**Equality Impact Assessment (EIA) Tool**

**Please ensure you have read the** [**guidance pages**](http://intranet.nottinghamcity.gov.uk/human-resources/equality-diversity-and-inclusion/equality-law/equality-impact-assessment-eias/) **prior to completing this tool**

# **Document Control**

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| --- | --- |
| **Control Details:** |  |
| Title of EIA/ Decision (DDM):  Budget booklet code (if applicable):  **If this is a budget EIA, please ensure the title and budget booklet code is the same as the title used within the budget booklet** | Budget consultation process |
| Name of author (Assigned to Pentana): | Aaron Simpkin |
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| Strategic Budget EIA: | Yes |
| [Exempt from publication](http://intranet.nottinghamcity.gov.uk/human-resources/equality-diversity-and-inclusion/equality-law/equality-impact-assessment-eias/): | No |
| Date decision due to be taken: | January 2025 |

# **Document Amendment Record**

|  |  |  |
| --- | --- | --- |
| Version | Author | Date |
| 1.0 | Aaron Simpkin | 19/12/2024 |
|  |  |  |

# **Contributors/Reviewers (Anyone who has contributed to this document to be named)**

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| --- | --- | --- |
| Name | Title role | Date |
| Aaron Simpkin | Research, Engagement & Consultation Officer | 19/12/2024 |
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# **Glossary of Terms**

|  |  |
| --- | --- |
| **Term** | **Description** |
| **MTFP** | Medium-Term Financial Plan |
| **REC** | Research, Engagement & Consultation |
| **Q&A** | Questions and answers |
| **HR** | Human Resources |
|  |  |

# **Section 1 – Equality Impact**

(NCC staff/ Service users/ Citizen/ Community impact)

## 1. a. Brief description of proposal/ policy/ service to be assessed

|  |
| --- |
| The Consultation process for the 25-29 Medium Term Financial Plan. Consultation on the Council’s budget proposals takes place annually as part of the planning and preparation for budget setting and sign-off.  This year’s budget consultation will be set within the context of the Medium Term Financial Plan 2025-29, which aims to deliver a balanced and sustainable budget based on a four-year planning horizon. The MTFP sets out our anticipated funding gap and will contain several proposed elements to achieve financial sustainability |

## 1. b. Information used to analyse the equalities implications

|  |
| --- |
| **Consultation Methodology**  **Online survey**  An online survey built in Microsoft Forms and hosted on the council’s Engage Nottingham Hub webpage will provide the public with the opportunity to feedback their views on the proposals and give any other suggestions they may have. In line with previous years, the survey will invite respondents to comment on proposals outlined in the budget book. A simplified version of the budget book will be prepared for accessibility, summarising the proposals. In addition, a link to the full budget report will also be available.  Responses to the survey will primarily be in open text form, which will be coded during the collation and analysis phase for thematic reporting. It is expected that responses will cover a range of spending themes, with a focus on those services where proposed spending reductions will have the greatest impact on service users. For accessibility purposes, hard copies of the survey will be available for completion and submission at local library branches.  **In-person events for the general public**  In-person events provide information about the budget and promote the consultation survey. They also provide an alternative method for consultation to those excluded from the survey process.  • Two engagement events for the general public with one online and one in person at the Council house  **Online public meetings and stakeholder engagement events**  Online events provide information about the budget and promote the consultation survey. Events are held on Teams Live which enables presentation of information about the budget, and questions and answers with the audience.  • One online session for the general public  • One online session for Partners & Businesses (in partnership with Nottingham Partners)  • One online session for Community & Voluntary Sector and Faith Groups (in partnership with One Nottingham)  **Additional Consultation**  Targeted consultation and engagement activity  Certain budget proposals may require additional focus in terms of both promoting engagement in the consultation and specific targeted consultation activity. Each proposal will be risk assessed for the likely level of public interest, based on the nature of the service or strategic area under consideration, previous level of engagement and other current public concerns and issues. Action to promote the consultation survey and facilitate additional consultation where needed will be taken accordingly.  **Internal Staff Engagement**  We will run a series of in-person and virtual budget roadshows for staff to hear more about the proposals from senior managers. Online events will be recorded, and the Q&A session at each event will be transcribed for wider circulation and access. This work will be led by the HR team, in liaison with the Leader and Chief Executive, in conjunction with the REC Team.  **Union Consultation**  It is an established part of the budget consultation process that provision is made for wider engagement around the full package of proposals, beyond the collective consultation with Trade Unions concerning proposals affecting individual people.  . |

## 1. c. Who will be affected and how?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **People from different ethnic groups** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) | People from different ethnic groups, specifically those who don’t speak English may struggle to engage with the consultation as they don’t know what is being asked. | | | | |
| Details of mitigation/ actions taken to advance equality | We recently moved our online survey tool to Microsoft Forms as it has in-built translation capabilities. We have also recorded a short video that will be embedded onto the consultation page explaining how to use the translation tool, which will serve as a step by step for those who can’t follow instructions written in English. Libraries will also be able to advise on translation support. | | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) | On both our consultation home page and the online survey page there will be mention that if anybody has any further translation or accessibility requirements, they can email us and we will do what we can. | | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Men** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Women** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Trans** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Disabled people/ Carers** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) | Disabled residents with low mobility may struggle to attend our in-person engagement events if they are not located in places near public transport and/or with wheelchair access. There are also visually impaired residents and deaf residents that may struggle to engage with the consultation. | | | |
| Details of mitigation/ actions taken to advance equality | We are hosting our in-person engagement event at the Council house and Loxley house. There are many ways to get there on public transport and has accessibility for wheelchair users. At the events presentation slides will be projected zoomed in on a large screen for those with poor eyesight and we will also have a microphone for all speakers on the day for those hard of hearing. For residents that require sign language interpretation we have a specific event allocated at Loxley house with signers booked. All deaf residents that want to attend will be signposted to this event. We have also made the online survey available in large text and as a pdf document for visually impaired resident that have software that reads text to them. | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) | We will keep an eye on the engage mailbox for emails on any other accessibility requirements that residents might have. | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Pregnancy and maternity** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Marriage/ Civil Partnership** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **People of different faiths/ beliefs and those with none** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Lesbian/ Gay/ Bisexual people** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Older** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) | According to a report from the City of Literature, Nottingham has one of the lowest levels of literacy skill in the UK. The budget has historically included language which would be intimidating or challenging to understand for many of our residents. | | | |
| Details of mitigation/ actions taken to advance equality | Following last years budget proposals where we included a separate easy-read version, this year we have made sure our original consultation document is as easy to understand as possible for those with a low reading ability. | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) | We will continue to monitor feedback | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Younger** | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Care Experience**  (Please refer to the guidance notes for further information) | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |
|  |  | | | | |
| Equality group/ individual | Impact type | Positive | Negative | None |
| **Other** (E.g. Cohesion/ good relations, vulnerable children/ adults), socio-economic background (e.g. financial vulnerable) | NCC staff  Service users  Citizens  Community |  |  |  |
| Reasons for your assessment  (Including evidence) |  | | | |
| Details of mitigation/ actions taken to advance equality |  | | | |
| Details of any arrangements for future monitoring of equality impact  (Including any action plans) |  | | | |

## 1. d. Summary of any other potential impact

(Including cumulative impact/ human rights implications):

|  |
| --- |
| N/A |

# **Section 2 – Equality outcome**

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all the mitigations you have identified and summarise them in this action plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equality Outcome** | **Adjustments to proposal and/or mitigating SMART actions** | **Lead Officer** | **Date for Review/ Completion** | **Update/ complete** |
| Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010. |  |  |  |  |
| Advance equality of opportunity between those who share a protected characteristic and those who don’t |  |  |  |  |
| Foster good relations between those who share a protected characteristic and those who don’t |  |  |  |  |
| (Please add other equality outcomes as required – e.g., mitigate adverse impact identified for people with a disability) |  |  |  |  |

## **Outcome(s) of equality impact assessment:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | No major change needed |  | Adjust the policy/proposal |
|  | Adverse impact but continue |  | Stop and remove the policy/proposal |

Please note: All actions will need to be uploaded onto Pentana

# **Section 3 – Approval and publishing**

|  |  |
| --- | --- |
| **The assessment must be approved by the manager responsible for the service /proposal.**  **Approving Director details** (name, role, contact details)**:**  **Approving Director Signature:** | **Date sent for advice:** |
| **Author Signature: Aaron Simpkin** | **19/12/2024** |
| **Equality Team Signature:** | **Date of final approval: 19/12/2024** |

**For further information and guidance, please visit the** [**Equality Impact Assessment Intranet Pages**](http://intranet.nottinghamcity.gov.uk/human-resources/equality-diversity-and-inclusion/equality-law/equality-impact-assessment-eias/)

**Alternatively, you can contact the Equality and Employability Team by telephone on** 0115 876 2747

**Send document or link for advice and/ or publishing to:** [**edi@nottinghamcity.gov.uk**](mailto:edi@nottinghamcity.gov.uk)

**PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.**