risks facing the authority. The level of general reserves is also just one of several related decisions in the formation of a medium term financial strategy and the budget for a particular year. Factors affecting judgements about reserves include the key financial assumptions underpinning the budget and an assessment of the Council's financial health, including:-
  - Overall financial standing (level of borrowing, Council Tax collection rates, auditors' judgements, etc.)
  - The track record in budget management.
  - Capacity to manage in-year budget pressures and savings.
  - The strength of financial information and reporting arrangements.
  - The external financial outlook.
- 1.5 There is, therefore, no 'correct' level of reserves. Furthermore, a particular level of reserves is not a reliable guide to the Council's financial health. It is quite possible for reserves to increase but for financial health to deteriorate, if for example, the authority's risk profile has changed. As a general rule of thumb, however, reserves need to be higher as financial risk increases, and may be allowed to become lower if risk reduces.

## RESERVES AND BALANCES

- 1.6 Financial reserves also have an important part to play in the overall management of risk. Councils with adequate reserves and sound financial health can embark on more innovative programmes or approaches to service delivery, knowing that if the associated risks do materialise the Council has sufficient financial capacity to manage the impact. Conversely, Councils with inadequate reserves can either find it more difficult to introduce change, or in extreme cases can be forced to develop very high-risk service strategies simply in order to restore their financial health.
- 1.7 Despite a challenging savings programme in the current financial year, the authority is currently projecting to keep net expenditure within budget without the use of general fund reserves. As a consequence general reserves are projected to stand at £63.616m as at 31<sup>st</sup> March 2016. This represents a significant endorsement of the organisation's financial management arrangements.
- 1.8 This is further demonstrated through the on-going evaluation of the financial risks facing the Council and which is summarised in the attached Appendix 5.2. This shows that the medium to high risk financial pressures over and above those already built into the MTFP by way of specific budget provisions, require the Council to maintain general reserves at between £20m and £42.6m, with a recommended minimum level (representing a medium risk profile) of £20m.
- 1.9 As shown in Appendix 5.3, in order to smooth the impact of government grant reductions reserves will be utilised over the 4 year period 2016/17 to 2019/20. Over this period reserves will not fall below the range between 5% and 7.5% of the Council's gross expenditure (excluding schools and housing benefits) but will be higher than this to ensure there is sufficient room to manage risks.
- 1.10 Appendix 5.2 shows the movement in profile of risks since this time last year. The risk profile is broadly the same as last year although there is slightly more risk attributed to potential changes in economic conditions going forward. The Office for Budget Responsibility forecasts that public finances will be almost £27bn higher over the parliament than expected and this has allowed the government to deliver a more optimistic Autumn Statement and a slightly better than expected provisional settlement for Local Government. While the quantum of savings for the Council has not significantly changed, the period over which it needs to be delivered has been extended by an additional year. This position will need to be kept under constant review as any changes to the economic growth forecasts could quickly sharpen the impact on local government.
- 1.11 The Council is continuing to undertake a substantial change programme to deliver the savings required over the next four years. This will involve major remodelling of services, which will have up-front costs that the Council will need to control, and improvement projects will need to be delivered on time to avoid cost overruns and a shortfall in savings required to balance the budgets. These factors reinforce the need to maintain a solid financial position and earmarked resources be set aside to manage the risks involved.

## RESERVES AND BALANCES

1.12 Despite the forecast improvement to public finances, the Economic risk continues, manifesting itself primarily in low interest rates (which restrict the Council income from investments) and the possibility of low inflation. This has a number of potential effects for the Council;

- Lower than projected levels of inflation
- Lower than expected business rates
- A general reduction in debt recovery levels
- Lower than planned investment income
- Further reductions in Third Party Funding
- Further reductions in grant income
- Reductions in the level of income generated through fees and charges
- Increase in fraud

All of these factors have been taken into account in setting the level of reserves for 2016/17 and the medium term.

### Opportunity Costs

1.13 When a decision is made to set resources aside against risks, it is important to consider the opportunities that are foregone and to balance this against the risk. The allocation of resources to reserves temporarily denies the authority the opportunity to spend this money. It is therefore important that reserves are held at a level that takes account of risks and that the reserves strategy is neither reckless nor risk averse. However, the ability to set money aside in reserves allows the authority to plan with more certainty and thus to take more short term risks than it would do if, for example, it had no balances or reserves to fall back on. There is also a risk that if insufficient reserves are carried to ride out unforeseen circumstances, the Council may be forced into urgent action to deliver savings which is more likely to have an impact on front-line services and incur additional costs.

### Insurance Reserve

1.14 The Financial Outlook and Review identified continuing pressure on insurance costs to meet both higher numbers of claims payments and higher external insurance premiums. The Council self-insures a substantial proportion of its insurable risks and an external actuarial review of the level of internal insurance reserves is commissioned at regular intervals.

1.15 Contributions to the insurance reserve are made by all Directorates from their budgets based on their relative size, risk profile, and level of claims, representing the equivalent of a 'premium'.

1.16 The value of the Council's insurance reserve is projected to be £23.1m as at 31<sup>st</sup> March 2016. Following a review of the level of claims and existing potential liabilities, the level of contributions has been increased by £2.2m compared to last year.

## RESERVES AND BALANCES

### Improvement and Efficiency Reserves

- 1.17 The costs of implementing the Council's programme of efficiencies and improvements to deliver the substantial level of savings required will in itself be considerable. The Council has planned well and has established reserves to fund the necessary changes. Although the total cost, at this stage, cannot be determined with any certainty it is not anticipated that it will be more than £9m over the next three years.
- 1.18 Costs may include, for example;
- investment in new technologies; and
  - cost of buying the Council out of existing contracts with suppliers.
- 1.19 The level of the reserve will be kept under review but, at this stage, it is not anticipated that further contributions will be required over the remainder of the planning period.
- 1.20 In addition to the Improvement & Efficiency Reserve the Council retains a **Severance Reserve** projected to have a balance of £11m as at 31<sup>st</sup> March 2016.

### Parking Control Account

- 1.21 The Parking Control Account (PCA) is ringfenced. The surplus can only be used for reinvestment within the service and for highways and transport initiatives. Tower Hamlets uses the surplus for a variety of measures relating to street works and transportation including to part fund the cost of the concessionary fares scheme which forms part of the Communities, Localities and Culture Directorate budget.

### Schools' Reserves

- 1.22 Schools' reserves represent unapplied revenue resources accumulated by schools with delegated spending authority. These totalled £34.0m at 31<sup>st</sup> March 2016. Schools' reserves are technically earmarked reserves of the Council but are controlled by schools and are not available to the Council for other purposes.

### Capital Programme

- 1.25. The Council receives monies under agreements entered into under Section 106 of the Town and Country Planning Act 1990. These agreements specify the purposes to which the monies can be applied. Unapplied sums are held in reserve until such time as they are applied.

### Other Corporate and Service Specific Earmarked Reserves

- 1.27 A number of earmarked reserves are held to meet specific service objectives or fund potential liabilities which do not qualify as provisions for accounting

## RESERVES AND BALANCES

purposes. These are shown in the summary attached as Appendix 5.3. The principal ones provide for:-

- Balances of government grants which have been allocated for particular purposes but are being spent over more than one year.
- The carry-over of budgetary underspends from one financial year to the next.

Use of these reserves is subject to specific Cabinet approval. The nature of these reserves means they are not generally available to support the Council's medium term financial strategy.

Risks	Budget Exposure	2016/17 Onwards	
		Medium Risk	High Risk
	£m	£m	£m
<b>General Economic Climate</b>			
Inflation	268		
Debt recovery	226		
Tax base	194		
Interest rates	5		
Fees and charges	30		
Grant funding (exc. ring fenced grants)	93		
Fraud	n/a		
		8.8	17.9
<b>Service Demand (inc. ring fenced grants)</b>			
Children's Services	150		
Adult Services	100		
Demographics	100		
Welfare Reform	n/a		
Public Health transfer	36		
		7.0	16.5
<b>Savings programme</b>			
Slippage and non-achievement of savings	17		
Cost of implementation	11		
		2.7	6.2
<b>Unidentified risks</b>	n/a	3.0	5.0
Risk and contingency provisions		-1.5	-3.0
<b>TOTAL RISK EVALUATION</b>		<b>20.0</b>	<b>42.6</b>

**Projected Movement in Reserves April 2015 to March 2020**

**Appendix 5.3**

	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/03/2019	31/03/2020
	£m	£m	£m	£m	£m	£m
<b>General Fund Reserve</b>	71.4	63.6	39.5	37.7	36.8	36.1
<b>Earmarked Reserves</b>						
<b>Corporate</b>						
Improvement & Efficiency	16.9	16.4	13.0	11.9	11.5	11.5
Severance	15.0	11.0	9.0	9.0	9.0	9.0
Finance Systems	2.5	2.2	1.7	1.0	0.5	0.5
ICT Refresh	1.5	1.1	0.8	0.4	0.0	0.0
Olympics	0.7	0.0	0.0	0.0	0.0	0.0
Children's Services Grants Management Reserve	1.3	1.3	1.3	1.3	1.3	1.3
Employment and other Corporate Initiatives	13.8	7.6	5.6	5.3	4.9	4.9
Other	3.5	1.2	1.2	1.2	1.2	1.2
<b>Service Specific</b>						
Adults' Service - Other	1.9	0.8	0.8	0.8	0.8	0.8
Childrens' Service - Other	2.2	0.1	0.0	0.0	0.0	0.0
Communities, Localities and Culture (CLC)	1.8	0.9	0.2	0.2	0.2	0.2
Development & Renewal (D & R) - Other	4.6	4.0	3.3	2.4	1.4	1.4
Homelessness - D & R	2.2	1.5	1.1	0.7	0.4	0.4
Law Probity & Governance (LPG) and Resources	0.6	0.6	0.6	0.5	0.5	0.5
Parking Control - (CLC)	1.9	1.9	1.9	1.9	1.9	1.9
<b>Revenue Reserves, Other</b>						
Insurance	23.1	23.1	23.1	23.1	23.1	23.1
Schools	36.0	34.0	32.0	30.0	28.0	28.0
Early Intervention	2.5	1.5	1.0	0.5	0.0	0.0
Housing Revenue Account	21.1	21.1	21.1	21.1	21.1	21.1
<b>Capital</b>	24.6	13.5	5.2	5.0	4.8	4.8
	<b>249.1</b>	<b>207.4</b>	<b>162.4</b>	<b>154.0</b>	<b>147.4</b>	<b>146.7</b>

# **Appendix 6**

## **Schools**



# SCHOOLS BUDGET 2015/16 and 2016/17

## INTRODUCTION

The text from this appendix is drawn from two reports which went to Schools Forum on 9<sup>th</sup> December 2015, amended to take account of their decisions.

Schools Forum decided that:

- a) It supported the 2016/17 budget setting process and principles.
- b) It supported the Local Authority (LA) plans for the deployment of any additional “headroom” available within the final dedicated schools grant (DSG) settlement for 2016/17.
- c) It supported the option proposed relating to the capping of gains within the local funding formula.
- d) It agreed to discuss with their wider sector stakeholders (primary and secondary only) the issue of de-delegation in 2016/17. (Appendix 6.2).
- e) It agreed the LA approach to Central Statutory services provided by the LA.
- f) It re-confirmed the current arrangements with Schools Forum members relating to centrally retained funds for any planned basic need growth in mainstream and academies. (Appendix 6.2).

Further decisions on the Schools Budget for 2016/17 will be taken at their next meeting on 20<sup>th</sup> January 2016.

### Text from Schools Budget 2015/16 Budget Update Report to Schools Forum

1.1. Schools Forum agreed the original budget for 2015/16 at the meeting in March 2015, this budget was based on estimated projections for final allocations in relation to 2 year old funding. The DfE confirmed the final allocation in July 2015 along with other small adjustments, these were presented and agreed by Schools Forum at the meeting in September 2015, **Table 1** represents the updated Budget for 2015/16.

**Table 1: Summary of Schools Budget 2015/16**

Component (all figures £'000s)	Revised DSG for 2015/16
1.0 ISB	270,784
1.1 De-delegated items	1,901
1.2 High Needs	38,712
1.3 Early Years	29,835
1.4 Central Provision	7,143
<b>Total Schools Budget</b>	<b>348,375</b>
1.7.1 DSG	-295,890
1.7.1 DSG 2 Year Old Estimate	-1,656
1.7.2 DSG b/f	-6,480
1.7.3 EFA Grants	-18,506

Component (all figures £'000s)	Revised DSG for 2015/16
1.7.4 Local Authority Contribution	-3,818
1.7.5 Academy Recoupment	-22,025
Total funding for Schools Budget	<b>-348,375</b>
<b>Unallocated DSG</b>	<b>-1,698</b>

1.2. **Table 2** includes the latest budget monitoring position for 2015/16, this identifies that there is expected to be an underspend of £1.597m arising mainly from projected underspends in early years, central provision and de-delegated budgets, there is an overspend predicted presently in high needs pupils budgets. The forecast underspend means that a potential carry forward of £3.295m is currently predicted at the end of the year, this includes unallocated DSG in 2015/16 of £1.698m. The forecast underspend has decreased by £300k from the figure reported to the forum in September, some more detail on the overall variance is provided below.

**Table 2: 2015/16 Budget monitoring position**

Component	Updated Schools Budget 2015/16 £'000	Forecast spend 2015/16 £'000	Forecast variance £'000
Individual Schools Budgets	270,784	270,784	
De-delegated items	1,901	1,510	-391
High Needs Budget	38,712	40,286	1,574
Early Years Budget	29,835	27,206	-2,629
Central Provision	7,143	6,992	-151
<b>Total</b>	<b>348,375</b>	<b>346,778</b>	<b>-1,597</b>
<b>Funded from</b>			
DSG	-297,546	-297,546	
DSG b/f	-6,480	-6,480	
EFA Post 16 Grant	-18,506	-18,506	
Local Authority Contribution	-3,818	-3,818	
EFA Recoupment (for Academies)	-22,025	-22,025	
<b>Total funding</b>	<b>-348,375</b>	<b>-348,375</b>	
<b>Net Forecast Position</b>		<b>-1,597</b>	<b>-1,597</b>
<b>Unallocated DSG 2015/16</b>	<b>1,698</b>		
<b>Potential c/f</b>	<b>3,295</b>		

## **2. INDIVIDUAL SCHOOLS BUDGETS**

2.1. There are currently no variances forecast for the ISB budget.

## **3. HIGH NEEDS**

3.1. There is currently a forecast overspend of £1.574m within High Needs mainly due to pressures which are expected for SEN support in the independent sector, there is a steady rise in the number of pupils with SEN needs and with statements or plans specifically. The number of pupils with more complex needs is increasing in parallel. Pupils with the most complex difficulties (often involving residential and medical provision) have needs which are unable to be met at maintained provision or academies and need to be placed with independent providers, the costs of the placements can often be in excess of £250k per pupil per year. The current projection is that the expenditure is likely to be around £1.4m more than the current budget provision.

3.2. Alternative Provision (AP) is also forecast to overspend by circa £160k, The current demand in AP is higher than anticipated in both numbers and the length of stay.

## **4. EARLY YEARS**

4.1. The DSG block for Early Years will fluctuate during 2015/16, based on actual numbers of pupils on roll at termly censuses. Allocations for 2, 3 and 4 year olds will be made to individual settings (nursery schools, primary schools and private, voluntary and independent settings) on the basis of the numbers on roll in each termly census, too.

4.2. There is an overall underspend in Early Years of £2.629m which is a combination of a projected underspend of a revenue contribution to capital of £2m (on a budget of £2.5m) and underspends in other areas of the division including staffing and LA Day Nurseries.

## **5. CENTRAL PROVISION**

5.1. Central Provision includes those services that Schools Forum have agreed should be funded through DSG as Combined Services, as well as Admissions and Premature Retirement among others. It also includes the Pupil Growth fund which applies to all academies and maintained schools where planned / emergency expansions of admission numbers have been necessary. Most of this is usually committed after the October 2014 pupil census.

5.2. There is currently an underspend of £0.151m predicted across a number of areas within Central Provision.

## **6. DE-DELEGATED ITEMS**

- 6.1 An underspend of £0.391m is predicted for the contingencies budget within de-delegated items. This may change during the course of the year as more demands are placed on the budget.
- 6.2 In May when the new single-party government was formed the Secretary of State for Education very quickly indicated that there would be further change in school structures and accountability. Tower Hamlets Schools and the Council are currently undertaking work to explore options and structures to maintain partnership working in light of the current Education Bill which has been put before parliament.
- 6.3 In September Schools Forum were asked to note that £45k has currently been earmarked for consultancy resource (under the direction of the schools steering group) to undertake work in support of this workstream within the de-delegated contingency budget. This represents approximately 3 months of full-time consultancy cost, the LA will notify Schools forum if a request is made by the School Steering group for increased support which will lead to costs beyond £45k being incurred.

## **Text taken from Schools Budget Outline 2016/17 Report**

### **1. Purpose of the Report**

- 1.1. To provide Schools Forum members with details of the 2016/17 budget setting process and the principles which will be adhered to.
- 1.2. To outline the Local Authority (LA) plans for the deployment of any additional "headroom" available within the final Dedicated Schools Grant (DSG) settlement for 2016/17.
- 1.3. To outline the construction of the 2016/17 Schools Budget.
- 1.4. To discuss and determine with Schools Forum members the options available relating to the capping of gains within the local funding formula.
- 1.5. To request that Schools Forum members (primary and secondary only) discuss with their wider sector stakeholders the issue of de-delegation in 2016/17.
- 1.6. To provide Schools Forum members with detail of the Central Statutory services provided by the LA.
- 1.7. To re-confirm the current arrangements with Schools Forum members relating to centrally retained funds for any planned basic need growth in mainstream and academies.

### **2. Background**

- 2.1. The DSG funding allocation to all local authorities will be released in December 2015, in the main this will be based on the October 2015 pupil/school census data, it will continue to be allocated in three notional blocks (i.e. Schools, Early Years and High Needs)
- 2.2. The funding relating to the two year old offer will also be provided within the DSG funding framework on an estimated basis. The actual allocation is now established on 5/12ths January 2016 data and 7/12ths January 2017 pupil count data.
- 2.3. All DSG Funding (including the two year old offer) must be deployed on schools and/or pupils in accordance with the Schools Finance Regulations, 2014.

### **3. 2016/17 BUDGET**

- 3.1. The DSG funding allocated by central government will continue to be provided on a 0% cash settlement basis, therefore requiring all local authorities to meet any local cost pressures (i.e. inflationary costs, incremental salary drift, increase in pension's costs and local growth needs pressures etc.) by identifying equal cashable savings or efficiency within local systems/processes.
- 3.2. All school budgets will continue to be allocated via the agreed local funding formula, the LA is required by statute to ensure no school receives a reduction greater than -1.5% per pupil as governed by the minimum funding guarantee (MFG) system. To ensure the overall cost of applying the MFG is affordable within the final DSG settlement, the LA is permitted to apply a "capping" to any school gaining through the local funding model (see section 6 below for further details).
- 3.3. The LA will set and determine the final 2016/17 Schools Budget financed by the DSG provided by central government (supported by any appropriate post-16 EFA funding) in accordance with the LA's corporate timeframe and budget setting principles, including:
  - Staffing establishment updated as per current listing/known future movement and based on current pay grade with allowance for known incremental salary drift and any national pay award;
  - Non-staffing costs based on current 2014/15 baseline position (i.e. 0% inflation);
  - Identified and approved cost pressures to be prioritised accordingly and financed by equal identifiable cost savings and/or service efficiencies where possible.
- 3.4. The LA reserves the right to transfer any funding between the three notional blocks where identified, for example where approved cost pressures cannot be met by savings and/or efficiencies or transfer of funds from reserves / unallocated amounts.

## 4. HEADROOM

- 4.1. The process of allocating the DSG funding to local authorities via the notional three blocks provides a system that is in the main most reflective of pupil population change, (i.e. guaranteed unit value of funding (GUF) multiplied by the pupil count figure taken from the appropriate school census data).
- 4.2. The LA currently adopts a key budget principle (see above) of rolling forward the previous year baseline position and adjusting according to identified cost pressures and/or savings (rather than implementing a zero based approach each year).
- 4.3. Upon receipt of the final 2016/17 DSG settlement, the LA will continue to assess priorities, review resource levels and construct the 2016/17 Schools Budget based on the latest information and requirements.
- 4.4. Any remaining funds available after the completion of the above exercise are referred to as "Headroom". The LA is currently proposing to allocate any available headroom monies to the following areas, these are listed in priority order:
  - Remove/Reduce the requirement to deploy DSG reserves to set a balanced budget;
  - Meet any re-occurring or emerging cost pressures within the High Needs block;
  - To consider Joint partnership arrangements and sharing the costs of High Needs services currently paid for by the council;
  - Increase the level of funding allocated via the schools local funding formula.

Schools Forum members are requested to offer any comments in relation to the above plans for deployment of available headroom monies.

NB: It should be noted that if the final DSG settlement figures compared to baseline 2016/17 budget requirements provides for a budget shortfall, the LA will have to consider all or any of the following:

- Increase use of DSG reserves (if available);
- Re-configure, re-design and/or cease support services; and
- Reduce local formula funding factor values.

## 5. BUDGET CONSTRUCTION

- 5.1. The DSG funding as outlined above at section 2.1 will be allocated to the LA in three notional blocks, the basis of the final 2016/17 Schools Budget will also be constructed based upon these same three blocks.
- 5.2. The three blocks can be broken down into further detail / analysis as below:
  - Schools Block

- o The local funding formula (5-16 year olds)
- o De-Delegated Funds
- o LA Statutory Services (including specific centrally retained funds)
- Early Years Block
  - o Early Years Single Funding Formula (EYSFF) for two, three and four year olds
- High Needs Block
  - o High Needs top-up funding (including free schools and academies)
  - o Central SEN and Inclusion services; and
  - o High Needs support

5.3. An outline of the process, principles and/or the initial plans to construct the three blocks is detailed below for information and to provide some context:

**A) Schools block:**

i) The local funding formula as previously agreed and in accordance with central government regulations determines the delegated budget share allocated to all maintained schools and academies. The LA is required to submit an initial return detailing the funding factors and values to be used in 2016/17 to the Department for Education (DfE) by 31 October 2015 (paper circulated at previous meeting). The final return is required by 22 January 2015 and is currently subject to consultation on proposed amendments.

ii) Primary and Secondary schools have the option to de-delegate the financial resources allocated for specified services back to the LA, please refer to section 7 of this report.

iii) Statutory services (including specific centrally retained funds) will be reviewed and updated accordingly for 2016/17 and must be agreed by Schools Forum members (see sections 8 & 9 below).

**B) Early Years block:**

i) The EYSFF model will be updated based on the latest dataset of pupil/setting information collected and collated by the LA from the respective pupil census count data. All providers in both the maintained and the private, voluntary and independent (PVI) sector will be allocated an indicative 2016/17 budget based on the final model.

The model consists of a base rate (differential by sector/size) and a supplement linked to deprivation.

**C) High Needs block:**

i) Top-up funding levels will reduce no more than -1.5% per pupil as permitted by regulations. The total resource level deployed will be based on

current 2015/16 baseline data and updated where appropriate for any known increases relating to demographic growth/pressure.

ii) All central high needs support service budgets will be constructed in accordance with the detail outlined at section 3.3 above.

## **6. SCHOOL BUDGETS – CAPPING**

- 6.1. The DSG budget as outlined above (section 3.1) will continue to be allocated on a 0% cash settlement basis. Given all LA's are required to ensure no mainstream schools/academies delegated budget share reduces by more than 1.5% per pupil (as per the MFG control mechanism), this potentially creates a cost pressure on the overall Schools Budget.
- 6.2. To support the LA in setting a robust and balanced budget, the regulations permit the LA to apply a level of capping or scaling back to schools on the total level of gain that they may receive in their final delegated budget allocation.
- 6.3. The cumulative total level "clawed-back" via the application of capping and/or scaling must not exceed the total cost of the MFG protection provided to the appropriate schools.
- 6.4. The LA has two options available when determining if gaining schools should have their total level of gain reduced:
  - Capping – set a prescribed level (e.g. 3% level) at which all gains over and above such a threshold level will be clawed-back; or
  - Scaling – simply scale back all gaining schools at a fixed percentage level in order to claw-back the total desired level which is needed in order for the MFG protection to be applied to other schools.
- 6.5. In the last 3 years the LA has applied a cap of +3% and a scaling mechanism which claws back 100% of all gains.
- 6.6. Schools Forum members are invited to provide views in relation to the LA proposal outlined within this section of the report.

## **7. DE-DELEGATION**

- 7.1. The national schools funding reforms implemented in April 2013 prescribed that as many services as possible (and all the associated funding) must be delegated to schools in the first instance via the agreed local schools funding formula, so that all local decision making was made by schools directly.
- 7.2. The system did however recognise that a number of service areas and contingency type budgets that are now delegated to schools (primary and secondary only), would provide for greater economies of scale and mitigate risk to schools if they were to be managed and deployed by the LA on behalf of schools (i.e. de-delegated).



- 7.3. The decision making responsibility in such matters falls upon the Schools Forum members representing each sector on the Schools Forum. The decision making is required to be made annually and is for each service separately and for each sector. (i.e. primary schools can still de-delegate for a service area, even if the secondary sector do not and vice versa).
- 7.4. The table below provides a summary of the service areas captured under the de-delegation option, the current 2015/16 total resource level deployed and the respective de-delegation per pupil rates:

Overall funding for the 6 candidate services for de-delegation 2015/16				
De-delegation services		Primary	Secondary	Total
Pupil Numbers (excluding academies)		20,824	12,159	32,983
Values	Unit value	£'000	£'000	£'000
Contingencies (other than pupil number growth)	£14.93	311	182	492
Free School Meals Eligibility	£3.86	80	47	127
Licences/ subscriptions	£0.80	17	10	26
Staff costs supply cover	£9.70	202	118	320
Support to underperforming ethnic minority groups	£15.82	329	192	522
Behaviour support services	£8.70	181	106	287
	<b>£53.81</b>	<b>1,121</b>	<b>654</b>	<b>1,775</b>

**NB:** The budget amounts reflected above will be subject to a refresh as part of the 2016/17 budget setting process and may affect the final per pupil de-delegation levels.

- 7.5. Schools Forum members are requested to ensure the service areas reflected in the table above and the de-delegation option are discussed with their wider sector stakeholders, **Appendix 1** provides more detail on the individual services which are covered by de-delegation.
- 7.6. The de-delegation option is not available to academies; the LA will write to all academies prior to 1 April 2016 outlining the services available to maintained schools via the de-delegation option, the services are offered to academies at the same cost plus 10% which reflects the cost of administration and a portion of overheads.

## 8. CENTRAL STATUTORY SERVICES

- 8.1. The LA continues to have a number of statutory functions (i.e. Admissions, Schools Forum, IS fees etc.) that they must administer/fulfil on behalf of all schools/academies and pupils.
- 8.2. The schools funding arrangements and regulations allow the LA to agree with Schools Forum the central funding level to be assigned to each permissible area, funded from within the Schools block and prior to allocating any funding to the local formula.

- 8.3. A number of the service areas within this framework are subject to a limitation of no new commitments and/or no increase in expenditure from the 2013/14 level.
- 8.4. The table below provides illustration of the service areas captured in this section:

<b>CENTRAL PROVISION WITHIN SCHOOLS BUDGET -Draft 2016-17</b>		
1.4.1	Contribution to combined budgets	1,638,822
1.4.2	School admissions	729,000
1.4.3	Servicing of schools forums	30,000
1.4.4	Termination of employment costs -PRC	1,117,000
1.4.8	Fees to independent schools without SEN	509,600
1.4.10	Pupil growth/ Infant class sizes	2,886,600
1.4.13	Other items agreed by DfE ( Licences)	189,000
		<b>7,100,022</b>

- 8.5. Schools Forum members are requested to note the above “Indicative” budget levels for 2016/17 and offer any comments.

NB: formal voting/approval will be sought at the January 2016 meeting when the final 2016/17 budget figures can be finalised.

## **9. CENTRAL FUNDS**

- 9.1. The LA, as previously agreed with Schools Forum, makes provision for a central fund (currently £2.89m) to support pupil growth relating to LA planned basic need growth in any mainstream school, academy and free schools.
- 9.2. Funding is allocated from the central reserve fund in line with the criteria as agreed with Schools Forum in previous years – See Appendix 2 attached.
- 9.3. The LA has deployed funding in line with the prescribed criteria in 2015/16 and an estimate for 2016/17 is provided in the table below for information:

<b>Primary Total</b>	370	1,136,646
<b>Secondary Total</b>	120	791,640
<b>Academy/ Free Schools</b>	320	958,949
<b>Growth Fund estimate - 2016/17</b>		<b>2,887,235</b>

## **10. 2016/17 SUMMARY**

- 10.1. The 2016/17 DSG will continue to be allocated on a 0% cash settlement basis as per section 3.1 above, the MFG protection system will still continue to operate at -1.5% per pupil and provide stability to individual school funding levels. The LA will construct the 2016/17 Schools budget based on the principles outlined at section 3.3.
- 10.2. Any available headroom monies within the final DSG settlement will be deployed in accordance with the priority listing at section 4.4.

- 10.3. The components/elements to be included in the final 2016/17 Schools Budget are detailed at section 5.
- 10.4. The LA is proposing to continue to apply a standard 3% cap and 100% scaling system to all schools gaining through the application of the local funding formula model in 2016/17, as detailed at sections 6.6.
- 10.5. The service areas included in the de-delegation option for primary and secondary schools only are detailed at Section 7.
- 10.6. The LA central statutory services required are detailed at Section 8.
- 10.7. Details of the current central reserve fund provided to meet costs relating to any LA planned basic need places in maintained schools or academies is outlined at Section 9.

**Background Papers:**

<https://www.gov.uk/government/publications/schools-funding-arrangements-2016-to-2017>

## De-delegation- business cases for schools forum

At budget setting time each year, Schools Forum will be asked to approve the de-delegation of funding for centrally provided support in the following areas.

1. School Specific Contingency
2. Free School Meal Eligibility Assessment
3. Licences and Subscriptions
4. Staff Supply Costs
5. Ethnic Minority Attainment
6. Behaviour Support

De-delegation will be based on a per pupil formula which is considered to be a fair way of accounting for the size of the school and its budget. On this basis, for each item we have provided figures on the overall expenditure and the per pupil rate.

These figures are **PROVISIONAL**, based on the number of maintained schools currently and the prevailing rates for 2015/16. **Final figures will be presented to Schools Forum in January 2016 for a final decision** on each of the six services by primary school representatives and secondary school representatives on whether de-delegation should apply for 2016/17.

## 1. Schools Specific Contingency

£3.347m in total of which:

- Amount requested: £487k expected to be sought as de-delegation and
- £2.860m provisionally expected to be automatically retained by the Local Authority for in-year pupil growth, but officers are reassessing this for Schools Forum in January 2015.
- These figures need to be assessed nearer the start of 2015/16 financial year to take account of the particular circumstances envisaged for that year.

Per pupil amount: **£14.93**

The table below shows what is funded by this money

Item	Amount (£k)
<b>Schools Block Contingencies' Include:</b> i. Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet; ii. Schools in financial difficulty; and, iii. Additional costs relating to new, reorganised or closing schools.	487

### ***What is provided?***

The contingency fund provides for unforeseen expenses in schools during the year. This can include, for example, significant unforeseen and urgent maintenance expenditure (eg asbestos removal; roof repair) and litigation including compensation claims. The contingency also allows funding for significant pupil growth with in the year, but that element will be automatically retained, without de-delegation.

### ***Why de-delegate***

There are a range of possible scenarios that can give rise to unforeseen costs in schools. Without a central fund, individual schools facing an unforeseen significant cost may find themselves unable to operate within their delegated budgets. Individual schools may not by themselves be able to build up sufficient contingency to cover this.

## 2. Free school meals eligibility assessment

Amount requested: £126k

Per pupil rate: **£3.86**

The table below shows what is funded by this money:

Item	Amount (£k)
SLA with the Council's Housing Benefit Service	£126

### ***What does the service provide?***

The service assesses pupils' eligibility for free school meals, either as part of the Housing and Council Tax Benefit claim process or on referral from schools/ other agencies. The service notifies individual schools on a regular basis of their pupils' eligibility. The service also conducts take up campaigns on behalf of schools.

### ***Why de-delegate?***

Providing this service centrally, as part of a service that specialises in assessing benefit entitlement, means that efficiencies can be gained by direct access to DWP information about claimants' entitlement. In addition, the process is integrated with housing and council tax benefit claims, reducing the burden for claimants. Administration at individual school level would be burdensome as entitlement checking would have to be done manually (by paper copies of claimants' entitlement.) Resources can also be used to run effective campaigns resulting in increased take up.

### 3. Licences and Subscriptions

Amount requested: £26k  
Per pupil rate: **£0.80**

The table below shows how this funding is used:

Item	Amount (£k)
ALPS (data analysis tool for secondary attainment) CLEAPS – To cover schools from nursery to sixth form – Health & Safety and curriculum support. British Pathé – provides schools with access to archive material which the British Pathé owns including footage of major 20th century events.	26

#### ***What does the service provide?***

A number of licenses/ subscriptions are purchased centrally on behalf of schools as set out in the table above.

The DfE have negotiated a national agreement for the following Licences:

- Christian Copyright Licensing International (CCLI) (**new for 15-16**);
- Copyright Licensing Agency (CLA);
- Education Recording Agency (ERA);
- Filmbank Distributions Ltd (for the PVSL);
- Mechanical Copyright Protection Society (MCPS) (**new for 15-16**);
- Motion Picture Licensing Company (MPLC);
- Newspaper Licensing Authority (NLA);
- Performing Rights Society (PRS) (**new for 15-16**);
- Phonographic Performance Limited (PPL) (**new for 15-16**); and
- Schools Printed Music Licence (SPML).

This means that the authority will be able to hold funding for all maintained schools and academies and pay the DfE for that service. So, schools will no longer be required to maintain individual licenses and, £185k has been deducted from the overall total to arrive at the figures above.

#### ***Why de-delegate***

Purchasing and managing licenses and subscriptions centrally offers significant efficiency benefits from the Council administering the licenses centrally and discounts if buying on behalf of all schools. This also ensures that schools meet all legal requirements, particularly in relation to the use of recorded media as part of their curriculum.

#### 4. Staff Supply cover

Amount requested: £317k

Per pupil rate: **£9.70**

The table below shows what is funded by this money:

Item	Amount (£k)
Backfill cover for Trade Union (TU) facilities time	187
Cost of non-teaching trades union facilities time	81
Salary protections	8
Supply cover for staff suspended due to police investigations	41
<b>Total</b>	<b>317</b>

#### ***What does the service provide?***

The TU Facilities Agreement ensures that representatives are available to enable Schools to participate in collective bargaining and consultation processes. TU Reps also accompany staff to formal meetings in accordance with an employee's statutory right which enables Schools to progress formal actions under HR Procedures.

The salary protections budget is a small budget to cover the costs of historic agreements to protect the salaries of some staff.

The rest of the budget is to cover schools for the cost of supply cover in the event that a member of staff is suspended pending police investigations.

#### ***Why de-delegate?***

Holding these budgets centrally enables schools to share the costs of supply cover to support the Tu facilities time agreement, and ensures that individual schools who employ shop stewards are not disadvantaged. Maintaining budgets for supply cover and salary protections for other circumstances ensures that individual schools are protected against the risk of unforeseen costs in these areas that may arise during the year.



## 5. Ethnic Minority Attainment

Amount requested: £517k

Per pupil rate: **£15.82**

The table below shows how this funding is used.

Item	Amount (£k)
Staffing (school improvement team) 1.2 staffing specialist support yr 7-11 ; transition work yr 5-7 ; 3 staff post 16 1 administrator , NQTs and Home education	241
Provision of specific interventions (eg one to one tuition, WUK projects, post 16 interventions , international links- see below)	159
Overheads (office premises, support services etc)	117
<b>Total</b>	<b>517</b>

### ***What does the service provide?***

The school improvement team provides support for schools across phases in providing effective learning for pupils from ethnic minorities and/ or with English as an additional language. This includes specialist expertise in relation to meeting the needs of specific ethnic groups (eg traveller communities, White British, Bangladeshi, Somali.) The support provided includes diagnosing the individual learning needs of pupils from under achieving groups and working with teachers in schools to put in place effective intervention strategies. The service also provides a specialist advice service to schools for working with particular ethnic minorities. Direct interventions are also supported for some pupils with particularly high need, for example, one to one literacy tuition, Academic English. Support for literacy in the context of the examinations reforms 2015-19.

### ***Why de-delegate?***

De-delegation of funding to support a central service gives all schools access to this support and helps them to manage fluctuations and demands of cohorts from year to year. It would be challenging for individual schools to themselves provide this specialist expertise given the changing cohorts of pupils, and without central support schools would need to commission more expensive external consultancy. Such support also brings together expertise from across the schools to share expertise and experience in the field. This support has proven effective as there has been considerable uplift in English and mathematics outcomes, particularly in the last three years (now above national averages). Without the focus on raising attainment particularly in English and mathematics there is detrimental effect to other subjects. The subsequent rise in English and mathematics results has also increased the gold standard 5A\*-C with English and mathematics measure which is also above the national average. Tower Hamlets has the highest proportion of ethnic minority students in the country combined with the highest demand for FSM. It is a volatile, ever changing community where literacy and numeracy requires constant attention. There is always fragility in inner city schools with staff change-over and changing cohorts. Sustained, evolving support can only benefit the whole education community.

## 6. Behaviour Support

Amount requested: £287k

Per pupil rate: **£8.70**

The table below shows what is funded by this money:

Item	Amount (£k)
*Staffing (Behaviour Support Team) 2fte for specialist teaching staff	125K
*0.5 Bilingual Community Development Officer for specialist parenting support	23.5K
*0.4fte Teenage Pregnancy Support + resources	25K + 2K resources
*0.5fte Anti-Bullying Officer (including overheads)+ Stonewall fee and resources	33K +£1.5 Stonewall fee
*SIP commissioned Intensive High Risk Family Interventions to promote engagement in education and prevent escalation to Tier 3 - SLA with Family Intervention Programme	60K
Budget Holding Lead Professional resources allocated by SIP	17K
<b>Total</b>	<b>287K</b>

### ***What does the service provide?***

Although this comes under the broad heading of de-delegated "Behaviour Support", in Tower Hamlets this relates to work with a wide range of vulnerable pupils overseen by the Social Inclusion Panel (SIP) and/or supported through the Behaviour Support Team.

The SIP supports schools with multi-agency interventions, advice and resources for the most vulnerable children and families at top of Tier 2 to prevent the need for statutory interventions at Tier 3. It tackles a range of multi-agency concerns: cases at risk of chronic non-attendance, bullying, crime, exclusion, DV, drugs, intergenerational unemployment, poor parenting, teenage pregnancy, and health (including mental health) problems. More recently it has overseen and allocated resources for case work with Prevent cases (preventing violent extremism and the risk of radicalisation).

### **What does the De-delegated funding cover?**

*(Further details of each of these activities and current outcomes can be found at the end of this paper.)*

#### **A) 2fte behaviour support teacher posts (£125K)**

Interventions are focussed on:

Individual case work with high risk cases

Targeted work with schools where behaviour or exclusions or Prevent issues have been identified as a concern either locally or by Ofsted.

Work with non-statemented BESD pupils includes:

- Targeted advice / PSPs for children at immediate risk of permanent exclusion and work with complex cases to prevent escalation to Tier 3 interventions.
- Behaviour Assessments in Primary schools.
- Casework with complex admissions cases under the FAP
- Support for Tier 2 Prevent case work as there is no other funding for this work (*Curriculum development work is being funded separately by the Home Office*)

*NB – without this resource the only behaviour support work with pupils on offer would be for those with a statutory EHCP (statement of SEN).*

Work with schools on behaviour, exclusions and Prevent includes:

- Systemic work with schools where local data or national inspections have identified behaviour may be a cause for concern including:  
Policy work, auditing and review (data and operational practice)  
School based professional development through training and coaching support in schools where there are concerns,  
Targeted class/ year group/ department work to improve Behaviour for Learning
- Preparation and support for Ofsted for schools with behaviour / exclusion / Prevent as an identified concern.
- Annual exclusion reports and analysis for schools.

## **B) A Range of Work with Other Vulnerable Groups:**

- 0.5fte Bilingual Community Development Worker / Parenting Advisor to provide specialist parenting groups for those whose needs cannot be met within normal parenting classes and to provide outreach work with those most hard to engage or struggling to put lessons into practice with challenging children (£23.5K)
- 0.4fte post and resources to work with Teenage Parents. This includes case work / tuition up to the age of 16 and transition support at 16+; training and policy development advice. (£25K + £2K resources). *Note: In 2014/15 this was supplemented by an additional £25K from Early Years so we were able to employ a teacher 0.8fte but this will cease in 2015/16. In view of this 50% reduction we are reviewing the remaining resources during the Spring 2015 to ensure the most cost effective means of providing this support into the future..*
- 0.5fte Anti Bullying Advisor and resources to promote anti-bullying, including cyber bullying. This includes individual case work in situations where pupils are refusing to attend school or independent facilitation is required; training and policy development advice and a fee paid on behalf of schools for Stonewall membership which provides materials and resources to tackle homophobic bullying. ( £33K + £1.5K annual Stonewall fee)
- The cost of an SLA with the Family Intervention Programme (FIP) for 1fte post to work intensively with high risk families to break intergenerational cycles of poor behaviour and disaffection, promote engagement in education and prevent escalation to Tier 3. This FIP intervention is available at Tier 2 and is accessed through SIP in respect of the most vulnerable families. (£60K). *Note: A second post is funded through the High Needs Budget.*
- Budget Holding Lead Professional resources to enable SIP to fund innovative solutions to intractable problems where no other budget exists. This includes emergency transport or guiding support for those otherwise unable to get to school and equipment costs where no other budget exists. (£14K)

A share of the management, administrative and overhead costs incurred in service delivery is subsumed in all the staffing / SLA costs.

### ***Why de-delegate?***

Most funds for behaviour support work have already been delegated to schools so they can buy in behaviour expertise externally, as and when required. However, the funds above are targeted at the most critical cases referred to SIP, on the cusp of permanent exclusion or other Tier 3 interventions such as YOT or Social Care. SIP also oversees support for other vulnerable groups such as children with parents with health and mental health problems, drug and alcohol abuse issues, teenage parents, intergenerational unemployment, children subject to bullying or at risk from radicalisation or extremism (the Prevent agenda). Such cases can be unpredictable and very costly: providing this support centrally means that the most critical behaviour issues can be managed swiftly as they arise and without the additional costs falling on individual schools.

It also enables prompt deployment of support where Ofsted and/or schools themselves identify a cause for concern regarding behaviour or safeguarding (including Prevent) which requires systemic advice and in-depth training and guidance. Consolidating this support in a central resource means that expertise is developed and retained in an expert team and can provide strategic support to schools and the Behaviour and Attendance Partnership, the Fair Access Protocol, the Social Inclusion Panel and Channel (the Prevent casework element of SIP) as well as to the Local Authority.

### **Note re: Academies and Free Schools**

Academies cannot participate in the de-delegation of Behaviour Support as outlined above because their funds do not come via the LA. However, a specific SLA has been established to enable them to continue to access these services and participate in these arrangements. In 2014/15 all the Academies chose to buy back into this provision, seeing it both as an “insurance scheme” and part of their wish to maintain collegiate relationships with other schools in the LA.

**Further information on the Behaviour Support Team -2 fte Early Intervention posts Jan – Dec 14**

These 2 posts funded by the de-delegated budget are focused on providing early intervention, advice and support to schools and families to ensure emerging needs are met, risk of exclusion is reduced and capacity to meet needs within schools is increased.

Interventions are focussed on:

- a) individual case work allocated through SIP, FAP, Primary Behaviour Assessments, and PSPs for those at risk of exclusion in Secondary schools. *Note: this now includes Tier 2 casework under the Prevent agenda as there is no other funding for this individual casework.*
  
- b) Targeted work with schools where behaviour or exclusions or Prevent issues have been identified as a concern either locally or by Ofsted.

Outcomes include the falling level of exclusions in the borough. These were at their lowest ever recorded in primary schools in 2013/14. Secondary schools also have a rate of exclusion well below national levels.

Behaviour is rated good or better in nearly all schools in the borough.

The following activities fall under this category of work:

<p><b>Short term</b> consultation/advice to school on individuals <i>Telephone/email/single visit</i></p>	<p><b>Provided to 60+ practitioners</b></p>	<p>Advice and strategies given on supporting individual need</p>
<p><b>Advice/training on whole school strategy and policy</b></p> <ul style="list-style-type: none"> <li>• Policy review</li> <li>• Whole school/group training</li> <li>• Whole school Behaviour/Inclusion reviews</li> <li>• Department reviews</li> </ul>	<p>Provided to <b>10 individual schools:</b></p> <ul style="list-style-type: none"> <li>• <b>2 nurseries,</b></li> <li>• <b>5 primary,</b></li> <li>• <b>3 secondary schools</b></li> </ul>	<p>Schools supported to improve consistency of practice re promoting positive behaviour for learning practices within a school setting</p>

<p><b>Training:</b> Bespoke training sessions on a range of topics from social skills to improving positive behaviour and promoting inclusion, as well as Prevent (WRAP) INSET</p>	<p><b>Delivered in 15 schools:</b></p> <ul style="list-style-type: none"> <li>• 6 secondaries</li> <li>• 8 primaries</li> <li>• 1 nursery</li> </ul> <p><b>School based and central training on Prevent (WRAP) is also being delivered .</b></p>	<p>Schools provided with training to suit identified development needs of staff Schools more aware of the Prevent agenda and referral processes and their links to safeguarding.</p>
<p><b>Behaviour Assessments:</b> Specialist assessment of individual children to identify needs and provide strategies to meet these</p>	<ul style="list-style-type: none"> <li>• 30 assessments completed (averages 10 contacts per case)</li> </ul>	<p>Schools/families provided with in-depth assessment and strategies to improve behaviour and reduce risk of exclusion</p>
<p><b>Class /Group intervention</b></p>	<ul style="list-style-type: none"> <li>• 17 referrals received</li> <li>• (averages 5-8 contacts per intervention)</li> </ul>	<p>Referral made by individual schools to provide support for individual teachers/classes/small groups of pupils to improve capacity to manage needs, improve social skills or address particular issues</p>
<p><b>Pastoral Support Plans:</b> Advice and guidance provided in implementing PSPs to reduce risk of exclusion</p>	<p>Pupils identified through exclusion data analysis and school referral</p> <ul style="list-style-type: none"> <li>• 8 cases (averages 5-8 contacts per case)</li> </ul>	<p>Training and support for process and guidance for individual cases received by schools</p>
<p><b>Ongoing co-ordination of FAP/SIP cases:</b> Complex cases with multi-agency support plans that needs co-ordinating during change of placements /integration/re-integration</p>	<p>May require:</p> <ul style="list-style-type: none"> <li>➤ Home visits</li> <li>➤ CAF completion or review</li> <li>➤ TAC co-ordination/Lead Practitioner</li> <li>➤ Support/advice to families</li> <li>➤ Liaison with out-of-borough agencies/schools</li> <li>• 15 cases (involvement averages 10-15 contacts per</li> </ul>	<p>Individual pupils and families supported through TAC process until identified actions completed or new placement secure</p>

	<b>case)</b>	
<b>Early intervention support for complex cases</b> identified at point of entry to LBTH or transfer of school	<ul style="list-style-type: none"> <li>➤ Home visits</li> <li>➤ CAF completion or review</li> <li>➤ TAC co-ordination/Lead Practitioner</li> <li>➤ Support/advice to families</li> <li>➤ Liaison with out-of-borough agencies/schools</li> <li>• <b>40 cases (involvement averages 8-10 contacts per case)</b></li> </ul>	Support for transition to reduce risks of failed place/exclusion. Identification of potential safeguarding risks Parental support needs identified Schools provided with advice/guidance and planning support.
<b>Total Individual early intervention Jan-Dec 14</b>	<b>110</b> across range of individual work	
<b>Total consultation, training and support Jan – Dec 14</b>	<b>42 referrals</b> for targeted support to schools plus central training on Prevent (WRAP)	
<b><u>Additional work for 2015 - Case work on Prevent referrals</u></b>	This is a new area of work to which the BST posts will be contributing (there is no additional funding for this casework).	TAC plans in place to reduce risk and address concerns about radicalisation.



## **Further information on the Bilingual Community Development Officer - Parenting Advisor**

***(Note: Half of this post is funded through “de-delegated behaviour support” and half through the high needs budget)***

Summary of activities and work to support vulnerable children since Jan 2014

The Bilingual Community Development Officer / Parenting Advisor provides a range of specialist parenting support for high risk groups, working with parents and families through the Parental Engagement central referral pathway (for Social Care, Health, Youth Offending Team, schools - including the Pupil Referral Unit, solicitors, CAHMS, Attendance and Welfare and self-referrals etc), also specialist teachers within the Behaviour Support Team, the Social Inclusion Panel, Family Intervention Project and the Norman Grove Outreach Team.

The Parenting Advisor has provided outreach and home based support/intervention for families that are hard to engage / have complex needs and those where there are Prevent concerns. He provides parenting information and advice, supports the CAF process, contributes to TAC and TAF meeting and CIN and CP processes.

The work has included:

- A case load of 35 families, approximately 40 home visits (providing advice, support and signposting)
- Delivery of 7 Bengali speaking SFSC programmes in partnership with the Parental Engagement Team, Community and Faith Organisations (programmes lasting 13 weeks each)
- 88 parents / carers, from 64 families completing the SFSC programme benefiting a total of 250 children
- Introduction of Prevent elements to the SFSC curriculum
- Specialist one to one intervention with families where there were Prevent concerns

Positive outcomes include 52 parents / carers moving from in-the-home support to regularly attend and complete a parenting programme, improved behaviour of children and young people, improved school attendance, increased parent confidence in their parenting skills, increased access to children, reduced family isolation and positive outcomes within the legal process (e.g. Court Orders and Penalties)

### **Further information on the Teenage Parent Advisor Post 2013/14**

This teacher post was initially for 2 days a week (funded through “De-delegated Behaviour Support) but from March 2014-March 2015 the post has been funded for 0.8 FTE, as a job share, using additional funding from Early Years: this enabled the provision of extra individual tuition for these pupils.

*Note: the additional Early Years funding will cease in April 2015 and we are reviewing the deployment of the remaining de-delegated resources (£27K) to ensure best value in their use in 2015/16 as some of the activities described below will no longer be possible.*

### **Education provision**

There were seven year 11 pupils (pre 16) and two year 12 pupils (post 16). Young Parent Advisors have been lead professionals for six of these pupils and have completed or contributed to CAFs, TAC meetings and CAF reviews or to statutory plans (e.g. for Looked After Children.). They have supported schools and families in making plans for all the pupils to support their attendance and to ensure there is an education plan during the pregnancy, maternity leave and return to education. The plans are reviewed through CAF reviews, or PEPs or LAC reviews. Young Parent Advisors also attend and advise at CP case conferences and pre-birth planning meetings. During the maternity period individual tuition of 3 sessions of 2.5 hours a week has been provided. Most of the pupils take up to one term off school after the birth. 50% of the pupils have historically had a poor attendance record even before birth and need careful support and monitoring for when they return to school. Partnership between all agencies ensures good practice is followed, which ensures positive outcomes.

A 12 week support group was planned for Young Teenage Parents in partnership with staff at Chrisp St Children’s Centre. This was to offer extra support around their social, emotional and parenting needs and to be offered as part of their curriculum in the school day. Six of the nine cases are now in college and so there were insufficient numbers to make the group viable. The time is now being used to offer one to one tuition to those re-taking GCSE Maths and English. Borough Guidance for schools is also being developed which will offer advice and best practice examples of work. This will be ready by March 15.

### **Educational outcomes**

Of the pupils supported, one of the year 11 pupils achieved 5 x A-Cs in her GCSE results and one other achieved 3 x A-Cs and one D.

However, many school age mothers underachieve. Five girls did not get a grade for Maths and three did not get a grade for English. Four of the girls had a history of poor attendance and two had been taken out of school for prolonged periods by their parents. Attendance continued to be poor after the pregnancy. Two of the girls failed to attend for their GCSE exams. One of the girls was a victim of domestic violence and unable at the time to do her GCSEs. Another had made herself homeless and was placed in a hostel out of the borough.

Experience has shown that school age mothers may take some time to re-engage in education as it can be a time of disruption in family dynamics and in relationships with the babies’ fathers, difficulties with housing or changes in

carer's placements as well as coping with going to school. It is important that the Young Parent Advisor can be one of the professionals who can be available for advice and information for them post 16 as this is when they are often able to re-engage with their studies or other training.

#### Post 16 pathways

Pupils have had intensive support to enable them to enrol at college, to locate childcare provision, to apply for Care to Learn, and other benefits such as Income support and student bursaries. In some cases this has been provided by the Young Parent Advisor and in others has been provided by the Targeted Youth Support Worker.

Of the nine pupils 5 are in college and 1 is in training. One pupil has been offered the opportunity of re-taking year 11 at the PRU. Two pupils are NEET and one of them has been transferred to local services in her own borough. The other pupil will remain on the caseload until allocated to the Targeted Youth Support Team.

Two girls were year 12. Both of them had been placed in hostels but within the academic year were moved back into borough into supported accommodation. One of them was in college and the other was NEET. Intensive support was given to this pupil to enable her to return to education and she is now enrolled on a college course.

## Criteria for Schools Accessing Pupil Growth Contingency

The criteria that will be used and applied to allocate funding to schools under Tower Hamlets Council, Education, Social Care & Wellbeing Growth Policy.

In particular funding will be allocated on four criteria.

a) Where there are planned permanent expansions (i.e. the school's admission and the building capacity has been permanently increased specifically to meet additional pupil number growth) the contingency fund will meet the cost of any additional pupils on the October or January census date, compared to the previous admission number for that year group. For instance, a school that already started to move from 2 forms of entry (60 places) to 3 forms of entry (90 places), may have actual pupil numbers in Year 2 of 85, in the first year that the expansion affects Year 2. If there were 85 pupils on the October census, the school would get  $((85-60) \times \text{AWPU} \times 7/12)$  or  $3/12$  for a January start. A minimum 20 pupils per class (or 10 for  $\frac{1}{2}$  a form entry) is calculated to ensure both staffing and teaching resources are covered for this provision i.e. a class of 30 pupils that has only 19 pupils at the October or January census date would be entitled to  $20 \times 7/12 \text{ths} \times \text{AWPU}$  rate. These arrangements apply for only the first year that any new admission places for a year-group are offered.

b) Where there is only a temporary one-off expansion in a single year group (bulge class), the maintained school or Academy will receive an extra £200 per pupil towards the cost of additional resources over and above the AWPU. These arrangements apply for only the year of opening of the class.

c) Where planned expansion of the maintained school or Academy is by at least 2 forms of entry, the Local Authority will provide additional Leadership and Management funding worth £40,000 per year over the first three financial years in recognition of the increase in management costs associated with significant expansion. (Year 1 of this funding is the school year before opening if that is agreed by the school and LA – i.e. to reflect the planning ahead requirement for the change).

d) Permanent expansions are generally implemented over time by admitting the additional pupils at Reception or Year 7 only until the additional capacity fills. Where a school has specific facilities management or ICT contract arrangements which provide services as though an expanding school were full, the contingency fund will provide proportionate support for individual schools on the basis of the year groups which are operating below full capacity. For instance, a four form of entry school offering 5 year groups is expanding to a five form of entry school. Before the expansion, there were 600 places available in total and, after the expansion there will be 750 places in total. In the first year after the expansion, however, there will be  $(150 \times 4 + 30) = 630$  places with 120 unfilled places. The contingency fund would pay for  $120/750$ ths of the annual cost of those contracts.

# **Appendix 7**

## **Housing Revenue Account (HRA)**

<b>Housing Revenue Account</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Draft Budget £'000</b>	<b>Draft Budget £'000</b>	<b>Draft Budget £'000</b>	<b>Draft Budget £'000</b>	<b>Draft Budget £'000</b>
<b>INCOME</b>					
Dwelling & non dwelling rents	(70,929)	(70,922)	(72,108)	(73,423)	(75,653)
Tenant & Leaseholder service charges	(19,655)	(19,841)	(20,199)	(20,582)	(21,001)
Investment Income received	(222)	(202)	(122)	(42)	(42)
General Fund contributions	(115)	(115)	(115)	(115)	(115)
<b>GROSS INCOME</b>	<b>(90,921)</b>	<b>(91,081)</b>	<b>(92,543)</b>	<b>(94,163)</b>	<b>(96,812)</b>
<b>EXPENDITURE</b>					
Repairs & Maintenance	22,540	22,702	22,997	23,313	23,653
Supervision & Management	25,134	24,181	21,956	24,517	24,704
Special Services, Rents rates & taxes	15,429	15,271	15,419	15,579	15,750
Increased/(Decrease) provision for bad debts	600	600	700	1,000	1,000
Capital Financing charges	18,738	19,577	20,829	21,545	20,865
Sale of High Value Voids levy	7,000	8,162	8,652	9,171	9,721
Pay to Stay levy	-	1,600	1,629	1,660	1,693
<b>GROSS EXPENDITURE</b>	<b>90,141</b>	<b>92,093</b>	<b>92,181</b>	<b>96,784</b>	<b>97,385</b>
<b>NET COST OF HRA SERVICES</b>	<b>(780)</b>	<b>1,012</b>	<b>(362)</b>	<b>2,622</b>	<b>574</b>
<b>Appropriations</b>					
Revenue Contribution to Capital Outlay (RCCO)	2,000	3,000	-	-	-
<b>NET POSITION</b>	<b>1,220</b>	<b>4,012</b>	<b>(362)</b>	<b>2,622</b>	<b>574</b>
<b>Balances</b>					
Opening balance	(23,844)	(22,624)	(18,612)	(18,794)	(16,352)
(Surplus/ Deficit on HRA	1,220	4,012	(362)	2,622	574
<b>Closing balance</b>	<b>(22,624)</b>	<b>(18,612)</b>	<b>(18,794)</b>	<b>(16,352)</b>	<b>(15,779)</b>

# Appendix 8

## Capital

Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
<b>Children's Services &amp; Adults' Services</b>					
Improvement Works to 35 Ronald Street	Development of Learning Disability Hubs	0.004	-	-	<b>0.004</b>
Antill Road Day Centre	Mental health services	0.005	-	-	<b>0.005</b>
Pritchard's Road - Heating Pipework Replacement	Mental health services	0.006	-	-	<b>0.006</b>
Ronald Street - Electrical Upgrade	Mental health services	0.050	-	-	<b>0.050</b>
Occupational Therapy Suite	Occupational Therapy Suite	0.140	-	-	<b>0.140</b>
Telecare/Telehealth Equipment	Telecare/Telehealth Equipment	0.196	-	-	<b>0.196</b>
Arnhem Wharf - Feasibility	Basic Need/Expansion	0.005	-	-	<b>0.005</b>
Arnhem Wharf Expansion	Basic Need/Expansion	0.031	-	-	<b>0.031</b>
Bangabandhu Primary School - Feasibility	Basic Need/Expansion	0.006	-	-	<b>0.006</b>
Bow School Expansion	Basic Need/Expansion	0.500	5.500	5.000	<b>11.000</b>
Bromley Hall Expansion	Basic Need/Expansion	0.500	5.390	3.000	<b>8.890</b>
Cayley School Expansion	Basic Need/Expansion	0.128	-	-	<b>0.128</b>
Children's House Nursery school - Feasibility	Basic Need/Expansion	0.006	-	-	<b>0.006</b>
London Dock - Feasibility	Basic Need/Expansion	0.005	-	-	<b>0.005</b>
Neptune Wharf - Feasibility	Basic Need/Expansion	0.008	-	-	<b>0.008</b>
Oaklands School - Feasibility	Basic Need/Expansion	0.006	-	-	<b>0.006</b>
Olga Primary School Expansion	Basic Need/Expansion	3.000	8.277	-	<b>11.277</b>
Phoenix - Satellite Classrooms	Basic Need/Expansion	0.164	-	-	<b>0.164</b>
Provision of Bulge Classes - Expansion	Basic Need/Expansion	0.100	-	-	<b>0.100</b>
Refurbishment of Bethnal Green Centre	Basic Need/Expansion	0.073	-	-	<b>0.073</b>
Secondary School (London Dock)	Basic Need/Expansion	0.200	0.800	-	<b>1.000</b>
St Paul's Way Trust School Expansion	Basic Need/Expansion	3.500	4.817	-	<b>8.317</b>
Stebon Expansion	Basic Need/Expansion	0.046	-	-	<b>0.046</b>
Stepney 6th Form Expansion	Basic Need/Expansion	2.174	2.166	-	<b>4.340</b>
Various - Primary Sites Review	Basic Need/Expansion	0.100	-	-	<b>0.100</b>
Various - Scheme Development	Basic Need/Expansion	0.614	-	-	<b>0.614</b>
Woolmore Primary School Expansion	Basic Need/Expansion	0.852	-	-	<b>0.852</b>
Arnhem Wharf - Installation of Living Wall	Condition and Improvements	0.009	-	-	<b>0.009</b>
Bangabandhu, Blue Gate Fields & Kobi Nazrul - Urgent Electrical Works	Condition and Improvements	0.080	-	-	<b>0.080</b>
Blue Gate Fields - Boiler Replacement	Condition and Improvements	0.006	-	-	<b>0.006</b>
Canon Barnett Primary School - Accessibility Works	Condition and Improvements	0.050	-	-	<b>0.050</b>
Cubitt Town Junior School - Relocate Demountable & Create New Fire Escape	Condition and Improvements	0.008	-	-	<b>0.008</b>
Cubitt Town Juniors - Fire Escape Staircase	Condition and Improvements	0.071	-	-	<b>0.071</b>
Cubitt Town Juniors - Structural Works Phase 1 & 2	Condition and Improvements	0.190	-	-	<b>0.190</b>
Cubitt Town Primary - Accessibility Improvements	Condition and Improvements	0.133	-	-	<b>0.133</b>
Cubitt Town Primary - Replace Boundary Wall	Condition and Improvements	0.015	-	-	<b>0.015</b>



Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
George Green School - Recover Pool Roof	Condition and Improvements	0.075	-	-	0.075
Globe Primary School - Kitchen Upgrade	Condition and Improvements	0.005	-	-	0.005
Gorsefield - Replace Main Water Pipework	Condition and Improvements	0.015	-	-	0.015
Gorsefield Refurbishment	Condition and Improvements	0.010	-	-	0.010
Gorsefield Residential Centre - Security Improvements Phase 1 & 2	Condition and Improvements	0.100	-	-	0.100
Hague Primary - Replace Hot & Cold Water System	Condition and Improvements	0.020	0.090	-	0.110
Halley Primary - Replace Boiler & Plant	Condition and Improvements	0.010	0.040	-	0.050
John Scurr - Structural Works Phase 1 & 2	Condition and Improvements	0.150	-	-	0.150
Kobi Nazrul - Refurbish Lift	Condition and Improvements	0.023	-	-	0.023
Kobi Nazrul Primary - Replace Boiler & Plant	Condition and Improvements	0.145	-	-	0.145
Malmesbury Primary - Replace Boiler & Plant	Condition and Improvements	0.214	-	-	0.214
Match funding for schools	Condition and Improvements	0.038	-	-	0.038
Mowlem Primary School - Replace Guttering	Condition and Improvements	0.075	-	-	0.075
Oaklands School - Kitchen Dining	Condition and Improvements	0.350	0.097	-	0.447
Old Palace Primary School - Kitchen Upgrade	Condition and Improvements	0.005	-	-	0.005
Old Palace Primary School - Roof Repairs	Condition and Improvements	0.010	-	-	0.010
Smithy Street Primary - Upgrade Lightning Protection	Condition and Improvements	0.015	-	-	0.015
Statutory Requirements	Condition and Improvements	0.050	-	-	0.050
Stebon Primary - Replace Boiler & Plant	Condition and Improvements	0.120	-	-	0.120
Swanlea School - Fire Protection Works Phase 1 & 2	Condition and Improvements	0.010	0.488	-	0.498
Tommy Flowers Centre - Roofing Works	Condition and Improvements	0.003	-	-	0.003
Various Kitchens - Upgrade Kitchen Ventilation	Condition and Improvements	0.200	-	-	0.200
Bishop Challoner - Community Facilities	Bishop Challoner - Community Facilities	0.025	0.575	-	0.600
Malmesbury Remodelling	Primary Capital Programme	0.090	-	-	0.090
Stebon Refurbishment & Extension	Primary Capital Programme	0.120	-	-	0.120
Bethnal Green Gardens	Provision for 2 year olds	0.135	0.150	-	0.285
Birkbeck Street	Provision for 2 year olds	0.062	-	-	0.062
Calvary Pre-School	Provision for 2 year olds	0.102	-	-	0.102
Chicksand Playgroup	Provision for 2 year olds	0.115	-	-	0.115
City Gateway	Provision for 2 year olds	0.019	-	-	0.019
Extension of Overland Children's Centre	Provision for 2 year olds	0.180	0.003	-	0.183
Limehouse Project	Provision for 2 year olds	0.148	-	-	0.148
Limehouse Site	Provision for 2 year olds	0.015	-	-	0.015
Lincoln Hall	Provision for 2 year olds	0.170	-	-	0.170
Mile End Road	Provision for 2 year olds	0.039	-	-	0.039
Nursery at St Paul's Church	Provision for 2 year olds	0.028	-	-	0.028
Provisions - Statutory Duty	Provision for 2 year olds	-	1.927	-	1.927

Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
St Matthias Community Play Centre	Provision for 2 year olds	0.065	-	-	0.065
Weavers Field Pre-School	Provision for 2 year olds	0.151	-	-	0.151
Whitehorse One O'clock Club	Provision for 2 year olds	0.470	-	-	0.470
<b>Children's Services &amp; Adults' Services Total</b>		<b>16.558</b>	<b>30.320</b>	<b>8.000</b>	<b>54.878</b>
<b>Communities, Localities &amp; Culture</b>					
Aldgate Connections	Transport for London Schemes	0.345	0.300	-	0.645
Belgrave Street	Transport for London Schemes	-	0.061	-	0.061
Ben Jonson Neighbourhood	Transport for London Schemes	0.350	0.703	-	1.053
Bethnal Green to Olympic Park	Transport for London Schemes	0.008	-	-	0.008
Bethnal Green Town Centre	Transport for London Schemes	0.048	-	-	0.048
Boroughwide Road Safety	Transport for London Schemes	0.422	0.200	-	0.622
Bow	Transport for London Schemes	0.037	0.160	-	0.197
Bow Common Lane	Transport for London Schemes	0.052	-	-	0.052
Bridge Assessment - Wansbeck Road	Transport for London Schemes	0.002	-	-	0.002
Bus Stop Accessibility Programme	Transport for London Schemes	0.070	0.045	-	0.115
Chrip Street Corridor	Transport for London Schemes	0.035	0.300	-	0.335
Corbridge Crescent	Transport for London Schemes	0.017	-	-	0.017
Cycle Parking	Transport for London Schemes	0.100	-	-	0.100
Cycle Safety Hotspots	Transport for London Schemes	0.220	0.503	-	0.723
Grove Road - Between Morgan Street and Haverfield Road	Transport for London Schemes	0.007	-	-	0.007
Historic Streets	Transport for London Schemes	0.293	0.200	-	0.493
Housing Zone - Complimentary Measures	Transport for London Schemes	-	0.181	-	0.181
Junction safety improvements at Cavell Street, Sidney Street and Jubilee Street	Transport for London Schemes	-	0.150	-	0.150
Leamouth Road Roundabout - Section between Lower Lea Crossing and Saffron Ave	Transport for London Schemes	0.060	-	-	0.060
Legible London	Transport for London Schemes	0.080	0.144	-	0.224
Manchester Road - Between Pelevna Street and Marsh Wall Junction	Transport for London Schemes	-	0.091	-	0.091
Manchester Road - Section between Pier Street and Marshfield Street	Transport for London Schemes	0.234	-	-	0.234
Manchester Road/Island Gardens/Stebondale	Transport for London Schemes	-	0.033	-	0.033
Marshwall/Limehouse/Eastferry	Transport for London Schemes	0.169	-	-	0.169
Mitford Bridge	Transport for London Schemes	0.032	-	-	0.032
New pedestrian crossing & Traffic calming - including relocation of parking bays	Transport for London Schemes	-	0.150	-	0.150
"No entry except cyclists" on existing one-way streets	Transport for London Schemes	-	0.015	-	0.015
Roman Road Globe Town	Transport for London Schemes	0.023	-	-	0.023
Rothbury Road - Full Length	Transport for London Schemes	-	0.168	-	0.168
Sidney Street	Transport for London Schemes	-	0.121	-	0.121
St Paul's Way - Streets for People	Transport for London Schemes	0.018	-	-	0.018
Transport for London Local Implement Plan - to be allocated	Transport for London Schemes	-	-	2.150	2.150

Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
Transport for London Local Transport - Various	Transport for London Schemes	0.161	0.100	-	0.261
Wentworth Street	Transport for London Schemes	0.441	0.200	-	0.641
Zebra crossing halos	Transport for London Schemes	0.056	0.050	-	0.106
Garnet Street - Bridge Painting	Public Realm Improvements	0.101	-	-	0.101
Interim Depot Strategy	Public Realm Improvements	0.490	-	-	0.490
Streetlighting Replacement	Public Realm Improvements	1.600	-	-	1.600
Bartlett Park Masterplan - Highways	Highways Improvement Programme	0.400	1.019	-	1.419
101-109 Fairfield Road	Section 106 Funded Schemes	-	0.018	-	0.018
21 Wapping Lane	Section 106 Funded Schemes	-	0.059	-	0.059
57-59 Whitechapel Road	Section 106 Funded Schemes	0.030	-	-	0.030
744 Wick Lane & 46-52 Fairfield Road	Section 106 Funded Schemes	-	0.040	-	0.040
Bartlett Park - Playground activity	Section 106 Funded Schemes	0.500	-	-	0.500
Bethnal Green Library	Section 106 Funded Schemes	0.246	-	-	0.246
Blackwall Way Bus Stops	Section 106 Funded Schemes	0.029	-	-	0.029
Bow Common Lane and Furze Street	Section 106 Funded Schemes	-	0.009	-	0.009
Brick Lane toilet scheme	Section 106 Funded Schemes	-	0.497	-	0.497
Bus Stop Works Various Locations	Section 106 Funded Schemes	-	0.014	-	0.014
Caspian Wharf and 1-3 Yeo Street	Section 106 Funded Schemes	-	0.011	-	0.011
Cavell Street	Section 106 Funded Schemes	-	0.067	-	0.067
Construction of a pedestrian crossing on East Ferry Road, located near school entrance	Section 106 Funded Schemes	-	0.043	-	0.043
Cuba Street, Manilla Street, Tobago Street and Byng Street	Section 106 Funded Schemes	0.113	0.243	-	0.356
Gascoigne Estate - public improvements on Virginia Road	Section 106 Funded Schemes	0.112	-	-	0.112
Gunmakers Lane	Section 106 Funded Schemes	0.023	-	-	0.023
Improvements to pedestrian and cycle routes	Section 106 Funded Schemes	-	0.018	-	0.018
Kings Arms Court Alleyway E1	Section 106 Funded Schemes	0.030	-	-	0.030
Marsh Wall Environmental Improvement	Section 106 Funded Schemes	0.020	0.157	-	0.177
Marsh Wall Junction Works	Section 106 Funded Schemes	-	0.004	-	0.004
Millwall Park & Langdon Park	Section 106 Funded Schemes	0.025	-	-	0.025
Morris Road & Rifle Street	Section 106 Funded Schemes	0.002	-	-	0.002
Morris Road & Rifle Street Footbridge	Section 106 Funded Schemes	0.011	-	-	0.011
Mudchute Farm Footpath	Section 106 Funded Schemes	-	0.007	-	0.007
Ocean Estate Feeder Site 2	Section 106 Funded Schemes	-	0.106	-	0.106
One-Way to Two-Way Cycle Streets - 86 Brick Lane	Section 106 Funded Schemes	-	0.116	-	0.116
One-Way to Two-Way Cycle Streets - Alie Street Area	Section 106 Funded Schemes	-	0.431	-	0.431
Petticoat Lane Market Improvements	Section 106 Funded Schemes	0.040	0.068	-	0.108
Poplar Business Park	Section 106 Funded Schemes	-	0.057	-	0.057
Poplar Park & Jolly's Green	Section 106 Funded Schemes	0.058	-	-	0.058

Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
Prestons Road	Section 106 Funded Schemes	0.174	0.170	-	0.344
Ropewalk Gardens	Section 106 Funded Schemes	0.008	-	-	0.008
Sainsbury Food Store	Section 106 Funded Schemes	-	0.022	-	0.022
Selsey Street	Section 106 Funded Schemes	-	0.008	-	0.008
St Andrews Hospital	Section 106 Funded Schemes	-	0.101	-	0.101
Stonebridge Wharf (Landscape improvements)	Section 106 Funded Schemes	0.025	0.065	-	0.090
To be decided	Section 106 Funded Schemes	0.444	-	-	0.444
Warner Green	Section 106 Funded Schemes	-	0.048	-	0.048
Weavers Field & Allen Gardens	Section 106 Funded Schemes	0.005	0.026	-	0.031
Monier Road	Olympic Park Transport Environmental Management Scheme	0.019	-	-	0.019
Tredegar Road	Olympic Park Transport Environmental Management Scheme	-	0.169	-	0.169
Albert Gardens	Parks	0.015	-	-	0.015
Cemetery Lodge	Parks	0.069	-	-	0.069
Christ Church Gardens	Parks	0.100	0.250	-	0.350
Mile End Hedge	Parks	0.052	-	-	0.052
Millwall Park/Island Gardens	Parks	-	0.003	-	0.003
Poplar Park	Parks	0.035	-	-	0.035
Schoolhouse Multi Use Gym Area	Parks	-	0.007	-	0.007
Trinity Square Gardens	Parks	0.019	-	-	0.019
Victoria Park Sports Hub	Parks	1.315	0.069	-	1.384
Banglatown Art Trail & Arches	Culture	-	0.521	-	0.521
Brick Lane Mural	Culture	0.045	-	-	0.045
John Orwell Sports Centre	Culture	0.025	-	-	0.025
John Orwell Sports Centre Astro-turf Development	Culture	0.259	-	-	0.259
Middlesex Street	Culture	0.219	0.020	-	0.239
Mile End Stadium Astro-turf Development	Culture	-	0.127	-	0.127
Mile End Stadium Track Resurfacing	Culture	0.004	-	-	0.004
St John's Gardens Park - Floodlighting of Tennis Courts	Culture	0.047	-	-	0.047
St John's Gardens Tennis Courts	Culture	0.037	-	-	0.037
Stepney Green Astro Turf	Culture	0.020	-	-	0.020
Tennis Courts - Bethnal Green Gardens	Culture	0.002	-	-	0.002
Tennis Courts - Victoria Park	Culture	0.010	-	-	0.010
Watney Market Idea Store	Culture	0.053	-	-	0.053
Bancroft Library Phase 2/2b	Bancroft Library	0.153	-	-	0.153
Adelina Grove	Contaminated Land Works	0.053	-	-	0.053
Contaminated Land Strategy	Contaminated Land Works	-	0.262	-	0.262
Copton Close (Watts Grove/Gale Street)	Contaminated Land Works	0.040	-	-	0.040

Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
Poplar High Street	Contaminated Land Works	0.037	-	-	0.037
Rosebank Gardens	Contaminated Land Works	0.033	-	-	0.033
Stores Quay	Contaminated Land Works	0.046	-	-	0.046
Veronica House	Contaminated Land Works	0.033	-	-	0.033
CCTV Improvements	Other	0.060	0.101	-	0.161
ICT Solution - Handheld Devices	Other	-	0.550	-	0.550
<b>Communities, Localities &amp; Culture Total</b>		<b>10.566</b>	<b>9.378</b>	<b>2.150</b>	<b>22.094</b>
<b>Building Schools for the Future</b>					
Building Schools for the Future Main Build & ICT Infrastructure	Building Schools for the Future	1.014	-	-	1.014
<b>Building Schools for the Future Total</b>		<b>1.014</b>	<b>-</b>	<b>-</b>	<b>1.014</b>
<b>Development &amp; Renewal</b>					
Birchfield Estate Masterplan, St Clements Hospital	Regional Housing Pot Targeted Funding	0.681	-	-	0.681
Private Sector Improvement Grants	Private Sector Improvement Grants	1.257	-	-	1.257
Disabled Facilities Grants	Disabled Facilities Grants	0.967	0.730	-	1.697
Bishops Square	Bishops Square	0.064	-	-	0.064
Millennium Quarter	Millennium Quarter	0.326	-	-	0.326
High Street 2012 Conservation	High Street 2012	1.517	-	-	1.517
Disability Discrimination Act Related Access Works	Disability Discrimination Act Related Access Works	0.052	-	-	0.052
Community Buildings Support Fund	Community Buildings Support Fund	0.023	1.479	-	1.502
Barley Mow Project	Section 106 Schemes	0.140	-	-	0.140
Dora Hall and Cheadle Hall	Section 106 Schemes	0.153	-	-	0.153
Hertford Union Canal Bridge Improvement project	Section 106 Schemes	0.021	-	-	0.021
Millennium Quarter Public Art Project	Section 106 Schemes	-	0.087	-	0.087
Wellington Way Health Centre	Section 106 Schemes	-	3.119	-	3.119
Whitechapel Delivery	Section 106 Schemes	0.140	0.723	-	0.863
Whitechapel Early Win Project	Section 106 Schemes	0.053	-	-	0.053
St Katharine Docks Practice	Section 106 Passported Funding	0.195	-	-	0.195
Stepney City Farm Ecopod	Section 106 Passported Funding	0.055	-	-	0.055
Transport for London Bus Stops	Section 106 Passported Funding	0.081	-	-	0.081
Splash Community Facility	Community Facilities	0.049	-	-	0.049
Turner Road Community Facility	Community Facilities	0.021	-	-	0.021
<b>Development &amp; Renewal Total</b>		<b>5.795</b>	<b>6.138</b>	<b>-</b>	<b>11.933</b>
<b>Corporate</b>					
Royal London Hospital/John Onslow House - Design to RIBA Stage 3	Whitechapel Civic Centre	0.350	3.000	-	3.350
<b>Corporate Total</b>		<b>0.350</b>	<b>3.000</b>	<b>-</b>	<b>3.350</b>

Scheme Description	Programme	2015/16 Budget £m	2016/17 Budget £m	2017/18 Budget £m	2015/16 to 2017/18 Total Budget £m
<b>Housing Revenue Account</b>					
Decent Homes Backlog	Decent Homes Backlog	48.463	10.000	-	<b>58.463</b>
Malmesbury Estate Decent Homes Programme	Decent Homes Backlog	3.550	-	-	<b>3.550</b>
Housing Capital Programme	Housing Capital Programme	6.794	14.000	14.000	<b>34.794</b>
Ocean Retail Units	Ocean Estate Regeneration	0.050	0.806	-	<b>0.856</b>
Blackwall Reach	Blackwall Reach	3.805	-	-	<b>3.805</b>
Fuel Poverty Works – Bancroft & Avebury	Fuel Poverty and Insulation Works on HRA Properties	3.282	-	-	<b>3.282</b>
Ashington Estate East	New Supply	0.065	13.463	-	<b>13.528</b>
Baroness Road	New Supply	-	4.699	-	<b>4.699</b>
Bradwell Street	New Supply	1.090	-	-	<b>1.090</b>
Extensions	New Supply	3.301	-	-	<b>3.301</b>
Hereford Street	New Supply	-	10.196	1.594	<b>11.790</b>
Jubilee Street	New Supply	-	6.574	-	<b>6.574</b>
Locksley Estate	New Supply	-	15.059	-	<b>15.059</b>
Watts Grove	New Supply	12.385	13.592	0.630	<b>26.607</b>
Short Life Properties	Affordable Housing Measures	0.947	-	-	<b>0.947</b>
Buybacks	HRA Indicative Schemes	-	13.640	13.640	<b>27.280</b>
Develop New Supply schemes to RIBA Stage 3	HRA Indicative Schemes	-	5.000	5.000	<b>10.000</b>
New Supply - Funded through use of retained 1-4-1	HRA Indicative Schemes	-	8.886	2.000	<b>10.886</b>
Right to Buy receipts	HRA Indicative Schemes	-	8.886	2.000	<b>10.886</b>
<b>Housing Revenue Account Total</b>		<b>83.732</b>	<b>115.915</b>	<b>36.864</b>	<b>236.511</b>
<b>Total Capital Programme 2015/16 to 2017/18</b>		<b>118.015</b>	<b>164.751</b>	<b>47.014</b>	<b>329.780</b>

Figures are rounded to the nearest thousand

Scheme Description	Programme	2016/17 Budget £m	2017/18 Budget £m	2018/19 Budget £m	2016/17 to 2018/19 Total Budget £m
<b>Children's Services &amp; Adults' Services</b>					
Maximising Health Infrastructure project	Public Health	1.853	0.750	-	<b>2.603</b>
William Cotton Place Fit-out works	Public Health	3.193	-	-	<b>3.193</b>
Schools Condition and Improvement schemes	Condition and Improvements	1.355	-	-	<b>1.355</b>
<b>Children's Services &amp; Adults' Services Total</b>		<b>6.401</b>	<b>0.750</b>	<b>-</b>	<b>7.151</b>
<b>Communities, Localities &amp; Culture</b>					
40 Marsh Wall	Section 106 Funded Schemes	0.276	-	-	<b>0.276</b>
Rothbury Road - Full Length	Transport for London Schemes	0.022	-	-	<b>0.022</b>
Corridors Neighbourhoods and Supporting Measures & Local Transport Fund Schemes	Transport for London Schemes	-	-	2.130	<b>2.130</b>
<b>Communities, Localities &amp; Culture Total</b>		<b>0.298</b>	<b>-</b>	<b>2.130</b>	<b>2.428</b>
<b>Corporate</b>					
229 Bethnal Green Road - to buy out Tower Hamlets College's interest in the site	Other	1.000	-	-	<b>1.000</b>
Underground Refuse Service - to replace two vehicles at the end of their useful life	Other	-	0.500	-	<b>0.500</b>
<b>Corporate Total</b>		<b>1.000</b>	<b>0.500</b>	<b>-</b>	<b>1.500</b>
<b>Total Indicative Schemes 2016/17 to 2018/19</b>		<b>7.699</b>	<b>1.250</b>	<b>2.130</b>	<b>11.079</b>

Amounts are rounded to the nearest thousand

## Summary Capital Programme 2015/16 to 2018/19

## Appendix 8.3

### Capital Programme Budget

Directorate/Programme	2015/16				2016/17	2017/18	2018/19	2015/16 to 2018/19
	Slippage from 2014/15 £m	Original Budget £m	Adjustments £m	Revised Budget £m	Budget £m	Budget £m	Budget £m	Total Budget £m
Children's Services & Adults' Services	6.335	26.404	(16.181)	16.558	36.721	8.750	-	62.029
Communities, Localities & Culture	0.318	14.560	(4.312)	10.566	9.676	2.150	2.130	24.522
Building Schools for the Future	0.791	0.223	-	1.014	-	-	-	1.014
Development & Renewal	8.670	3.230	(6.105)	5.795	6.138	-	-	11.933
Corporate	2.504	-	(2.154)	0.350	4.000	0.500	-	4.850
<b>Total excluding HRA</b>	<b>18.618</b>	<b>44.417</b>	<b>(28.752)</b>	<b>34.283</b>	<b>56.535</b>	<b>11.400</b>	<b>2.130</b>	<b>104.348</b>
Housing Revenue Account	39.154	127.555	(82.977)	83.732	115.915	36.864	-	236.511
<b>Total HRA</b>	<b>39.154</b>	<b>127.555</b>	<b>(82.977)</b>	<b>83.732</b>	<b>115.915</b>	<b>36.864</b>	<b>-</b>	<b>236.511</b>
<b>Total Budget</b>	<b>57.772</b>	<b>171.972</b>	<b>(111.729)</b>	<b>118.015</b>	<b>172.450</b>	<b>48.264</b>	<b>2.130</b>	<b>340.859</b>

### Capital Programme Funding

Directorate/Programme	Capital Grants £m	Major Repairs Allowance £m	Schools Contribution £m	Capital Receipts £m	Prudential Borrowing £m	Section 106 £m	Revenue £m	Total Funding £m
Children's Services & Adults' Services	48.237	-	0.442	0.600	-	9.970	2.780	62.029
Communities, Localities & Culture	12.714	-	-	0.692	-	8.805	2.311	24.522
Building Schools for the Future	-	-	1.014	-	-	-	-	1.014
Development & Renewal	4.105	-	-	1.754	-	6.004	0.070	11.933
Corporate	-	-	-	1.000	0.500	-	3.350	4.850
<b>Total excluding HRA</b>	<b>65.056</b>	<b>-</b>	<b>1.456</b>	<b>4.046</b>	<b>0.500</b>	<b>24.779</b>	<b>8.511</b>	<b>104.348</b>
Housing Revenue Account	29.293	37.038	-	24.593	37.766	2.104	105.717	236.511
<b>Total HRA</b>	<b>29.293</b>	<b>37.038</b>	<b>-</b>	<b>24.593</b>	<b>37.766</b>	<b>2.104</b>	<b>105.717</b>	<b>236.511</b>
<b>Total Funding</b>	<b>94.349</b>	<b>37.038</b>	<b>1.456</b>	<b>28.639</b>	<b>38.266</b>	<b>26.883</b>	<b>114.228</b>	<b>340.859</b>

Amounts are rounded to the nearest thousand



# **Appendix 9**

## **Budget Consultation Feedback**

# **Your Borough Your Voice consultation summary**

## **1. Introduction**

- The Your Borough Your Voice public consultation campaign gave residents and service users the opportunity to comment on and feedback on the savings proposals put forward by the council to balance the budget for 2016/17. This paper provides a briefing on the key outcomes of the consultation and includes comments received and how the services have included consideration of the issues raised through the consultation.
- The consultation was designed to meet statutory and best practice consultation guidance by providing an opportunity for residents and stakeholders to give their views on perceived impacts that the proposals could have; identify the groups that could be affected by the proposals and set out any potential risks or benefits to the proposals.
- The consultation with residents included :
  - General public consultation facilitated through the council website. This was for all proposals where an equality screening exercise indicated that a group or groups with protected characteristics may be affected by the proposed changes. These were designated as level 1.
  - Direct service user consultation through face to face meetings and engagement with service user groups or related forums. This was for proposals where an equality screening exercise indicated a clear potential impact on a specific group or groups of protected characteristics resulting from a significant change to a service. These were designated level 2 consultations.
- The consultation included a parallel programme for consulting staff this year, building on lessons learned and feedback from the 2014/15 savings consultation.
- The consultations on the savings proposal ran from October 12 – November 9, 2015. A range of methods were used to capture feedback, including web-based options, face to face discussions with service user groups, and specific interest groups. A summary of the key methods of consultation are set out below.
- The findings of the consultation have been used to further assess the equality impact of the savings proposals and full Equality Assessments are presented with the draft budget proposals to inform final decisions.

## 2. Overview of consultation activities

- Equality screening was undertaken for each savings proposal to identify possible impacts on groups with protected characteristics. These assessments identified the potential degree of impact, whether a full Equality Assessment was needed and the type of consultation required:
  - General public consultation (level 1) was undertaken where equality screening indicated that a group(s) with protected characteristics may be affected by the proposed changes.
  - Additionally, face to face consultation (level 2) was undertaken where a proposal could potentially have a substantial impact on a particular section of the community or group resulting from a significant change to a service.
- Each savings proposal was published on a dedicated web page: [www.towerhamlets.gov.uk/yourborough](http://www.towerhamlets.gov.uk/yourborough). This allowed residents to see the scope of and potential impact of the savings proposals; the total amount that could be saved from each of the proposals; and the total savings planned which were assessed as not having a direct impact on residents (31 proposals) for example from delayering management; transformation of back office functions and better use of technology.
- Each savings proposal was also published on a dedicated intranet page for staff to feedback on the savings proposals. Staff were able to share ideas from a professional perspective about the way(s) in which the council could work more efficiently. There were 247 online consultation responses from staff including 53 responses on the Early Years proposal and 28 responses on the Idea Store proposal. The remaining proposals received 20 or fewer responses.
- Managers met with staff within services that were potentially affected by specific savings proposals to provide guidance about the process.
- Senior management also met with Trade Unions and elected members to set out the approach to the public and staff consultation.
- Services also engaged service user groups to capture their feedback on proposals that affected vulnerable groups and groups with protected characteristics.
- Awareness of the consultation was raised through articles in East End Life; promotion of the consultation to local and BME media; the campaign had a high profile position on the council's homepage (including a web banner) throughout the consultation; it was promoted through social media (Twitter and Facebook) and meetings were held with local groups and forums.
- Residents could request the option to feedback on the consultation via paper format to the Communications team and questions from residents and staff about the consultation were sent to [Consultation@towerhamlets.gov.uk](mailto:Consultation@towerhamlets.gov.uk). These were forwarded for response to the services.

### **3. Summary of responses from residents**

#### **General public consultation with residents (level 1):**

- There were 415 online consultation responses from residents
- The proposal to reduce the number of Idea Stores that are open on Sundays attracted the most responses – 77

The next most commented on proposals were:

- PGCE bursaries - 28 responses
- The CAMHS budget proposal - 27 responses
- The Incontinence Laundry proposal - 27 responses
- The reduction of funding to local police - 23 responses
- Early Years savings proposal - 23 responses
- Deletion of the burial subsidy scheme – 21 responses
- School crossing patrols – 20 responses
- The remaining proposals received less than 20 responses.

#### **Service user and other face to face consultation (level 2):**

- There were eight proposals where detailed consultation was undertaken to assess impact on specific service user groups.
- For proposals that related to Adults Social Care Services, the Directorate led detailed consultation discussions with 4 service user engagement groups. These included:
  - Older People's Reference Group
  - Local Voices (residents with a disability)
  - Carers Forum
  - Have Your Say Group (residents with a learning disability)A total of 85 service users were engaged through these groups.
  - In addition to the above the service held a consultation discussion with Mayfield House service users (specifically related to the Older Peoples Day Services Review)
- The other proposals requiring Level 2 consultation were led by the Communities, Localities and Culture Directorate using a mixture of face to face and survey consultation techniques. 665 people responded to a survey on the IDEAs store and a further 56 people were engaged through service user and community engagement groups. These included:
  - Idea Stores service users
  - Youth Carers
  - The Youth Council
  - Incontinence Laundry Service users
  - Headteachers
- The feedback from these groups is included in the summary of consultation responses under each of the relevant proposals where a level 2 consultation was carried out.

#### **4. Consultation feedback**

A summary of the consultation feedback per proposal is provided below; this includes the issues raised within the online consultation responses and includes both staff and residents comments and level 2 consultation responses where applicable. Services have also provided responses to the issues raised through the public consultation which have also informed the full Equality Assessments where applicable.

##### **i. Idea Store closing (Sundays)**

###### **Online consultation responses**

There were 77 responses. 30% thought there would not be a negative impact compared to 70% who thought there would be a negative impact. This included those without access to the internet; students and young people, particularly those in overcrowded accommodation; the 6.7% who already visit on Sunday; the unemployed and the homeless.

###### **Service user survey**

Services users were asked to complete a short questionnaire. A total of 665 people completed the survey. 87% of service users felt that the proposals would have an impact on people using the service/resource. 30% of service users felt that the proposals will lead to positive outcomes, with the main one being saving costs; however the majority believed that any savings should be reinvested in the service. 84% of those surveyed believed that proposal will have a negative impact. There were concerns that full or partial closure will restrict access for students, children and families, older people, those who are isolated and working age adults. Additionally, there were concerns around digital inclusion and access to computers and opinions against the impact on programmes that are delivered during that time e.g. community language classes.

###### **Service Response**

There are limitations as to how it would be possible to realise the proposed saving and fully mitigate against closure of the Idea Stores on a Sunday as there would not be any alternative / comparable service provided. The service is looking to identify alternative sites for the provision of community language classes.

##### **ii. Undergraduate & PGCE bursaries**

###### **Online consultation responses**

There were 28 responses. 22 people thought that there would be a negative impact. 6 respondents thought there would not be a negative impact. There were concerns that this proposal could reduce the number of teachers (particularly BME) in the borough, and limit career progression for Teaching Assistants. The proposal was supported because of the savings that could be achieved, and a suggestion that there was no need to keep running a scheme that no longer benefits the borough.

###### **Service response**

There is significant government support for training in the teaching profession and this will continue to be available although not necessarily administered by the local authority. This would be through student finance or training

bursaries. The local authority can raise awareness of this support locally so that all groups have an opportunity to access government support. Locally, the London East Teacher Training Alliance which is based in a local primary school runs annual recruitment to Schools Direct which is employment based training for graduates as an alternative to a PGCE to get interested applicants into the profession. This will continue to support local people.

Additionally, Tower Hamlets schools are recognised nationally for their education standards and results, and teacher recruitment and retention is not a current area of challenge as it was when the scheme was established.

### **iii. CAMHS**

#### Online consultation responses

There were 27 responses. 26 respondents thought that there would be a negative impact. 1 respondent thought there would no negative impact. There was a concern that a cut to children's mental health services would result in less efficiency and ability to respond to the needs of vulnerable families and children. Positive comments included that the council's consideration of what is offered, what works, what does not and trying to improve practice is always a good thing.

#### Service response

Performance data shows that there are challenges with children and young people accessing CAMHS and progressing off the service once improvements are achieved. There is also an issue with those who need access but do not attend sessions which was at a rate of 13.0% for 2014/15. Both of these issues are costly in terms of service efficiency and time and resources. The proposed service re-design would offer an opportunity to address these issues and ensure the most cost effective service is offered and delivered. Additionally, a service redesign would enable CAMHS to better target vulnerable children such as those experiencing or being impacted by gangs, child sexual exploitation and other trauma.

### **iv. Incontinence service**

#### Online consultation responses

There were 27 responses. 16 respondents said there would be a negative impact and just over a third (11) believed there would not be a negative impact. The owner of a local reusable nappy business expressed concern that they had not been consulted about the proposal as it will impact on their business; there was also concern that the elderly would lose vital contact with and support from the service.

#### Camden Council response

21 clients in Camden use the laundry service. An article was published in the Camden New Journal on the 12<sup>th</sup> November 2015. Sally Gimson, Cabinet Member for Adult Social Care at Camden Council reassured Camden residents that there would be no disruption as alternative laundry services are available.

### Service user survey

A letter was sent to all 35 clients with a questionnaire attached. There were 14 responses. All of the respondents felt that the closure of the service will have an impact; will not lead to a positive outcome and will have a negative impact. Respondents stated that they are unable to do laundry by themselves due to disability and/or health conditions. Two service users stated that they did not own a wash machine. There were also concerns about family members having to take on this duty or having to pay for somebody to carry out the service on their behalf.

### Service response

The current service is financially unsustainable. It is used by 21 Tower Hamlets residents who need continence support and 17 who are not incontinent but use it for other purposes. The last referral to the service was over 2 years ago. All 35 current users living in Tower Hamlets would have their needs assessed and appropriate alternative support would be arranged depending on their needs. If they still have a need for continence support, this need would still be met, but in a different way. Options for meeting eligible needs might include direct support, Direct Payments (to enable people to purchase their own support) or one off payments which could purchase a washing machine.

The service understands that the Hospital Continence Service provides free pads and other continence products to incontinent clients, but does not provide a laundry service. However, clients who are entitled to Direct Payments will be able to use this to purchase the laundry service from other providers. Additionally, a discussion between the service and NHS about appropriate replacement services will take place if the saving proposal is approved.

## **v. Cuts to local police budgets**

### Online consultation responses

There were 24 responses. 18 of people thought that there would be an impact. 6 people thought there would not be a negative impact. There were concerns that crime and ASB would increase in the borough. However, there was acknowledgement that funding for the police should come from the government and most people were positive about the savings that could be made and resources used elsewhere.

### Service response

The resources made available by the new Partnership Taskforce (six police officers; three funded by the Council and three funded by match funding) will work on tackling prioritised issues. The priorities that the PTF team will work on will be discussed and agreed by the Council and the Police as part of the service specification for the scheme. The Council's Enforcement Officers (THEOS) will continue to respond to ASB calls.

## **vi. Deletion of the burial subsidy scheme**

### Online consultation responses

There were 21 responses. 13 respondents thought there would be a negative impact, including concern that some people would not be able to pay for the burial of family members, causing increased hardship and potential

indebtedness. In contrast there were also positive comments including a sense that it was not a local authority role to subsidise burials and 8 people thought there would not be a negative impact.

#### Service response

There will be no impact on residents. The Council has a new burial subsidy scheme in place with the Council leasing a new burial ground at Kemnal Park. The new grounds will include multi faith provision and provision for those who have no faith.

### **vii. Early Years provision**

#### Online consultation responses

There were 21 responses. 13 people thought that there would be a negative impact. 8 people thought there would not be a negative impact. Those in favour of the proposal said that it would mean better, targeted use of resources, less duplication, greater clarity for residents and service providers. The children most in need of early support and learning opportunities will benefit from a single Early Years team. Negative impacts were mixed, including job losses and concern about an increase in the cost of early years' services.

#### Service response

The proposal is expected to have an overall positive impact on service users. This is because children and their families will be able to access a wider range of services, including health services, in one place, there will be more early education places for eligible two year olds, and more opportunities for parents and carers to get back into training or employment by accessing courses with childcare provided. It is noted that if some services are moved from satellite sites to main Children's Centres then some families may have to travel slightly further in order to access the service which has been moved.

### **viii. School crossing patrols to be delivered by schools**

#### Online consultation responses

There were 20 responses. 8 people thought that there would be a negative impact. 12 respondents thought there would not be a negative impact. There was concern that some schools would not fund the crossing patrols, creating a negative impact on safety. Positive comments included the potential for schools to recruit parent volunteers to help run this service if they want to provide it, involving and improving school/parent/carers relationships and savings for the council.

#### Headteacher focus group and survey

7 schools participated or responded to the survey. Most of the Headteachers felt that proposal would have a negative impact on their school; additionally, only 1 school thought that this proposal would have a positive impact (financial savings). There were concerns about road safety for children and young people, which may affect school applications as parents may perceive that travelling to that school is not safe. There were concerns that schools may have to fund crossing patrols themselves, which will have a negative impact on school budgets. There were also concerns about an increase in parents driving children to school and an increase in congestion.



### Service response

Schools will be able to use their Dedicated Schools Grant to provide school crossing patrols; this is common practice in most Local Authorities across the Country. Additionally, the service will organise parental road safety support for schools should they ask. The Parking Service will provide additional road safety training to schools who request it.

### **ix. Make more parking services available Online consultation responses and by phone**

#### Online consultation responses

There were 17 responses. Most people (14) thought there would not be a negative impact. A few people (3) thought that there would be a negative impact. Most residents (16) were positive about the 'significant savings' that could be made and the removal of dated methods for collecting cash payments on the street.

### Service response

The proposal does not seek to alter how the service is currently provided, but recognises the changes in behaviour for how people access services. The saving is generated on the assumption that the formula underpinning the unit cost will remain consistent.

### **x. Housing benefit overpayment recovery**

#### Online consultation responses

There were 16 responses<sup>11</sup> people thought that there would not be a negative impact. Positive outcomes included saving money, holding people to account and using the process as a preventative measure to others.

### Service response

Improved processes within the council mean that recovery of housing benefits overpayments is being carried out more effectively which is reflected in this saving proposal.

### **xi. Making the youth service more efficient**

#### Online consultation responses

There were 16 responses. Just over half of the respondents (9) thought that there would not be a negative impact and just under half (7) thought there would be a negative impact. Respondents said that smarter ways of working can both save money and improve services to young people by involving the local community & voluntary sector (CVS) to deliver youth services rather than in-house.

### Service user engagement

A focus group was held with 13 youth carers and another was held with 22 young people from the Youth Council. All of the young people thought that the savings proposal will have an impact on people using the service/resources. All of the young people thought that proposal will have a negative impact. There were concerns around a reduction in resources and activities within the youth service and the quality of provision. There was a feeling that this will lead to inactivity amongst young people and a reduction in engagement.

### Service response

The proposal reflects budgetary underspend and aims to ensure better and more efficient procurement of youth services. This savings proposal should not have a negative impact on access to services for young people.

## **xii. Review of day services for older people**

### Online consultation responses

There were 14 responses. Most people (9) thought that there would be a negative impact whilst about a third (5) of respondents thought that there would not be a negative impact. There was concern about the health and wellbeing of older people. Positive comments said that there was a need to increase the use of services and a review would help achieve this.

### Service user consultation response

This proposal was discussed at the Mayfield House meeting. Feedback was largely negative: People raised concerns that if Mayfield House closes, the Somali community that currently meets there will disperse. They currently use the community as a support network. Whilst there is no particular attachment to the building, people were keen to ensure that the group who meets at Mayfield House is kept together to promote their physical and mental wellbeing. People highlighted the value in having a Somali-specific service in the borough. People would prefer the service to be delivered differently rather than closed down. A different organisation running the service may not understand and meet their unique cultural needs, such as traditional Somali food. Sharing the service with another community or being placed in another day centre raises concerns that they will not accept them and a concern that they will be a burden on them. People were also worried that if users were reassessed and offered a place at another day centre, they wouldn't want to attend so would remain isolated at home.

### Service response

The review of older people's day services aims to improve quality, flexibility and efficiency of services, based on the feedback and aspirations of older people and their carers. As part of the overall review, the focus of this savings proposal is better provision for service users of Mayfield House Day Centre by moving these services to more modern facilities. Currently, Mayfield House does not provide adequate provision for our Somali older people. Mayfield House is in a poor state of repair, lacks full disability access and does not provide separate prayer, ablution or activity spaces for men and women, resulting in under-occupancy and lack of access for Somali women. This compares poorly to the highly-adapted and culturally-sensitive space at other premises. Re-providing the service currently delivered at Mayfield House will be an opportunity to improve both the experience of current service users and our offer to Somali women, while ensuring value for money.

The elements of the service particularly valued by users of Mayfield House - both those eligible for social care and those using the service informally as a drop in - were not site specific and could be provided by other universal or social care services. In light of the consultation and Mayor's instruction in Cabinet, an alternative offer is being explored for Somali elders, working closely with the Mayor's Somali taskforce.

### **xiii. Review of external spend**

#### Online consultation responses

There were 13 responses. Two thirds of respondents (8) thought that there would not be a negative impact whilst the remaining third (5) thought that there would be a negative impact. There was strong support for the savings that could be made.

#### Service response

The £50k identified is not currently earmarked for spend in 16/17. Some of the one off spend within this area consists of work to support the development of the Community Engagement and Voluntary and Community Sector strategies. As these strategies are due to be completed around the end of 15/16, there is no requirement for ongoing spend in these areas. A saving on the Healthwatch contract, generated through operational efficiencies has also contributed to the savings available.

### **xiv. Reduction of general fund subsidy for Gorsefield Rural studies Centre**

#### Online consultation responses

There were 11 responses. Most people (7) thought that there would not be a negative impact and just over a third of respondents (4) thought that there would be a negative impact. Most people were positive about the savings that can be better used for front line services.

#### Service response

Purchases for 2014-15 for Gorsefield amount to just over £285,000. Savings of £50,000 equate to 17.5% of this. If no changes were made to the running costs of Gorsefield, this would potentially increase the cost of booking Gorsefield for schools by 17.5%: This equates to an increase of between £6.30 and £7.87 per person per day based on 2014-15 prices. Individual schools may choose to meet this increase directly or to pass this on to families.

### **xv. Review of high cost learning disability care packages**

#### Online consultation responses

There were 10 responses. Half of the respondents thought that there would be a negative impact and half thought that there would not be a negative impact. Concerns included: social workers coping with 'an overloaded service'; potential for additional waiting times and an impact on family life. People were positive about saving money and the meeting the ongoing needs of residents through a continual review of needs.

#### Service user consultation responses

This proposal was discussed at the "Have Your Say", Local Voices, Carer Forum groups and the meeting with older people on 3rd November. Feedback was largely positive: People generally felt that changes to promote independence and choice were positive, and could see the value in people moving back into the borough from care homes being closer to their families. Several people highlighted any changes to people's care packages need to be carefully managed: Big changes can be scary, and it can take time for people to develop the right confidence and skills to be more independent.

Any changes need to be made with an awareness of carers, who should be offered the support they need.

#### Service response

The council aims to achieve savings whilst benefiting service users. This will be achieved by reviewing care packages to ensure that they are meeting the needs of eligible service users in the most appropriate and cost effective way.

For example, we will review the support needs of people who have expensive residential and community care packages and help them to become more independent, and where appropriate, to move to be closer to their family and friends. Service users and their families will be involved in the reviews and in decisions taken about their care. Everyone will still have their eligible needs met, but perhaps in different ways. This proposal **will not** alter who is eligible for services.

### **xvi. Saving from existing underspend of London Taxi Card budget**

#### Online consultation responses

There were 10 responses. Most people (8) thought that there would not be a negative impact. A few respondents (2) thought that there would be a negative impact. Most people (8) were positive about the savings that could be made.

#### Service Response

The council runs a taxi card scheme which offers reduced fares on Black Cabs and Public Hire Vehicles for people with severe mobility problems or disabilities which prevent them from using public transport. The scheme is managed on behalf of the Boroughs by London Councils.

Historically the council budgeted for circa 4,000 members and assumed a high percentage of active users. In September 2015 London Councils, with the agreement of all 33 London boroughs, stopped the membership of 12,700 Taxi card members who have not used their cards for over two years. Following the review, the number of Tower Hamlets members is currently 1,961 with 34% actively using the Taxi card scheme. The savings proposed correlate to the London Council's changes and the budget has therefore been reduced by £100,000 to reflect this reduction in active users.

### **xvii. Mainstream Grants**

#### Online consultation responses

There were 10 responses. Most of the respondents (7) believed there would be a negative impact and a few thought that there would not be a negative impact. There was concern that a valuable source of funding to the voluntary sector would be lost, and that a loss of third sector provision would reduce services available in the borough. Conversely, those in favour of the proposal said that the approach could support core services by saving money.

#### Service response

A 5% reduction in the Development and Renewal element of the Mainstream Grants budget has been identified, taking effect from September 2016. This

will be achieved through more rigor and coherent funding allocations and monitoring process, ensuring maximum outputs/outcome achieved from the applicants.

### **xviii. Reduction in the corporate match funding budget**

#### Online consultation responses

There were 8 responses. Most people (7) believed there would not be a negative impact. Fewer people thought that there would be a negative impact. People were positive about allocation of much needed funds to core council activities and the potential to fund 'needy' causes.

#### Service response

Negative impacts were identified as impacts that would fall on the community and residents who use funded services. Positive impacts were identified as reductions in funding encouraging organisations to be more self-reliant. The MSG themes focusing on (a) Third Sector Organisational Development, and (b) Community Engagement, Cohesion and Resilience would help to address the issues raised in the consultation and both will continue to be funded at their current level with no reductions proposed and are out of scope of this proposal. The council is continually looking to harness opportunities to bring resources and investment into the borough to benefit residents and will continue to explore potential options.

### **xix. Sharing services with NHS partners**

#### Online consultation responses

There were 7 responses. The majority of people (4) thought that there would be a negative impact and a minority believed there would not be a negative impact. There was a concern about job losses; however people were positive about potential savings and a better, more joined up service.

#### Service user consultation response

This proposal was discussed at the meeting with older people on 3rd November 2015. Attendees were keen to see better working between NHS and Social Care services. There are good examples of integrated care in the community and some felt that if by more joined up services meant better services then on the whole then people support the idea. However, there were concerns that in the short term there is a huge cost associated to change and it disrupts service for service users.

#### Service response

The aim is to join up how the council and NHS design, buy and manage health and social care services, to improve efficiency, reduce duplication and ultimately make services more joined up for people who use them. This proposal will review further opportunities for joining up and integrating services across the Local Authority and commissioning functions. It is not intended to cut services but rather to redesign more effective pathways across the different health and social care services that might make up a person's care and to make it better co-ordinated for the service user. The proposal will include reviewing of contracts to identify duplication and enhance joint contracting arrangements with Public Health and Tower Hamlets CCG in order to achieve longer term efficiency. Any new contractual arrangements should not result in any loss of quality for service users.

## **xx. Charging for community social care services**

### Online consultation responses

There were 6 responses. The majority of the responses (5) said that the proposal would have a negative impact. This included concerns about the elderly coping and the impact to those needing employment supports. Financial advice was put forward as a mitigating solution.

### Service user consultation responses

This proposal was discussed at the “Have Your Say”, Local Voices, Carer Forum groups and the meeting with older people on 3rd November. Feedback in meetings was mixed: A number of people felt that the proposal is a positive move which will be fairer by ensuring that those who can afford to pay, do so. Respondents suggest that the income this generates could be positive for adult social care services given the savings that have to be made. Most respondents were keen to stress that those on low incomes should not have their income lowered further, and a few felt that services should be free to all.

The specific concerns that were raised through consultation were as follows:

- A concern that those in need of help may be “put off” from approaching adult social care for fear that they will have to pay. Clear and careful communication could help mitigate against this risk.
- A concern that those receiving help may feel like they have to reduce the support they receive or not accept further help in order to protect their assets or savings. Clear and careful communication and a proactive strategy to help people maximise their incomes could help mitigate this risk.
- A concern that the most vulnerable may have difficulties in budgeting. Support would need to be considered in respect to this.
- A concern that the most vulnerable may not be assertive enough to appeal against financial decisions they disagree with. Support would need to be considered in respect to this.

### Service response

Community social care faces significant budget pressures through the combined effect of rising demand, cost inflation and the savings required due to the government’s austerity regime. A charging policy would enable the Council to put funding for adult social care on a more sustainable footing in this context, to ensure that vulnerable adults continue to receive the support they need. Charging would be based on ability to pay following an assessment of clients’ disposable incomes, protecting those who can’t afford to pay for their social care. In line with national frameworks, various types of income and assets would be protected and those on the lowest incomes would pay no charge at all. Further consultation on a charging framework is planned. The further consultation would include proposals for the actual means assessment, e.g. what would be included in financial assessments and at what threshold people would be paying. This will include wide-scale consultation with the range of service user and carer forums already in place, consultation with the third and voluntary sector and with staff and stakeholders.

As a result of further work to model the possible impact of a new charging scheme, it is estimated that the number likely to be affected is higher than

originally thought. We anticipate that up to 1,400 people may be affected by this policy. Based on the average contribution of clients being charged support in extra care housing, the average weekly contribution would be lower than when first assessed at £33. The actual numbers of people who would pay a charge – and the level of income raised – cannot be predicted more precisely at this stage, until further analysis, consultation and benchmarking is concluded.

If the council decides to adopt financial assessment criteria which are more generous than the statutory guidance (for example ignoring more income or capital), then the number of clients paying, and the amount of income generated, will be lower. If it is decided to proceed with this opportunity, we will develop a number of options and carry out further work to establish the impact of each option. These will be consulted on as part of the process before a charging policy is adopted by the Council.

Based on other areas, there does not appear to be a correlation between charging for social care services and the extent to which people access services. When other boroughs have introduced or changed their charging policies this has not had an impact on demand. Based on experiences in other boroughs, introducing charging – when combined with a fair charging policy plus appropriate safeguards and income maximisation support for users – would not result in fewer people coming forward who need community social care support.

#### **xxi. Waste disposal**

##### Online consultation responses

There were 5 responses. Most people (3) thought that there would be a negative impact. A few believed there would not be a negative impact. There were no comments.

##### Service response

Residents will continue to receive the same service from the Council. The only change from this proposal will be that 49,400 tonnes of the Council waste will be sent to be disposed of in Energy from Waste treatment plants, outside of the Borough, where the waste will be incinerated to produce partially-renewable energy.

#### **xxii. Focus on reablement for social care service users**

##### Online consultation responses

There were 4 responses. Half the respondents thought that the proposal would have a negative impact and the remaining half believed there would not be a negative impact. There was concern for those who were physically dependent on the service. Others suggested that the transitional period would be challenging for residents – but would have no real impact.

##### Service user consultation responses

This proposal was discussed at the “Have Your Say”, Local Voices, Carer Forum groups and the meeting with older people on 3rd November. Feedback in meetings was mixed: People were generally positive about the Reablement service and programme, and some felt that a move to a single

carer (from more than one) could be positive in relation to the service users' dignity.

There were some concerns related to the idea of moving from double-handed care to single-handed care with the aid of assistive technology: It may take a long time for equipment to arrive, it may take longer to carry out tasks, and some people prefer personal interaction. Others felt that there would be no problem with this approach as long as this was in line with the person's needs and wishes and as long as people were appropriately trained on using equipment. Some people felt that two care workers are sometimes used unnecessarily. People highlighted the importance of care workers who are flexible, not rushed and who work in a person-centred way.

#### Service response

This proposal aims to review approximately 50 'double handed/ two carer' care packages that are high cost and to maximise the service user's independence by:

- a) introducing 'one carer' package following assessment and supporting informal carers by assessing for appropriate equipment e.g. hoists, and other equipment through the Occupational Therapy Service, and
- b) increased use of assistive technology (AT) where applicable. AT can help disabled people to live more independently at home and manage risks by providing them with devices that raise alarms in case of falls, for instance.

These devices can include:

- door entry intercom and access;
- loud speaking hands free telephone;
- TV, DVD and other media devices; and
- lighting and 'plug-in' electrical appliances.

The proposal is to mainstream the use of Assistive Technology Services which will result in the greater use of technology to assist vulnerable adults to live independently. The intention is to provide service users and their carers with increased choices and flexibility. Each review or reassessment of needs will be undertaken on an individual basis, with the needs identified particular to that service user. There will be no blanket withdrawal of double – handed carer support.

### **xxiii. Improving focus on maintaining independence for social care service users**

#### Online consultation responses

There were 4 responses. All of the respondents thought that the proposal would have a negative impact. Isolated people were highlighted as those most affected; safeguarding issues were also raised as a concern.

#### Service user consultation responses

The Older People's Reference Group agreed with the principle of the proposal. The group thought that an emphasis should be put on delaying the need for placement in residential/nursing home.



There was a consensus amongst the Local Voices group that promoting independence is a good thing and it will be beneficial if the new practice framework works. The group requested assurance that the new framework would work and a feedback mechanism in place. Concerns were raised about individuals being forced into using direct payments when they're happy with their current care provision.

The Carers' Forum felt that there was a need for carers to be trained on how to provide care was identified and appropriate support should be given at an earlier stage in order to prevent a crisis from happening. Carers felt that in-house care services were better equipped to provide care.

The Have Your Say Group expressed some scepticism about what this actually meant for service users. The relationship between social workers and service users was raised several times; with a feeling that there needs to be a focus on the development of trust between service users and social workers as a first step.

#### Service response

The Council will still have to meet the needs of adults who are eligible for social care support due to age or disability – the proposal is not designed to change who is eligible for services, but to review whether the Council is meeting people's eligible needs in the best possible way that promotes their independence for as long as possible. This includes looking at how needs are re-assessed in ways that are safe and financially sustainable; and seeking greater input from family, friends and the wider community where appropriate to provide a mix of commissioned care, family care and support from the local community.

The people who will be reviewed are primarily older people or people with a physical disability, and learning disability. The services that are likely to be reviewed are provided across Tower Hamlets, with no specific areas being targeted.

It is acknowledged that these proposals could have a disproportionate impact on older people, and people with disabilities. This proposal relates to individuals with different circumstances and needs, and this will be taken into consideration during their individual review to re-assess their need for direct support from the council. Undertaking regular reviews reflects best practice within Adult Social Care. It ensures that the most appropriate support is being given, in the most effective way, to meet each person's eligible needs and that agreed outcomes and goals are being achieved. It is possible that in some cases there may be no changes for the individual. Overall, the proposal is likely to be positive as it will enable service users to enjoy greater independence and carers to be better supported.

#### **xxiv. Partnership delivery of employment programmes**

##### Online consultation responses

There were 4 responses. Half of the respondents believed that there would be a negative impact whilst the other half believed there would not be a negative impact. Responses included concern about possible impacts to young people, particularly during this economic downturn.

##### Service response

Currently all trainees are paid through council budgets and all placements are within council departments. This proposal will develop a partnership arrangement with local private businesses and third sector organisations where trainees will spend part of their work placement within these organisations and costs will be shared. The saving would be generated from a reduction in the council's contribution to the total salary cost of each apprentice and will still allow us to continue to provide opportunities to the same number of participants each year.