

## **Equality Impact Assessment (EIA) of main Budget proposals for 2012/13.**

### **A) Overview and Summary**

The purpose of this EIA is to assess the main items in the budget proposed to Full Council on 29 February 2012. The Council is obliged to set a balanced budget and Council Tax charge in accordance with the Local Government Finance Act 1992.

For 2012/2013, the Council has set a balanced budget based on various growth areas, efficiency savings, fees and reserves. On the basis of that budget, the Council proposes to reduce Council Tax by 3.75%.

Further information is set out in the accompanying Report to Full Council. This EIA is intended to assist the Council in fulfilling its public sector equality duty ("PSED"). It assesses, so far as is possible on the information currently available, the equality impact of the budget, including the proposal to reduce Council Tax. (The requirements of the PSED are explained in the report to Full Council at 14.7).

### **B) Methodology**

The assessment looks, first, at the impact of reducing Council Tax and, secondly, at the budget on which that decision is based. It is not, however, feasible or appropriate to carry out detailed EIAs of all the individual proposed policy decisions on which the budget is based at this stage. Detailed EIAs will be carried out of policy decisions that have particular relevance to the protected groups prior to any final decision being taken to implement those policy decisions. The aim in this document is to identify the elements of the budget that may have a particular adverse or a particular positive impact on any protected group so that these can be taken into account by the Council when taking a final decision on the budget and the level of Council Tax. Generally, it is not possible at this stage, and prior to any detailed EIA, to identify measures that will mitigate the adverse effects of any particular policy decision, although where this is possible mitigating measures are identified at the appropriate point in this document.

### **C) Assessment of impact of reducing Council Tax by 3.75%**

The impact of the proposal to reduce Council Tax by 3.75% is assessed in three categories:

- (i) those who pay Council Tax in full;
- (ii) those who do not pay any Council Tax because they receive full Council Tax Benefit ('CTB') or are exempt from payment; and
- (iii) those who pay partial Council Tax because they receive partial CTB.

In order to assess the impact of this decision, relevant borough profile and other data is used to assess which group(s) might be impacted in each category and an assessment is made as to the likely impact on equality of opportunity of reducing Council Tax by 3.75% in 2012/13. One limiting factor on the assessment is that no diversity data is held for those eligible for CTB or, conversely, those not eligible for CTB. The Council does, however, have the data on those in receipt of full and partial CTB (Annex One, Tables 1 to 4).

(i) Assessment of impact of reducing Council Tax by 3.75% on those who pay the full Council Tax

Although precise numbers are not known, most adult residents pay full Council Tax. Those that do not fall into three sub-categories:

- (a) those eligible for full or partial CTB, i.e. those receiving this benefit as identified in Tables 1 to 4 of Annex One;
- (b) those exempt from Council Tax on any of the grounds set out in Annex Three; and,
- (c) those who do not have responsibility for payment of Council Tax because they are not responsible for a property, nor required to pay or contribute towards Council Tax by their landlord or similar. The number of people in this latter category is unknown.

In addition, there are households which are eligible for a reduction in Council Tax (but not CTB) where there is a disabled adult or child in the household and because of that person's disability they require an extra bathroom or kitchen, extra space for a wheelchair (if they need to use a wheelchair inside) or a room that is mainly used to meet their needs as a disabled person. If a resident is entitled to this reduction, the bill is worked out using the band below the current band of that person's property. For example, if the home is in Band D, the bill is worked out using Band C. For Band A properties, H&F reduces the council tax by one ninth of the Band D amount<sup>1</sup>.

Although these people pay less Council Tax because of their disability than they would otherwise pay, it is appropriate to include them in this section dealing with the assessment of impact on those who pay the full amount of Council Tax because these two groups will all benefit in the same way as a result of a reduction in Council Tax.

The average reduction for people in the first category will be £30 per Council Tax bill (this being the reduction for anyone paying Council Tax in Band D).

All adults who pay the full rate will benefit financially from the Council Tax reduction. There will also be a small indirect benefit to all taxpayers nationally as the reduction in Council Tax will mean that there is a corresponding reduction in the amount of CTB that is paid out by the Government and therefore a general benefit to the public purse.

Those who will feel the greatest benefit from the reduction in Council Tax, however, will be those whose circumstances mean that they are only slightly above the level at which they would become eligible for CTB or partial CTB (see below).

Because of the way in which benefits are calculated and the number of factors that must be taken into account, it is not possible to give a threshold of savings or income (or similar) below which an individual would be eligible for full or partial CTB, or above which a person will not be eligible for CTB or partial CTB.

However, it can safely be said that those whose financial circumstances place them only just above the threshold for CTB eligibility will also have low levels of income/savings, relative to the rest of the population.

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<sup>1</sup> Full details are available on the Council's website:

[http://www.lbhf.gov.uk/Directory/Advice\\_and\\_Benefits/Council\\_tax/Disabled\\_persons\\_reduction/35753\\_Council\\_Tax\\_Reductions\\_for\\_residents\\_with\\_disabilities.asp](http://www.lbhf.gov.uk/Directory/Advice_and_Benefits/Council_tax/Disabled_persons_reduction/35753_Council_Tax_Reductions_for_residents_with_disabilities.asp)

H&F does not hold diversity data for those with low income/savings levels. Nor does H&F hold full diversity data for those who are eligible for CTB or partial CTB, which could be used to inform an assessment of the likely percentage of people in this group being of a particular race, gender, age, etc.

However, we do have some diversity data sets on those who claim full and partial CTB (see Tables 3 and 4 at Annex One) which provide some assistance for this assessment. These show that about 26% of full CTB claimants are pensioners (in comparison to 10.2% in the general population). About 55% of claimants (pensioner and non-pensioner) are single female, with around 30% (pensioner and non-pensioner) being single male, and around 15% being in a couple. As most couples will be male/female, the total percentage of female CTB claimants is therefore about 62%, which is rather higher than the percentage of females in the H&F population as a whole (52% at the last Census).

In terms of disability, about 10% of claimants receive the CTB disability premium, which is a slightly lower percentage of people with a disability than there are in the H&F population as a whole (which was 14.7% as at the last census).

Among those whose income/savings are low enough that they qualify for CTB the only group that is (on the basis of the information available) disproportionately represented are pensioners.

However, it can probably be assumed that, in general, those with lower income/savings relative to the rest of the population (but nevertheless above the CTB eligibility threshold) will include greater proportions of disabled people, ethnic minority groups, women on maternity leave, single parents (who are normally women) and families with young children than are present in the borough population as a whole.

The reduction in Council Tax will promote equality of opportunity for these groups by appreciably increasing their disposable income.

Residents who are not eligible for CTB may consider that there may be an indirect adverse impact to them because if Council Tax is reduced by 3.75%, H&F will forego income of £2.4M. This may be a particular concern for those in the lower income/savings bracket (even though they will benefit the most from the reduction) because, broadly speaking, they are more likely to be in receipt of Council services (especially care services) than those who are better off. However, in the proposed budget the £2.4m income that H&F will forego is outweighed by the Government Grant for freezing Council Tax of £3.244m, by figures such as an additional £3.1m funding that is due to be provided by the NHS for care services and by various efficiency transformation savings. Although the proposed budget is based in part on various proposed changes to the ways in which services (in all areas) are provided to borough residents, it is not therefore possible to say that there is any direct link between the proposed Council Tax reduction and any particular proposed service change. The potential equality impact of the budget as a whole is, however, assessed in Section D below.

In conclusion, the reduction in Council Tax is likely to have a direct positive effect on all adults in the borough who pay Council Tax (regardless of age, race, sex, disability, etc.). It is likely to be of particular benefit to those who are less well off, but who are not eligible for CTB. This group is likely to include more disabled people, ethnic minority groups, women on maternity leave, single parents (who are normally women) and families with young children than are present in the borough population as a whole.

(ii) Assessment of impact of reducing Council Tax by 3.75% on those who do not pay any Council Tax as they are eligible for full rebate, or are exempt from payment

This group comprises everybody who is eligible for full CTB and those who are exempt from paying Council Tax.

As stated above, full diversity data for those eligible for CTB are not held by H&F. However, the Council does have some information about the numbers of people eligible for CTB in different categories as set out in Annex One. These show that about 26% of full CTB claimants are pensioners (in comparison to 10.2% in the general population). About 55% of claimants (pensioner and non-pensioner) are single female, with around 30% (pensioner and non-pensioner) being single male. Around 15% of claimants are in a couple. Assuming that the majority of couples are male/female, that would increase the total number of women affected to roughly 62%. The percentage of female CTB claimants is therefore somewhat higher than the percentage of females in the H&F population as a whole (52% at the last Census).

In terms of disability, about 10% of claimants receive the CTB disability premium, which is a slightly lower percentage of people with a disability than there are in the H&F population as a whole (which was 14.7% as at the last Census).

Further, as set out in Annex Three, some people will be exempt from paying Council Tax on other grounds. These are:

- full time students (men and women, people of different age groups, people of all race groups, disabled people);
- severely mentally impaired people (disabled people);
- foreign diplomats (all groups);
- children aged under 18 (male and female, people of all race groups, disabled people (children under 18 are not protected by reference to “age” for the purposes of the Equality Act 2010)); and
- elderly or disabled relatives of a family who live in the main property, in certain annexes and self-contained accommodation (older people, disabled people).

People who are exempt from paying Council Tax or who are eligible for full CTB will experience no direct benefit from a reduction in Council Tax.

As set out above, this group includes a high proportion of pensioners and women relative to the proportion of pensioners and women in the population as a whole. It does not, however, include a high proportion of disabled people, relative to the general population. In line with the assumption made above in relation to those in low income/savings groups generally, it may include a higher proportion of ethnic minority groups, but data on this is not held.

While this group will not benefit from a Council Tax reduction, they will not be detrimentally affected by it either. The effect on this group of the decision is neutral.

There will, though, be a small indirect benefit to this group as the reduction in Council Tax will mean that there is a corresponding reduction in the amount of CTB that is paid out by the Government and therefore a general benefit to the public purse.

Because the profile of this group is such that members of the group are more likely to be in receipt of Council services (in particular care services), residents who do not pay Council Tax may consider that there may be an indirect adverse impact to them because if Council Tax is reduced by 3.75%, H&F will forego income of £2.4m which might otherwise have been used to provide services. However, in the proposed budget the £2.4m sum is outweighed by the Government Grant for freezing Council Tax of £3.244m, by £3.1m additional income that will be received from the NHS for care services and by various efficiency transformation savings. Although the proposed budget is based in part on various proposed changes to the ways in which services (in all areas) are provided to borough residents, it is not possible to say that there is any direct link between the proposed Council Tax reduction and any particular proposed service change. The potential equality impact of the budget as a whole is, however, assessed in Section D below.

### (iii) Assessment of impact of reducing Council Tax by 3.75% on those who pay partial Council Tax

Some people who are not eligible for full CTB are nonetheless eligible for partial CTB, dependent on means.

Partial CTB operates on a 20% taper, which means that benefit is calculated in the following way:

**Applicable amount:** The applicable amount is the amount set by the government and it is what the government states a claimant needs to live on to cover basic expenses, such as food and fuel charges. It is made up of several elements depending on the claimant's circumstances, their household and any disabilities they may have.

**The calculation:** 20% of the income above the applicable amount is taken away from the maximum benefit (what the benefit would be if the income was at or below the applicable amount level). The lowest amount a person could qualify for is £0.01 per week council tax benefit.

As the starting point of the calculation, the Council uses the council tax charge after deductions for single person discount and any disabled relief. Whatever is left is the eligible council tax. There are also deductions for non dependants.

#### **Example**

A person's applicable amount is £20 per week. This is the maximum CTB they could get. They do not have any non-dependants living with them. Their income is £30 per week, i.e. it exceeds their applicable amount by £10.00 per week.

Using the 20% taper, their maximum CTB is reduced by  $£10.00 \times 20\% = £2.00$ . Their CTB entitlement is £18.00 per week.

Any reduction in Council Tax will therefore have a correspondingly smaller impact on those who are eligible for partial CTB in comparison to those who are not eligible for CTB at all.

These people will experience some benefit from any reduction in Council Tax, but not as much as those who pay full Council Tax.

The Tables in Annex One show that about 35% of those eligible for partial CTB are pensioners (in comparison to 10.2% in the general population). About 55% of claimants (pensioner and non-pensioner) are single female, with around 30% (pensioner and non-pensioner) being single male. Around 15% of claimants are in a couple. Assuming that the majority of couples are male/female, that would increase the total number of women affected to roughly 62%. The percentage of female CTB claimants is therefore somewhat higher than the percentage of females in the H&F population as a whole (52% at the last Census).

In terms of disability, about 10% of claimants receive the CTB disability premium, which is a slightly lower percentage of people with a disability than there are in the H&F population as a whole (which was 14.7% as at the last Census).

In addition, there will be a small indirect benefit to this group as the reduction in Council Tax will mean that there is a corresponding reduction in the amount of CTB that is paid out by the Government and therefore a general benefit to the public purse.

Because the profile of this group is such that members of the group are more likely to be in receipt of Council services (in particular care services), residents who are eligible for partial CTB may consider that there may be an indirect adverse impact to them because if Council Tax is reduced by 3.75%, H&F will forego income of £2.4m which might otherwise have been used to provide services. However, in the proposed budget the £2.4m sum is outweighed by the Government Grant for freezing Council Tax of £3.244m and by various efficiency transformation savings. Although the proposed budget is based in part on various proposed changes to the ways in which services (in all areas) are provided to borough residents, it is not possible to say that there is any direct link between the proposed Council Tax reduction and any particular proposed service change. The potential equality impact of the budget as a whole is, however, assessed in Section D below.

#### Summary of Assessment of impact of reducing Council Tax by 3.75% considering all in sub-sections (i), (ii), and (iii) above

Those who will directly benefit from a decision to reduce Council Tax will be all those who pay full Council Tax and, to a proportionately lesser extent, those who receive partial CTB. In addition, there will be a small indirect benefit to all residents through the reduction in cost to the public purse of CTB payments by the government.

All full Council Tax payers will benefit from the reduction in Council Tax. So, too, will those who pay Council Tax in a lower band than they otherwise would do because they benefit from the Council's scheme for reducing Council Tax for disabled people who need extra room in their home on account of their disability. On average, this reduction will be £30 (being the reduction for a Band D Council Tax payer).

Those to whom the reduction in Council Tax is likely to be most beneficial are those low income groups whose incomes are just above the threshold for CTB or partial CTB. These are likely to include greater proportions of disabled people, ethnic minority groups, women on maternity leave, single parents (who are normally women) and families with young children than are present in the borough population as a whole. A decision to reduce Council Tax will promote equality of opportunity for these groups.

Those who are eligible for partial CTB (which includes a much larger proportion of pensioners than is present in the borough population as a whole – 35% as against 10.2% and a somewhat higher proportion of women than is present in the population as a whole – about 62% as against 52%) will also benefit from a reduction in Council Tax, but to a lesser extent because of the way partial CTB is calculated.

There will be no benefit to those who are eligible for full CTB or who are exempt from paying it. The effect on this group will be neutral. This group also includes proportionately more pensioners (26% as against 10.2%) and proportionately more women (62% as against 52%) than in the general population.

All residents may consider that there may be an indirect adverse impact to them because if Council Tax is reduced by 3.75%, the Council will forego income of £2.4m which might otherwise have been used to provide services. In particular, those eligible for CTB or partial CTB are more likely to be in receipt of Council services (especially care services) than those who pay full Council Tax. However, in the proposed budget the £2.4m sum is outweighed by the Government Grant for freezing Council Tax of £3.244m, by £3.1m additional income that will be received from the NHS for care services and by various efficiency transformation savings. Although the proposed budget is based in part on various proposed changes to the ways in which services (in all areas) are provided to borough residents, it is not possible to say that there is any direct link between the proposed Council Tax reduction and any particular proposed service change.

#### **D) Assessment of overall impact of the proposed Budget**

This section attempts to assess the equality impact of the proposed budget upon which the reduction in Council tax of 3.75% is based. The budget set is a balanced one that includes areas of growth, efficiency savings, fees and reserves.

As set out above, it is not, however, feasible or appropriate to carry out detailed EIAs of all the individual proposed policy decisions on which the budget is based at this stage. Detailed EIAs will be carried out of policy decisions that have particular relevance to the protected groups before any final decision is taken to implement those policy decisions. The aim in this section is to identify the elements of the budget that may have a particular adverse or a particular positive impact on any protected group so that these can be taken into account by the Council when taking a final decision on the budget and the level of Council Tax. Generally, it is not possible at this stage, and prior to any detailed EIA, to identify measures that will mitigate the adverse effects of any particular policy decision, although where this is possible mitigating measures are identified.

#### ***Growth***

Among the growth areas are Children's Services (£478,000), and Community Services (£894,000). Growth in these areas will be used (among other things) to allow more time for review of personal support planning, to sustain home support for out-of-borough placements for mental health placements, to provide support to the Supporting People Careline. In Finance & Corporate Services, growth will be used (among other things) to fund Freedom Passes and Concessionary Fares.

All these growth areas are likely to have a positive impact on, and promote equality of opportunity, for disabled and older people who will disproportionately benefit from these growth areas.

## **Savings**

A large number of areas, across the Council's activities, have been identified for savings. The following have been identified as potentially the most significant in equality terms, either because of their monetary value or because of their potential impact on particular groups. These are as follows.

### **Children's Services Department (CHS)**

#### More efficient procurement of workers providing support in the home for disabled children and their families: £75K in 2012/13

It is likely that this will be of high relevance to disabled children, BME children, and children who are vulnerable in H&F. However, the impact is likely to be neutral, as the reduced cost is intended to be achieved by more efficient processes of procurement. The level of service is not intended to change.

#### Reduced numbers of children in care due to better preventative service and more timely permanent placements: £320K in 2012/13

Again, it is likely that this will be of high relevance to disabled children, BME children, and children who are vulnerable in H&F. However, the impact is likely to be neutral. This is because the service will still exist for those who need it, but the Council will not pay as much as previously if, as is the intention, fewer individual children require it.

#### Education services: school improvement reductions of senior management and sharing of educational services with WCC/RBKC: £200K, and £150K (total of £350K) in 2012/13

It is likely that this will be of high relevance to all children who use education services in H&F; in particular, disabled children, BME children, and children who are vulnerable in H&F. The impact is likely to be neutral, as the reduced cost is intended to be achieved by lower staff overheads at senior level, and not by reductions in the level of service

#### Youth Offending: single youth offending team: £270K in 2012/13

It is likely that this will be of high relevance to BME children and young people and those who are vulnerable in H&F. This is likely to have a neutral impact on all groups. This is because the reduced cost is intended to be achieved by lower staff overheads and not by reductions in the level of the service

### **Environment Services Department (Envt)**

#### Pay and Display: £250K in 2012/13



This is a budget adjustment, following increases implemented previously. Blue badge holders can park for free in the borough's shared use bays so any pay and display changes are not applicable. The effect on disabled people is therefore neutral.

Income arising from increased planned enforcement activity to tackle congestion and safety compliance: £4.5M in 2012/13

These two line items are designed to ensure compliance, safety, and to help the traffic to flow better. As such it will help all groups moving about the borough.

**Community Services Department (CSD)**

Mental health day services: £290K in 2012/13

The take-up of mental health "reablement" and social inclusion services has been far lower than predicted and the service does not require the level of staffing currently allocated to it. As there has been no take-up at all for the reablement service in over a year the conclusion has been drawn that such a service is not needed.

The take-up of referrals for the social inclusion service has been very low. It is clear that mental health services have been able to cope without such services for well in excess of a year and the proposed savings are predicated on the fact that these services are not needed. It will still remain open to assessors to have a social inclusion service purchased, however, and there will be no prohibition on them doing this should they assess it as being needed in individual cases. Accordingly, the impact of this proposed saving on all groups should be neutral.

Reprioritisation of 3<sup>rd</sup> Sector Investment Fund: £80K in 2012/13

This item reflects a decision already taken by the Council. The reduction reflects the tapering model of funding for voluntary groups under this grants scheme decided on by Cabinet on 18 July 2010. A 16% reduction in the overall grants budget was agreed in 2010, which is tapered over a 4 year term. In the relevant report from 2011 no further reduction was made to the budget.

Pursuant to Cabinet's decision, funding for groups will only end if the organisation: under performs; does not comply with its contract; or the contract comes to an end. The extension of contracts is based on satisfactory performance, review of strategic priorities and outcomes and availability of funding. It was recognised that this decision would be of high relevance to all voluntary groups who are in receipt of grant funding by the Council and in particular this is likely to include: women's groups, BME groups, and groups for disabled people. A full equalities impact assessment was carried out at the time of assessing funding applications, and presented to Cabinet as part of the grants allocation reports in 2010 and 2011.

An EIA was conducted individually for each service area, and one overarching EIA for both 2010 and 2011 Cabinet Decision reports. This included PSED consideration and broader consideration of the socio-economic factors of the services recommended for funding, to ensure the best possible provision of services to local residents. All successful organisations are expected to meet targets regarding delivering services to targeted communities, and are closely monitored to ensure these targets are met. Organisations will be monitored regularly and will be expected to demonstrate that they have targeted under-represented groups.

It is considered that the equalities impact of this decision was fully and properly assessed at the time of the decision and that appropriate measures are in place to mitigate potential adverse effects of the decision.

### Third sector grants previously funded by London boroughs: £195K in 2012/13

This will be of high relevance to all voluntary groups who are in receipt of grant funding by the Council and in particular this is likely to include: women's groups, BME groups, and groups for disabled people. There will be a reduction and this is likely to have a negative impact. However, this is not in the control of the Council. This is run by London Councils, who made the efficiencies following consultation with all London Boroughs. An equalities impact assessment was carried out by London Councils, which administers the London Boroughs Grants Scheme.

The London Boroughs' Grants Scheme was created as a consequence of Section 48 of the Local Government Act 1985. It inherited, from the former Greater London Council, a programme of funding to voluntary sector organisations whose activities were either London-wide or formed part of a London-wide pattern of service provision. All London boroughs are currently required via a Section 101 agreement made between the boroughs and London Councils (LC) to contribute to the budget of the London Boroughs Grants Scheme. The Scheme is run by the LC Grants Committee, and seeks to fund London-wide voluntary organisations and those which operate in more than two boroughs.

Individual councils do not have the authority to determine the level of contribution they will make to the scheme. Constituent councils are required to contribute to any London Boroughs Grants Scheme expenditure, which has been incurred with the approval of at least two-thirds of the constituent councils. Contributions are, under Regulation 6(8) of the Levying Bodies (General) Regulations 1992, to be proportionate to constituent councils' populations.

Calculation of borough contributions is on a "per head of population" basis, as required by the governing statute (LGA 1985, S48). London Councils is required to use the population figures as determined by the Secretary of State, which in effect means the latest mid-year estimates of population (2006). The calculation is then relatively straightforward with the Hammersmith & Fulham population representing 2.28% of the whole of London, so therefore the LBHF contribution is 2.28% of the total figure required from London local authorities.

### Psychological therapies: £36K in 2012/13

This saving is being achieved by the decommissioning of the Forward Project, a service providing counselling to BME communities. Funding has been reduced from £78k in 2010/11 and the service is being funded at £59,200 in 2011/12 and £40,400 in 2012/13. Funding will be fully withdrawn in 2013/14. The service is providing non-"NICE compliant" psychological therapies. Activity from the service is being diverted to NHS funded services which are NICE compliant and have capacity to absorb the additional referrals. The staged approach to decommissioning is intended to allow for safe exit planning for existing service users. The effect on BME communities should therefore be neutral as they will be able to obtain services from the NHS. An EIA was carried out in 2011 in relation to this decision (Cabinet Member Decision 06 June 2011).

### Drug Intervention Programme – recommissioning of service with RBKC: £48K in 2012/13

This line item relates to a change in the structure of the south west team. The service acts as a liaison between substance misuse services and adult social care when a client has to be jointly

care managed. The service is now being delivered by Central and North West London Foundation Trust which is the borough's main provider (in H&F) of substance misuse treatment. An EIA on service impacts was carried out in 2011 (Cabinet Decision 18 July 2011) and it was found not to have any adverse impacts because the access to the service would not change.

#### Supporting People Grant: £1.5M in 2012/13

This line item deals with better, more cost effective procurement activity, and consequently, the intended achievement of lower prices from independent providers of social care in 2012/13. There will be some adjustment to services. For example, it is intended that there will be changes to the staffing mix and in the locations where services are delivered; but no specific reductions in the level of service are planned for 2012/13 in respect of the "Supporting People" service. The reduction in cost is planned to come from lower prices, reducing voids, and delivering care differently (e.g. sharing night cover staff between providers). None of these is expected to impact on service users in a detrimental way.

#### NHS Funding for Social Care: £3.1M in 2012/13

This line item is income from the NHS, and as such is a saving in the Council budget. It should have no adverse impact on any protected groups.

All other CSD line items are either new income or savings on management and back office costs.

### **Housing and Regeneration Department (HRD)**

#### Efficiency and VFM Analysis of Housing Options Functions: £783K in 2012/13

There is a reorganisation of staff taking place in HRD, within the Housing Options Division. It is considered that this will not have a negative impact on our residents. The revised service model was configured to shift resources into the front office, (Advice and Assessment, Prevention) thus positioning the service to respond to peaks in demand which may arise and enabling us to deliver a more effective and efficient service to customers. Initiatives being introduced would act as enablers and will help streamline current processes, eliminate duplication, improve accuracy and create a "customer-centric" environment. A staff EIA triggered by the Organisational Change Assessment Report is being conducted in conjunction with the HR department. It is hoped that measures for mitigating any adverse impact of the proposals will be identified as part of that EIA.

### **Residents' Services (RSD)**

#### Increase self-service in libraries: Phase 1: £70K in 2012/13

Two of our libraries are "self-serve" and the other two are planned to become self-serve by the end of 2012/13. The self-service terminals using RFID technology are very user-friendly and easy to use and staff are timetabled to floor-walk in this area (rather than most of them passively working behind a desk). The machines do not have any speech capability, which means that blind people will not be able to use them; however, staff will assist in these cases. With the introduction of IVR telephony it will be important to ensure that the system is accessible by those with disabilities. We have had no complaints so far from disabled people regarding self-serve where it has been implemented. Overall, therefore, it is considered that while there may be some adverse impact on disabled people as a result of this proposal, that adverse impact will be mitigated by alternative means of service provision.

**Market Management portfolio 12/13 budget savings.**

This is part of what is called a transformation piece of work in the Council and it will impact on more than one department. It is being led by RSD and so is under RSD in this EIA.

It is considered that the Market Management 12/13 savings will be of low relevance to the protected groups. The most significant savings in the Medium Term Financial Strategy (MTFS) relate to contract review and renegotiation: £4m by 14/15. In the main, these savings are anticipated through negotiating reduced rates with our third party providers. For each project within this programme of work we expect an EIA to support analysis of impacts on residents and service users and the Council's decision-making on whether to proceed. At present, it is anticipated that the equalities implications will be limited but it is not possible to more precise than that.

In the second significant savings initiative, Sponsorship (£645k by 14/15), the portfolio is seeking to increase the Council's income from businesses by offering attractive sponsorship opportunities through better use of existing assets.

The School Resources social enterprise savings (total £473k by 14/15) are anticipated through enabling a Council-funded service to operate independently and are expected to provide an expanded and better value offer to schools for back office support services and therefore we do not see significant implications for equalities duties.

These are the largest areas of savings in the portfolio. The objectives of the Market Management portfolio are to increase and extend income streams where appropriate and reduce back office/third party spend. This approach and associated initiatives assist with efforts to reduce the Council's funding gap and thereby protect front-line service provision.

**Finance and Corporate Services (FCS)**

Nearly all the FCS efficiencies are back office and are expected to have a minimal impact on service users and frontline service provision.

**Stop taking payments at H&F Direct office: £180K in 2012/13**

This saving involves stopping taking cash payments at H&F Direct Office. However this is to be replaced by third party provision (such as use of a bank or post office). This should enhance access and coverage for all equality groups.

**All departments**

Where savings involve potential redundancies, staff will be consulted in accordance with due process.

***Fees and Charges***

The Council charges service users for some of its services. Departments have identified those charges that are proposed to be increased in 2012/13. The following have been identified as potentially the most significant in equality terms, either because of their monetary value or because of their potential impact on particular groups. These are as follows.

School Meals Fees: staying the same in 2012/13

The Council's catering contract price has increased by 2.5%. This cost increase is not being passed onto parents. The price of school meals for them remains at £1.80. Those eligible for free school meals are not affected as the policy for this is not changing. The proposal not to increase the price charged to parents despite increased costs for the Council will promote equality of opportunity for low income groups, which is likely to include a high proportion of ethnic minorities, women and the disabled.

**CSD**

Meals Service: £276K in 2012/13

This line item relates to the Meals on Wheels service. The price per meal is proposed to increase from £4.10 to £4.30 in 2012/13 in order better to balance the increasing costs of providing this service. Some other boroughs currently charge more, up to £5.99 per meal. H&F has kept its price lower by making efficiencies in the costs of delivery. This proposed increase will be of high relevance to disabled and older people who are the users of the Meals on Wheels service.

However, it is anticipated that the modest increase will be affordable for this group. The impact of the proposed increase will be monitored at the point that the meal charge rises to see if any users either cancel services saying they cannot afford them, or reduce services to fit their respective budgets. In such instances these matters or issues will be forwarded to H&F Advice if the service user is not allocated to a social worker or team so that steps can be taken to assist the service user if appropriate. It is anticipated that through this mechanism the adverse impact on users of the Meals on Wheels service can be mitigated.

**HRD**

Private Sector Leasing Rent (average per week) and B & B Rent Single/Family (Average per week): £299.20 per week, and £234.55 per week (respectively) (both dependent on numbers of units in 2012/13)

Local Housing Allowance (LHA) is receivable from central government in order to fund the cost to the Council of temporary accommodation. Due to the reduction in the LHA, the Council has already implemented an action plan to negotiate with landlords in order to reduce the cost of temporary accommodation to a level that enables a balanced budget. This has been largely successful, though it has been necessary to move clients to alternative properties where costs have remained unsustainably high. Due to the lack of supply of affordable temporary accommodation within the borough, it has been necessary to move clients to other boroughs. A panel has been set up to make assessments of clients' housing needs in such cases, to ensure that any unfavourable impact on the protected groups is prevented or at least mitigated.

**RSD**

Cemeteries: multiple line items of various values for 2012/13

There is a review currently underway to determine the long term delivery of the cemetery and grave maintenance service. Fees and charges for 2012/13 are to be reviewed as part of the

service review to ensure full cost recovery, with a Report to Cabinet due later in 2012/13. This would impact anyone wishing to be buried in any of the Council's cemeteries. However, the Council can only seek to recover reasonable costs, which it needs to do in order to run the service.

Under Section 46 of the Public Health and Control of Diseases Act 1984, the Council has a statutory obligation to carry out the funeral arrangements of a person who dies within the London Borough of Hammersmith and Fulham area and where there is no one else willing or able to deal with the funeral arrangements, for whatever reason. Further information can be found at:

[http://www.lbhf.gov.uk/Directory/Health\\_and\\_Social\\_Care/Help\\_for\\_adults/Needs\\_assessment/127841\\_Funerals\\_and\\_financial\\_assistance.asp](http://www.lbhf.gov.uk/Directory/Health_and_Social_Care/Help_for_adults/Needs_assessment/127841_Funerals_and_financial_assistance.asp)

Libraries: multiple line items of various values for 2012/13

Fees and charges for 2012/13 are to be reviewed alongside those in Westminster, and Kensington & Chelsea as part of new Tri-borough Library service from 2012, and as part of this process we will review the impact of charges on different groups and carry out an EIA before making any changes.

Leisure: multiple line items of various values for 2012/13

The increases are applicable to all leisure line items. The price change is due to being commercially competitive (benchmarking with other organisations) and in some cases due to improvements in the quality of the offer (e.g. improvements made to some sports pitches). Those affected will be the main users of the service, such as schools, organisations, clubs, and league organisers. Charities are offered a 10% discount on their bookings. Prices are quoted in advance of bookings being confirmed in order that service users are aware of the change. There is no anticipated adverse impact on any of the protected groups.

Waste Management multiple: line items of various values for 2012/13

The Council needs to cover the increased costs of waste disposal and so charges are proposed to increase. All businesses are required by law to have an agreement in place for the removal and disposal of their waste. The Council will still be competitively priced after the price increase. We introduced annual billing from 2011/12, where customers are billed for the full year but can opt to pay by instalments. We will inform businesses with a letter included in the annual invoice sent out to all customers along with duty of care document (legal certificate). We also plan to increase the costs for removal of bulky items, and expect that this will result in a better service as residents will be able to dispose of more items than before and so this results in a cheaper cost per unit of waste. We can help disabled residents with special arrangements in this regard. This would impact on anyone who wants to use the Council's service to dispose of bulky items, although other suppliers are available, and people can take bulky items to their civic amenity site for free. It is not therefore anticipated that this proposal will have any significant adverse impact on any particular protected group.

Halls, Parks & Open Spaces Hire: multiple line items of various values for 2012/13

The increases are applicable to all Hall & Open Spaces Hire bookings. The price change is due to being commercially competitive (benchmarking with other providers). There are no significant impacts expected, as weekend custom is usually for one-off events. There is no proposal to

increase weekday charges which has more group bookings e.g. block bookings for exam sittings etc. We do not usually consult on changes to hall and open space hire fees. Rooms are often hired by local disability groups who pay a different (lower) rate and this will not change. We also support them with audio visual requirements. Additionally, NHS groups are charged a different (lower) rate to cover administration, set up and cleaning costs. New fees and charges are to be published on the Council's internet. Prices will be quoted in advance of booking being confirmed in order that service users are aware of the change. There are no significant adverse impacts expected as a result of this decision.

## **FCS**

Due to the nature of FCS as a department, there are no FCS fees and charges that impact on protected groups and so they are not in the budget.

## **Conclusion on impact of the budget**

Overall, the budget contains some items that will promote equality of opportunity for vulnerable groups (in particular older people, the disabled, women and ethnic minorities), a large number of items that are neutral in their impact on equalities and some items where there may be some negative impact (although in most cases steps to mitigate that impact have either already been identified or will be identified as part of more detailed EIAs in due course).

Items that will promote equality of opportunity include the growth in the areas of Children's Services, Community Services and Finance and Corporate Services which will (among other things) be used to allow more time for review of personal support planning, to sustain home support for out-of-borough placements for mental health placements, to provide support to the Supporting People Careline and to fund Freedom Passes and Concessionary Fares. They also include the proposal not to increase charges for school meals (despite increases in cost of that service) and new IVR technology in libraries (which will be beneficial for many disabled people).

Items that, although highly relevant to protected groups, are expected to have a neutral impact on equality include those savings that are concerned with better business processes such as more efficient procurement, working to deliver services in the same way across RBKC and WCC, and reductions in staffing.

Items that may have a negative impact on equality include the savings in relation to Housing Options Functions (although it is hoped that mitigating measures will be identified before a final decision is taken on that), changes to library services (although obvious mitigating measures have already been identified in relation to the proposed changes) and the proposal to increase the charge for Meals on Wheels from £4.10 to £4.30 per meal (although it is not anticipated that this will have any significant adverse effect and cases where the increase in charge does cause difficulty will be individually monitored).

In a few cases, detailed EIAs will be required before the full nature of any impact can be assessed, or mitigating measures identified.

Ultimately if, on further analysis, it is decided that any particular proposed policy would have an unreasonable detrimental impact on any protected group, H&F could, if it is considered appropriate, use reserves or virements to subsidise those services in 2012/13.





**Annex One (Tables 1-4)**

**Tables 1 and 2 of Council Tax Data from H&F**

**Table 1: Composition of CTB claimants in the LBH & F**

	Numbers of households			Weekly payment (Sept 2011)		
	Full CTB	Partial CTB	Total	Full CTB	Partial CTB	Total
<b>Pensioners</b>	<b>3888</b>	<b>1640</b>	<b>5528</b>	<b>66946.07</b>	<b>22155.02</b>	<b>89101.09</b>
<b>Non-pensioners, of which:</b>						
- Households with children	4248	1234	5482	77719.26	16387.32	94106.58
- Households with a disabled adult	1311	518	1829	21931.47	6544.19	28475.66
- Households with children and disabled adult	431	46	477	8963.19	667.89	9631.08
- Households without children or disabled adult	5354	1240	6594	84130.57	15040.95	99171.52
<b>Total</b>	<b>15232</b>	<b>4678</b>	<b>19910</b>	<b>£259,690.56</b>	<b>£60,795.37</b>	<b>£320,485.93</b>

Total Nos of Chargeable Dwellings

79,519

**Table 2: Council Tax band of CTB claimants**

	A	B	C	D	E	F	G	H
<b>Pensioners</b>	<b>291</b>	<b>758</b>	<b>1515</b>	<b>1515</b>	<b>772</b>	<b>404</b>	<b>267</b>	<b>6</b>

<b>Working age</b>	<b>1064</b>	<b>1774</b>	<b>3617</b>	<b>4558</b>	<b>2252</b>	<b>816</b>	<b>293</b>	<b>8</b>
<b>Total</b>	<b>1355</b>	<b>2532</b>	<b>5132</b>	<b>6073</b>	<b>3024</b>	<b>1220</b>	<b>560</b>	<b>14</b>
<b>Per cent</b>	<b>7%</b>	<b>13%</b>	<b>26%</b>	<b>31%</b>	<b>15%</b>	<b>6%</b>	<b>3%</b>	<b>0%</b>

Total Nos of Chargeable Dwellings

	3174	5386	13265	22916	14108	8534	10183	1953
	4%	7%	17%	29%	18%	11%	13%	2%

	<b>All CTB Claims</b>	
<b>2008</b>	<b>18,823</b>	
<b>2009</b>	<b>19,649</b>	
<b>2010</b>	<b>20,030</b>	

**Table 3: diversity data from H&F detailing further Composition of CTB claimants by: age (pensioner and non-pensioner), disability, gender**

Total number of claims	19779			
Total number of pensioner claims	6485	Number of Female only claimants = 3523 or <b>54.33%</b>	Number of male only claimants = 2004 or <b>30.9%</b>	Number of claiming couples = 957 or <b>14.76%</b>
Total number of non pensioner claims	13294	Number of Female only claimants = 7376 or <b>55.48%</b>	Number of male only claimants = 3864 or <b>29.07%</b>	Number of claiming couples = 2054 or <b>15.45%</b>

Households with a disabled adult (where the disability premium has been awarded)	2045	Number of Female only claimants = 910 or <b>44.5%</b>	Number of male only claimants = 857 or <b>41.91%</b>	Number of claiming couples = 278 or <b>13.95%</b>
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**Table 4: diversity data from H&F detailing further Composition of CTB claimants by: gender**

Total number of female claimants (No partner)	10893 or <b>55.13%</b>
Total number of male claims (No partner)	5858 or <b>29.65%</b>
Couples	3006 or <b>15.21%</b>
Total	19757

Note: the tables show data taken at different points in time (under a fortnight apart), which is the reason for the different total of claims

**Annex Two  
Tables of Population Data**

The data in this Annex is from the Borough Profile 2010 or from the Census 2001, or, where information for H&F is not available, from other sources which are given below.

**Data sources and information sets**

- Census 2001
- H&F Borough Profile 2010
- Office of National Statistics Mid Year Population Estimates 2010
- Live Births by Usual Area of Residence, 2010 (From table 2a: <http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcm%3A77-222793>)
- Kairos in Soho, *London's LGBT Voluntary Sector Infrastructure Project*, 2007

**Table 5: Age**

Age Structure % Total Population 2008	
	H&F
0-4	6.5
5-10	5.8
11-16	5
17-24	10.8
25-39	35.7
40-49	13.8
50-64	12.3
65-74	5.3
75+	4.9

Page 7: Borough Profile 2010

**Table 6: Disability**

Limiting Long-Term Illness & Dependent Children			
			H&F
% of households:	No adults in employment	with dependent children	6.02
		without dependent	26.19

	children	
With dependent children	all ages	21.62
	aged 0-4	10.02
with one or more persons with LLTI		27.05

Table 6: 2001 Census Key Statistics for H&F

**Table 7: Disability**

Physical Disability, Sensory Impairments	
Rate of physical disability registrations for H&F as a whole:	37.3 registrations per 1000 people
Rate of blind/visual impairment registrations for H&F as a whole:	5.6 registrations per 1000 people
Rate of blind/visual impairment registrations for Ravenscourt Park:	12.5 registrations per 1000 people
Rate of deaf/hard of hearing registrations for H&F as a whole:	2.4 registrations per 1000 people
Rate of deaf/hard of hearing registrations in College Park & Old Oak:	4.6 registrations per 1000 people

p62: Borough Profile

**Table 8: Sex**

Usual Resident Population: Sex	
	H&F
All resident population	165,242
Males	78,993
Females	86,249
2001 Census	

**Table 9: Race**

Race		H&F
All People		165,242
% of people in ethnic groups other than white		22.18
White	Total white	77.82
	British	58.04

	Irish	4.83
	Other White	14.95
Mixed	White and Black Caribbean	1.22
	White and Black African	0.63
	White and Asian	0.97
	Other Mixed	1.00
Asian or Asian British	Total Asian	4.44
	Indian	1.65
	Pakistani	1.04
	Bangladeshi	0.61
	Other Asian	1.14
Black or Black British	Total Black	11.12
	Caribbean	5.16
	African	4.88
	Other Black	1.08
Chinese or other Ethnic Group	Chinese	0.79
	Other Ethnic Group	2.00
From 2001 census		

**Table 10: Religion or belief (including non-belief)**

Religion		H&F
All People		165,242
% of people stating religion as:	Christian	63.65
	Buddhist	0.77
	Hindu	1.09
	Jewish	0.79
	Muslim	6.85
	Sikh	0.19
	Other religions	0.43
	No religion	17.64

	Religion not stated	8.59
From 2001 census		

**Table 11: Pregnancy and Maternity**

ONS data for 2010, detailing live births by usual area of residence, gives the following data (numbers and percentages):

Age of mother at birth								
All ages	Under 18	Under 20	20-24	25-29	30-34	35-39	40-44	45+
2,773	18	69	300	521	964	740	165	14

Age of mother at birth								
All Ages	Under 18	Under 20	20-24	25-29	30-34	35-39	40-44	45+
63.6	8.6	19.9	40.2	51.1	107.3	100.6	27.0	2.7

**(Information set 12): Gender Reassignment and Lesbian, Gay, Bisexual and Heterosexual People**

'In 2005, the Department for Trade and Industry published a figure of 6% as the percentage of LGBT people in the general population...the number of LGBT people in London is thought to be anywhere between 6% and 10% of the total population, increased by disproportionate levels of migration.'

The 2001 census recorded 568 people (or 1.1% of couples), aged 16 and over, living as same sex couples in Hammersmith and Fulham. In 2009 there were 49 civil partnerships in this borough. Data on heterosexuality as such is also not collated although given the estimated numbers of LGBT people, it appears that the majority of the population is heterosexual. Data on transgendered or transitioning people was not available.

**Annex Three: Council Tax Exemptions**

Further information can be found on our website:

[http://www.lbhf.gov.uk/Directory/Advice\\_and\\_Benefits/Council\\_tax/Exemptions/35774\\_Council\\_Tax\\_Exemptions.asp?LGNTF=13](http://www.lbhf.gov.uk/Directory/Advice_and_Benefits/Council_tax/Exemptions/35774_Council_Tax_Exemptions.asp?LGNTF=13) and a summary of exemptions is given here:

Properties occupied by:

- full time students
- severely mentally impaired people;
- a foreign diplomat who would normally have to pay council tax;
- people who are under 18;
- members of a visiting force who would normally have to pay council tax; or
- elderly or disabled relatives of a family who live in the main property, in certain annexes and self-contained accommodation

Unoccupied properties which:

- are substantially unfurnished, are exempt for up to a maximum of six months (after that, full charge);
- are owned by a charity, are exempt for up to six months;
- are left empty by someone who has moved to receive care in a hospital or home elsewhere;
- are left empty by someone who has gone into prison;
- are left empty by someone who has moved so they can care for someone else;
- are waiting for probate to be granted, and for six months after probate is granted;
- have been repossessed;
- are the responsibility of a bankrupt's trustee;
- are waiting for a minister of religion to move in;
- are left empty by a student whose term-time address is elsewhere;
- are empty because it is against the law to live there, including from 1st April 2007 where a planning condition prevents occupation;
- form part of another property and may not be let separately; or
- are not furnished and need structural alteration or major repair work, and for six months after works are completed, if the property remains unoccupied and unfurnished. There is a maximum 12 month limit for this exemption regardless of whether works have been completed.