



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Reduce Management costs and protect front line services: review of 3/4 tier Management Structures in Resources Directorate to bring in line with other Directorates
Department and service area	Resources, Finance and Integrated Service Support
Completion Date	12 June 2019
Lead officer	Gary Fairley

**Aims and Objectives**

Review of management structure across the Resources Directorate to reduce number of Grades 10-13 equating to 4 fte, together with any additional opportunities for further reductions.

1. Does the proposed budget saving affect people?

**Yes**

☐

2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

3. **Impact**

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	No	This proposal may directly affect certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above
Socio Economic Deprivation	See above	See above	See above

4. How will the implementation of the proposed budget saving be communicated to those affected by

any changes?

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Reduce Management costs and protect front line services: review of 3/4 tier Management Structures Council wide in line with automated and digital approaches
Department and service area	Council Wide
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Review of management structure across the Council to reduce number of Grades 10-13 equating to 3.5 fte, together with any additional opportunities for further reductions.

Management review and service reductions to be determined.

1. Does the proposed budget saving affect people?

**Yes**

☐

2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

3. **Impact**

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	No	This proposal may directly affect certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above
Socio Economic Deprivation	See above	See above	See above

4. How will the implementation of the proposed budget saving be communicated to those affected by

any changes?

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



## Equality Impact Assessment (EqIA) of Budget Proposals

Name of Budget Saving	Cashless Council
Department and service area	Council Wide
Completion Date	14 June 2019
Lead officer	Alison White – Head of Service

### Aims and Objectives

1. Does the proposed budget saving affect people? Yes ☒ No ☐

2. What is/are the reason(s) for your proposed budget saving?

As a result of government funding cuts, the Midlothian Council budget gap will increase in future years and the Council needs to cut costs and change our service design and delivery model to make sure that we are able to deal with the future demands of a growing and ageing population.

#### Budget Savings Options

Work to adopt a 'Digital First' and cashless Council is ongoing as part of the wider project which will see the introduction of a new Central Records Management system. This will enable services to be able to keep up with growing demand and will provide more efficient and effective ways to deliver these services. It will also lead to a better customer journey therefore greater customer satisfaction. Increased digital contact with self-service options can lead to efficiencies within the Customer Service team.

--

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age		May have less access to digital means of accessing services	No current evidence from the customer contact data gathered.
Disability		May have less access to digital means of accessing services	
Gender Reassignment			No current evidence from the customer contact data gathered.
Marriage & Civil Partnership			No current evidence from the customer contact data gathered.
Pregnancy and maternity			No current evidence from the customer contact data gathered.
Race			
Religion or Belief			



Sex			
Sexual Orientation			

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Full consultation and engagement would need to be undertaken, particularly with groups where it is felt there may be more challenges i.e. older people and those with disabilities

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

We will monitor feedback from customers and impacts in terms of access to services.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

If approved, the impact would be experienced by all user groups including groups with protected characteristics. It is likely that the impact would be experienced significantly by both older people and those with a disability who are less able to access a purely digital resource without support, consideration would need to be given to lessen any impact on this group

# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

<b>Title of Policy/ Proposal</b>	Workforce – reduction of children and family practitioners by 20% equivalent to 4.8 FTE
<b>Completion Date</b>	22 <sup>nd</sup> May 2019
<b>Completed by</b>	Joan Tranent
<b>Lead officer</b>	Joan Tranent

## Type of Initiative:

Policy/Strategy

Programme/Plan

Project

Service

Function

Statement of Intent

New or Proposed

Changing/Updated

Review or existing

Other

## 1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The proposal is to reduce the current workforce of 24 children and family practitioners by 20% = 4.8FTE

Reducing children and family practitioners from the service would invariably lead to a real challenge within the service. We would not be able to meet all the demands and the threshold for intervening would be need to be raised resulting in less early intervention and preventative work being undertaken by Children and Families service.

## What will change as a result of this policy?

### RISK

This approach may bring additional risk and could in turn result in poorer outcomes for families as the service may only become involved when we are reaching crisis point. We already know from research and past experiences within Midlothian that intervening later on often results in more intrusive forms of intervention which tend to be more expensive in terms of not only workers' time but potentially having to outsource an alternative placement.

## 2. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy/ proposal has consequences for or affects people	yes
The policy/proposal has potential to make a significant impact on equality	no
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	no
The policy/proposal is likely to have a significant environmental impact	no
Low Relevance	
The policy/proposal has little relevance to equality	
The policy/proposal has negligible impact on the economy	
The policy/proposal has no/ minimal impact on the environment	

**If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.**

**If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.**

**3. What information/data/ consultation have you used to inform the policy to date?**

<b>Evidence</b>	<b>Comments: what does the evidence tell you?</b>
Data on populations in need	In 2017/18 there were 4720 referrals made into the children's services, of these 524 were child protection referrals ( a 5% increase from the previous year). In 2018/19 referrals increased to 5519 and child protection referrals also increased however due to the early intervention work we did not increase the number of children's names on the child protection register, nor did we accommodate more children. This evidences that whilst we cannot control the amount of referrals coming into the service, if we reduce our early intervention and prevention workforce we shall be unable to respond at the earliest point of intervention.
Data on service uptake/access	There has been a 10% increase in the allocation of cases from March 2018 to March 2019.  Police Referrals into the service have risen by 17% from 2017/18 to 2018/19
Data on quality/outcomes	Evidence that supports our preventative approach and evidences better outcomes is the data on our looked after away from home population. In Q4 2018/19 the number of children looked after away from home had decreased by 10% in Midlothian over 2017/18, this is in comparison to the Scottish average where the decrease in children looked after away from home is

	1% over the same period.
Research/literature evidence	Research and evidence from practice informs us that intervening at a much earlier point of contact with families can reduce risk and spend and also prevent situations escalating to child protection level
Service user experience information	Service Users advised us during our service review 2016/17 that they want a service that responds to their needs when they need it
Consultation <b>and involvement</b> findings	As above
Good practice guidelines	Good Practice and National messages from Scottish Government (GIRFEC) support the early intervention and preventative model of working.
Other (please specify)	
Is any further information required? How will you gather this?	N/A

**4. How does the policy meet the different needs of and impact on groups in the community?**

<b>Equality Groups</b>	<b>Comments – positive/ negative impact</b>
Older people, people in the middle years,	N/A
Young people and children	Negatively as we shall not be able to respond at the current threshold and therefore run the risk of situations escalating to crisis before we are able to intervene
Women, men and transgender people (includes issues relating to pregnancy and maternity)	No disproportionate benefit or detriment identified

Disabled people (included physical disability; learning disability; sensory Impairment; long term medical conditions; mental health problem)	Children affected by a disability may have a similar experience to a referral for a child without a disability, in that if we are unable to offer assistance at an earlier point of contact the situation could escalate
Minority ethnic people (includes Gypsy/Travellers migrant workers non-English)	No disproportionate benefit or detriment identified
Refugees and asylum seekers	No disproportionate benefit or detriment identified
People with different religions or beliefs (included people with no religion or belief.	No disproportionate benefit or detriment identified
Lesbian; gay bisexual and heterosexual people	No disproportionate benefit or detriment identified
People who are unmarried; married or in a civil partnership	No disproportionate benefit or detriment identified
Those vulnerable to falling into poverty	Those requiring lower level support may not get the support when they first request this from our service however there are other supports within the community that they can/could access
Unemployed	No disproportionate benefit or detriment identified
People on Benefits	No disproportionate benefit or detriment identified
Single Parents and vulnerable families	Those requiring lower level support may not get the support when they first request this from our service however there are other supports within the community that they can/could access
Pensioners	No disproportionate benefit or detriment identified

Looked after Children	Looked After Children and Young People should not be disadvantaged as there is a statutory requirement that they have an allocated social worker which is not part of the early intervention and preventative work.
Those leaving care settings ((including children and young people and those with illness)	Looked After Children and Young People who are entitled to through care and continuing care should not be disadvantaged as there is a statutory requirement that they have an allocated social worker which is not part of the early intervention and preventative work
Homeless People	No disproportionate benefit or detriment identified
Carers (including young carers)	Those requiring lower level support may not get the support when they first request this from our service however there are other supports within the community that they can/could access
Those involved in the criminal justice system	No disproportionate benefit or detriment identified
Those living in the most deprived communities (bottom 20% SIMD areas)	Those requiring lower level support may not get the support when they first request this from our service however there are other supports within the community that they can/could access
People misusing services	No disproportionate benefit or detriment identified
People with low literacy/numeracy	No disproportionate benefit or detriment identified

Others e.g. veterans, students	No disproportionate benefit or detriment identified
<b>Geographical Communities</b>	
Rural/ semi rural Communities	No disproportionate benefit or detriment identified
Urban Communities	No disproportionate benefit or detriment identified
Costal Communities	No disproportionate benefit or detriment identified

**5. Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

**Not identified**

**6. Is any part of this policy/ service to be carried out wholly or partly by contractors?**

If yes, how have you included equality and human rights considerations into the contract?

**N/A**

**7. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

**Not identified**

**8. Please consider how your policy will impact on each of the following?**

<b>Objectives</b>	<b>Comments</b>
-------------------	-----------------



<b>Equality and Human Rights</b>	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	No effect identified.
Promotes good relations within and between people with protected characteristics and tackles harassment	No effect identified.
Promotes participation, inclusion, dignity and self- control over decisions	No effect identified.
Builds family support networks, resilience and community capacity	No effect identified.
Reduces crime and fear of crime	No effect identified.
Promotes healthier lifestyles including Diet and nutrition Sexual Health Substance Misuse Exercise and physical activity Life Skills	No effect identified.
<b>Environmental</b>	
Reduce greenhouse gas (GHG) emissions in Midlothian (including carbon management)	No effect identified.
Plan for future climate change	No effect identified.
Pollution: air/ water/ soil/ noise	No effect identified.
Protect coastal and inland waters	No effect identified.
Enhance biodiversity	No effect identified.
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	No effect identified.
Reduce need to travel / promote sustainable forms of transport	No effect identified.
Improves the physical environment e.g. housing quality, public and green space	No effect identified.
<b>Economic</b>	
Maximises income and /or reduces income inequality	No effect identified.
Helps young people into positive destinations	
Supports local business	No effect identified.

Helps people to access jobs (both paid and unpaid)	No effect identified.
Improving literacy and numeracy	No effect identified.
Improves working conditions, including equal pay	No effect identified.
Improves local employment opportunities	No effect identified.

**9. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?**

--

**10. Action Plan**

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
<b>Referrals get picked up at a later stage</b>	The national GIRFEC principles of early intervention and prevention support the ethos that universal services such as Health and Education should identify and support families at the early point of intervention	Under GIRFEC principles health have the lead role for children under 5 years old whilst schools have the responsibility from age 5 up to 16. Both health and education will be supported to discharge these responsibilities through a range of services available within Midlothian.		
<b>3-5 year olds</b>		Children from the age of 3 are entitled to 600 hours Early education and childcare and many of these children		

		families are taking up this entitlement so these children are within a supportive environment.		
<b>Vulnerable families 0-2</b>		Vulnerable children from the age of two are also offered 600 hours early Education and Childcare and this vulnerable group are offered a range of provision from nursery/childminding or placement at Hawthorn Children's Centre.		

**5-16 year olds** At school age many of our primary schools have introduced different models of preventative services and have introduced Family Practitioners or Youth Workers through their PEF allocations. Within High Schools they have introduced youth workers and police officers to support vulnerable young people.

The Life Long learning Service supports young people at risk of a negative destination, although a recent service review has reduced the numbers of workers within this team.

## 11. Sign off by Head of Service

Name Joan Tranent

Date: 22<sup>nd</sup> May 2019

# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Digital Solutions
Department and service area	Council Wide
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Enabling and supporting our customers and staff to thrive in a Digital age, requires a different approach to how Digital teams are formed and organised.

In reviewing the future model of service delivery, there needs to be greater focus on Digital enablement and the required Digital skills for a modern day organisation focusing on the Customer interactions and core priorities. The Digital skills need to match the expectation in terms of scale and size of programme, project and or technologies deployed.

As part of this transformational change, there is a need to focus on driving more customer activity and business processes “transactions” onto the Digital technologies. There needs to be greater challenge and scrutiny as to why we are delivering the services in this particular way and is the service still fit for purpose.

1. Does the proposed budget saving affect people?	Yes <input type="checkbox"/>
2. What is/are the reason(s) for your proposed budget saving?  Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.	

3. Impact			
Which of the protected characteristics* will the proposed budget saving have an impact upon?			
Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age	No	This proposal may directly affect customers and certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above

Socio Economic Deprivation	See above	See above	See above
----------------------------	-----------	-----------	-----------

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A communications plan would be required for all citizens explaining the change in service delivery, introduction of new technologies, including information relating to front line services involved in customer interaction and changes to the customer experience.

Any impact on customers would be would be fed back via consultation involving internal/external customers. Aim for minimum impact for staff and customers.

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Effective use and the creation of The Digital Team, the consolidation of resources, skills knowledge and experience, clear priorities and focus outcomes will lead to efficiencies, economies of scale and cost reductions.

This will ultimately improve services make them more dynamic and responsive to customer demands and expectations.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place



# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Digital Customers and Service Redesign
Department and service area	Council Wide
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Midlothian is undergoing a massive population growth and, at the same time, resources within Midlothian Council are reducing. Midlothian Council cannot continue to support services in the same fashion as it does now - a radical change is required.

Services must be redesigned and customer self-service and automation must play their part to deliver a first class experience for customers and produce efficiency gains for Midlothian Council.

Midlothian Council will procure a sustainable, fit for purpose solution architecture, which in turn must lead to rationalisation of systems, process automation, joined up systems and data. An investment of £828,000 over 7 years is expected (technology and services).

Automation, diagnostics, workflows, scheduling and automated validation steps will reduce the need for Midlothian Council staff input and efficiencies gained will be measured on a service by service



basis.

Service redesign on the new platform will be central to success and any resulting efficiencies and savings should be measured for each of these services.

Savings will come from redirecting customer contact to online self-service/assisted online. Additional efficiencies/possible savings may come from automation of back end processes on a service-by-service basis.

1. Does the proposed budget saving affect people?

Yes

☐

2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age	No	This proposal may directly affect customers and certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and	See above	See above	See above

maternity			
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above
Socio Economic Deprivation	See above	See above	See above

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A communications plan would be required for all citizens explaining the change in service delivery, introduction of new technologies, including information relating to front line services involved in customer interaction and changes to the customer experience.

Any impact on customers would be would be fed back via consultation involving internal/external customers. Aim for minimum impact for staff and customers.

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Specific service outcomes will be expected, depending on the type of service e.g.

- Increase in number of online transactions (including payments)
- Decrease in number of face to face transactions
- Decrease in number of cheque payments
- Decrease in number cash payments made at Cash Office
- Decrease in number of calls to Midlothian Council
- Evidence of good decision making based on accurate management information
- Decrease in average time spent on dealing with service requests
- Decrease in time spent double keying by service staff

It is advised that Midlothian Council should promote equalities through offering an assisted online service available in libraries and should engage the voluntary sector to help vulnerable citizens who cannot interact online.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



## Equality Impact Assessment (EqIA) of Budget Proposals

2019

Name of Budget Saving	Implement the Outcome of Learning Estate Strategy Review
Department and service area	Education
Completion Date	May 2019
Lead officer	Maria Lloyd

### Aims and Objectives

This proposal requests that we move to formal consultation on the development of a strategy for denominational school provision across Midlothian which will include parents/carers, children and young people as well as local communities, then, should the outcome of this consultation be a decision to close school(s), move to statutory consultation on the closures. The closure of certain school(s) would achieve savings.

This would also include a formal consultation on the closure of Glencorse Primary School with the same procedure as above.

1. Does the proposed budget saving affect people?

Yes

☒

No

☐

2. What is/are the reason(s) for your proposed budget saving?

This proposal considers the impact of the Learning Estate Strategy includes the possible closure of Roman Catholic Schools and Glencorse Primary school. The initial saving of £375,000 would be made in 2021/2022 with the remainder of the £600,000 in the new financial year of 2022/2023

Under the Education Scotland Act the provision of Roman Catholic education is a formal requirement of any local authority. The main purpose of this proposal is to review the number of children with the Catholic Faith entering or attending our Catholic Schools which averages below 40% of the roll at our primary schools, and this coupled with the difficulties in employing Catholic teachers and Head Teachers has led us to review the Denominational provision across Midlothian. Currently Head Teachers and senior teaching staff in Catholic Primary Schools require 'Approval' from the Catholic church and a reduction in the number of schools would improve this situation and ensure a Catholic Education is provided going forward which in turn should improve educational outcomes for children and young people. It was agreed at Council in 2015 to undertake consultation on the development of a strategy for denominational school provision across Midlothian. There are currently 7 denominational primary schools and one secondary school in Midlothian, all of which are Roman Catholic. To date, we have undertaken some initial discussions with the Head Teachers and representatives of the Roman Catholic Church who are keen that we move forward to resolve the issues outlined above.

There are currently 7 denominational primary schools and one secondary school in Midlothian, all of which are Roman Catholic. Analysis of school rolls shows that some of our Roman Catholic schools are at capacity or near capacity but that the numbers of Roman Catholic children attending them averages below 40% of the roll at our primary schools. The total capacity of these schools is considerably higher than the number of Roman Catholic children attending them. Also, it has proved difficult to recruit Head Teachers, senior staff and teachers for Roman Catholic schools as they require 'Approval' by the Roman Catholic Church. Within Midlothian we currently have two Roman Catholic Head Teachers who have shared headships covering 4 of the primary schools. One Headteacher post has now been advertised 3 times and no applications received.

In terms of Glencorse, it is proposed to move to a statutory consultation on the closure of Glencorse Primary School due to the consistently low numbers of pupils attending over the last 3 years. The school roll has fallen from 29 pupils in 2015 to 15 pupils in 2018. Parents resident in the school's catchment area are opting to put in placing requests to other nearby schools. In 2018/19 all 14 Primary 1 pupils registered at Glencorse made placing requests out and are attending other Midlothian primary schools. Glencorse has no P1 aged pupils attending this year.

There are a range of possible outcomes from the consultation, including retaining the status quo, reducing the number of schools, having an all through school. The final outcome could mean the closure of some schools.

Following the conclusion of the strategy consultation it may be decided to proceed with the closure of some schools and to commence statutory consultation(s), including public meetings and the involvement of HM Inspectors of Education. If the decision following a statutory consultation is the closure of a school the council must notify the Scottish Government, who have the power to call in

the decision. We would need to allow 2 years to follow HM Inspector of Education's process and to allow due process if the measures are 'called in'.

If a closure goes ahead staff will be redeployed appropriately to other schools to fill vacancies/as vacancies arise. Children already attending the affected schools would need to be transitioned to other schools with capacity as locally as possible.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/information</b>
Age	Some pupils currently attending Glencorse may benefit from the greater number of children at the same stage of education in larger schools.	<p>The closure of Glencorse Primary School will have an impact upon the small number of children attending at that time, who will be supported to transition to an alternative school. Some of these children may need to travel further to school.</p> <p>Were denominational primary schools to be closed, some of the pupils at schools which are closing will move to their catchment non-denominational school. Pupils who choose to move to an alternate denominational school may need to travel further to school.</p> <p>If a pupil attends their catchment school (denominational or non-denominational) and has to travel more than 2 miles transport will be provided.</p>	The proposed changes, if any, to the provision of denominational schools will not be known until after the initial consultation therefore a full assessment of the impact will be carried out once the proposals have been determined.

Disability	More recently built schools achieve current Disability Discrimination Act standards for accessibility.		As above.
Gender Reassignment			Consideration of the closure of Glencorse and the potential closure of some denominational schools has not identified any disproportionate effects on this characteristic.
Marriage & Civil Partnership			Consideration of the closure of Glencorse and the potential closure of some denominational schools has not identified any disproportionate effects on this characteristic.
Pregnancy and maternity			Consideration of the closure of Glencorse and the potential closure of some denominational schools has not identified any disproportionate effects on this characteristic.
Race			Consideration of the closure of Glencorse and the potential closure of some denominational schools has not identified any disproportionate effects on this characteristic.
Religion or Belief	Having a greater proportion of a	Having fewer denominational schools	No disproportionate affect identified in



	<p>school's roll who are Roman Catholic could strengthen the Roman Catholic ethos and education.</p> <p>Having fewer Roman Catholic schools will alleviate some of the difficulties in recruiting Head Teachers, senior staff and teachers.</p>	<p>may result in Roman Catholic pupils travelling further to go to school.</p> <p>If a pupil attends their catchment school (denominational or non-denominational) and has to travel, then transport issues will need to be considered.</p>	<p>respect of the closure of Glencorse.</p>
Sex			<p>Consideration of the closure of Glencorse and the potential closure of some denominational schools has not identified any disproportionate effects on this characteristic.</p>
Sexual Orientation			<p>Consideration of the closure of Glencorse and the potential closure of some denominational schools has not identified any disproportionate effects on this characteristic.</p>

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A consultation on denominational school provision will take place. This would include public consultation. If, following this review, proposals are made to close school(s) the statutory consultation process will be followed and a further Integrated Impact Assessment carried out.

Similarly, the proposal to close Glencorse Primary School would follow the statutory consultation process and a further Integrated Impact Assessment carried out.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The statutory consultation process includes involvement of HM Inspectors of Education and they publish a report on the proposal, which the council must have regard to along with the representations received during the consultation process. If a closure is agreed a report will be submitted to Scottish Government outlining all the necessary information. As part of this consultation there will be meetings with parents, pupils, staff and Church representatives and those pupils affected will be offered local schools to attend. A clear timeline will be put in place to ensure smooth transitions.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

If the outcome of the consultation on denominational school provision is to proceed with proposals to close schools statutory consultation(s) would take place and a further Integrated Impact Assessment carried out.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2019**

Name of Budget Saving	Review DSM allocation to Schools
Department and service area	Education
Completion Date	May 2019
Lead officer	Maria Lloyd

**Aims and Objectives**

Review the teacher staffing allocations to schools via DSM to deliver a reduction of 34FTE teachers

1. Does the proposed budget saving affect people?

Yes ☒

No ☐

2. What is/are the reason(s) for your proposed budget saving?

Efficiency savings

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age		This proposal will reduce the number of teachers at both primary and secondary schools, and the short term absence cover at primaries. This may reduce the time head teachers and deputy head teachers have available to work on management and school improvement plans. It may also reduce the curriculum offered at secondary schools. It will reduce the length of the primary school day (to match that of other Councils) and reduce Support for Learning. It is expected that the quality of education delivered will not be adversely affected.	Head Teachers will receive absence management training which may reduce the short term absence rate. Pupils will continue to receive their Curriculum for Excellence entitlements in the Broad General Education.
Disability		The reduction in Support for Learning will reduce the assistance that can be put in place for pupils with additional support needs, including disability. The number of hours of support will	

		return to the level provided previously however the population and percentage of pupils with an identified ASN has increased.	
Gender Reassignment			No disproportionate affect identified.
Marriage & Civil Partnership			No disproportionate affect identified.
Pregnancy and maternity			Although teachers are predominantly female no disproportionate affect upon pregnancy and maternity has been identified.
Race			No disproportionate affect identified.
Religion or Belief			No disproportionate affect identified.
Sex		The proposal will apply irrespective of gender, however it will have a greater impact on females as a greater proportion of teaching staff is female (90% in primary, 64% in secondary).	
Sexual Orientation			No disproportionate affect identified.

--

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

The Head of Service will inform staff and schools of the change. This may affect teaching staff currently in post as decisions for each curricular area in each school will need to be made, this may mean surplus teachers.

However if necessary consultation will be undertaken with affected staff and unions and appropriate HR and SNCT policies will be followed with affected staff.

Schools will revise their opening hours for P1 and P2 and advise parents and carers.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The quality of education delivered will not be adversely affected therefore no adverse impact on performance is anticipated and outcomes for pupils are already monitored. We have to ensure that pupils receive their Curriculum for Excellence entitlements in the Broad General Education. This will be monitored, so that short term issues may be addressed/accounted for. Although there are already issues around teacher recruitment and this may add to this due to reduced teacher numbers available to cover. Teaching staff absence rates are already monitored however schools will have an increased responsibility for absence management.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

The saving will be across the school estate with a change in the formula for per pupil. This will be implemented by the Resource Manager for education who knows the schools well and will ensure that no one school is adversely affected by this change. The Additional Support for Learning provision will be considered by Head Teachers at an individual pupil level to ensure that support is provided in line with need.

This will reduce the pupil teacher ratio further and will affect the maintaining teacher numbers for the Scottish Government, which could have a financial impact on the council.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2019

Name of Budget Saving	Bring Early Years funding into base budget following the 1140 Early years expansion
Department and service area	Education and Communities
Completion Date	May 2019
Lead officer	Maria Lloyd

### Aims and Objectives

Reduce the base budget for Early Years from April 2021. The number of staff affected is unknown until a full Service Review is undertaken but is estimated at 14 FTE. It is anticipated that central staff will be most impacted by this budget reduction.

1. Does the proposed budget saving affect people?

Yes

☒

No

☐

2. What is/are the reason(s) for your proposed budget saving?

This proposal is to save £500,000 of the operation costs of Early Years following the completion of Early Year's expansion in August 2020.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age			The service review must consider the impact upon the protected characteristics when it considers the posts through which the saving will be achieved. It is not possible to assess the impact upon different age groups at this time.
Disability			The service review must consider the impact upon the protected characteristics when it considers the posts through which the saving will be achieved. It is not possible to assess the impact upon people with a disability at this time.
Gender Reassignment			No disproportionate affect is anticipated.
Marriage & Civil Partnership			No disproportionate affect is anticipated.
Pregnancy and maternity			Although a very high proportion of the early years staff is female, no disproportionate effect on pregnancy and maternity is anticipated.



Race			No disproportionate affect is anticipated.
Religion or Belief			No disproportionate affect is anticipated.
Sex			The proposal will apply irrespective of gender, although almost all of the posts that would be encompassed by the service review are female.
Sexual Orientation			No disproportionate affect is anticipated.

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

There would need to be a Service Review carried out, including Union involvement. The standard service review procedures will be followed, including communicating with affected staff.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The impact on the early years service will need to be considered as part of the service review and any mitigation necessary put in place.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

None.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Integrated Impact Assessment of Budget Proposals

2019

Name of Budget Saving	Remove the allocation for free P4 Primary School Swimming
Department and service area	Education
Completion Date	January 2019
Lead officer	Maria Lloyd

### Aims and Objectives

The proposal would be to remove the provision of primary school swimming from the curriculum as this not a statutory requirement.

1. Does the proposed budget saving affect people?

Yes

☒

No

☐

2. What is/are the reason(s) for your proposed budget saving?

The provision of primary school swimming is not a statutory requirement. Swimming is a life skill which all children should have the opportunity to develop. We believe that this can be achieved more effectively via the Council's Learn to Swim programme rather than the current primary school swimming programme.

The proposal is to save £53,000. The budget for staffing is £21k to provide 2 mornings per week of teaching staff and 1,216 hours of swimming instructors. Transport costs are £41k per annum, this along with the staffing gives a total saving of £63k less £10k for instructors to supplement the Learn to Swim programme (if available).

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age		P4 pupils who had not yet learnt to swim were previously referred through the school programme on to the Learn to Swim programme (if available). A different mechanism will need to be put in place to identify and refer these children.	Applies to primary 4 pupils only in all Primary Schools.
Disability			The change will apply irrespective of disability. At this time there is no data available on uptake rates of the Learn to Swim programme by pupils with a disability.
Gender Reassignment			The change will apply irrespective of gender reassignment. At this time there is no data available on uptake rates of the Learn to Swim programme by pupils from this group.
Marriage & Civil Partnership			No disproportionate affect identified.
Pregnancy and maternity			No disproportionate affect identified.

Race			The change will apply irrespective of race. At this time there is no data available on uptake rates of the Learn to Swim programme by race.
Religion or Belief			The change will apply irrespective of religion or belief. At this time there is no data available on uptake rates of the Learn to Swim programme by religion or belief.
Sex			The change will apply irrespective of gender. At this time there is no data available on uptake rates of the Learn to Swim programme by gender.
Sexual Orientation			The change will apply irrespective of sexual orientation. At this time there is no data available on uptake rates of the Learn to Swim programme by sexual orientation.

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

All parents and carers of primary 4 pupils in the current year group and those entering primary 4 in school session August 2019/20 will need to be notified of the change. Swimming teachers and instructors employed to deliver the programme will need to be consulted and appropriate HR policies would be followed with those staff affected.

Schools could still offer swimming if they pay for both the lessons and transport, for example using their Pupil Equity Funding.

All Secondary schools offer swimming in their curriculum for Physical education.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

Swimming levels and ability will be assessed prior to pupils starting P4 and those who cannot yet swim will be referred to the Learn to Swim Programme (if available). The budget will be reviewed in a year's time.

6. Please use the space below to detail any other matters arising from the Integrated Impact Assessment process.

The removal of the provision applies to primary 4 age pupils only, so although the primary school swimming may have identified a number of pupils who were unable to swim and therefore referred them to the Learn to Swim programme (if available), it was only identifying primary 4 pupils and not pupils across other age groups.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Review public toilets
Department and service area	Property & Facilities Management - Facilities
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

The aim is to reduce costs by closing the public toilets in Dalkeith, Loanhead, Penicuik, Bonnyrigg and Gorebridge. This saves on servicing costs and increased maintenance, due to vandalism, as well as closing access to those who continue to misuse the premises. Alternative service delivery options including operatives generic working, and self cleaning automated toilets which are charged may be introduced.

1. Does the proposed budget saving affect people?                      Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Disability		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Gender Reassignment		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Marriage & Civil Partnership		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Pregnancy and		Inconvenience of not having fully accessible public toilets in major	Alternatives toilets are generally available but may be in less desirable



maternity		towns.  Automated toilets would charge for their use.	locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Race		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Religion or Belief		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Sex		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.
Sexual Orientation		Inconvenience of not having fully accessible public toilets in major towns.  Automated toilets would charge for their use.	Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. Automated toilets could replace existing free of charge units.

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to the public thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of complaints, feedback etc will be monitored and the savings reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Alternatives toilets are generally available but may be in less desirable locations eg pubs, shops etc. This may have to be formalised in agreements with third party providers.

Procurement of Automated Toilets would incur a Capital Cost.

Any staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2020

Name of Budget Saving	Review of Cleaning Services in Schools
Department and service area	Property & Facilities Management – Facilities
Completion Date	June 2019
Lead officer	Garry Sheret

### Aims and Objectives

Introduce a reduced specification in school cleaning. Full cleaning service over three days and a reduced bucket, toilets and floors service on two days.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age		Staff numbers would be reduced and basic duties transferred to other members of staff.  All groups will notice a slight reduction in cleanliness.	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Disability		Staff numbers would be reduced and basic duties transferred to other members of staff.  All groups will notice a slight reduction in cleanliness.	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Gender Reassignment		Staff numbers would be reduced and basic duties transferred to other members of staff.  All groups will notice a slight reduction in cleanliness.	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Marriage & Civil Partnership		Staff numbers would be reduced and basic duties transferred to other members of staff.  All groups will notice a slight reduction in	Basic duties should be no more than simple domestic style duties eg emptying localised bins.

		cleanliness.	
Pregnancy and maternity		<p>Staff numbers would be reduced and basic duties transferred to other members of staff.</p> <p>All groups will notice a slight reduction in cleanliness.</p>	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Race		<p>Staff numbers would be reduced and basic duties transferred to other members of staff.</p> <p>All groups will notice a slight reduction in cleanliness.</p>	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Religion or Belief		<p>Staff numbers would be reduced and basic duties transferred to other members of staff.</p> <p>All groups will notice a slight reduction in cleanliness.</p>	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Sex		<p>Staff numbers would be reduced and basic duties transferred to other members of staff.</p> <p>All groups will notice a slight reduction in cleanliness.</p>	Basic duties should be no more than simple domestic style duties eg emptying localised bins.
Sexual Orientation		<p>Staff numbers would be reduced and basic duties transferred to other members of staff.</p> <p>All groups will notice a slight reduction in</p>	Basic duties should be no more than simple domestic style duties eg emptying localised bins.

		cleanliness.	
--	--	--------------	--

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

The staff affected will need to be consulted and appropriate HR policies will be followed.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The standard of school cleanliness will be monitored and the savings reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

Name of Budget Saving	Closure of Non-Hub Libraries Services
Department and service area	Customer and Housing Services
Completion Date	14 June 2019
Lead officer	Alison White

### Aims and Objectives

1. Does the proposed budget saving affect people?

Yes    ✓

☐

No

2. What is/are the reason(s) for your proposed budget saving?

The Midlothian Council budget gap is significant for 19/20 and will increase in future years and the Council need to consider whether non-statutory services can continue to be funded. Library Services are a statutory service for the local authority to ensure adequate provision only, although that is not defined in the legislation. The proposal details closure for non-hub libraries in Newtongrange, Gorebridge and Dalkeith. The remaining 5 libraries and 1 mobile library across Midlothian would provide the statutory level of adequate provision.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/information</b>
Age		Yes	Library Membership Data.
Disability		Yes	Library Membership Data (equalities data collected on a voluntary basis)
Gender Reassignment			No current evidence from the customer contact data gathered.
Marriage & Civil Partnership			No current evidence from the customer contact data gathered.
Pregnancy and maternity		Yes	Data from Scottish Book Trust on Bookbug attendance.
Race		Hate crime is monitored	
Religion or Belief		Hate crime is monitored	
Sex		Gender based violence is monitored	
		Hate crime is	



Sexual Orientation		monitored	
--------------------	--	-----------	--

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Any staffing review would be conducted through the Organisational Change Policy and procedure to consult with employees scoped into the service and management reviews.

Formal consultation with affected staff and representative unions would take place.

Library members, partners, stakeholders and other visitors would be informed through a range of communication methods utilising a range of channels. Library members can be contacted directly via email or post, as these details are held as part of membership files.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The budget savings could start to be delivered in 2020/21.

EQIA outcomes for Race, Sex, Sexual Orientation and Religion/Belief are monitored.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This proposal would have an impact on citizens in and around Newtongrange, Gorebridge and Dalkeith. Gorebridge is identified as one of three targeted areas for focus in the Single Midlothian Plan. There may also be a wider impact in relation to the closure of Dalkeith Library as members and visitors from across Midlothian use services at that locality. The closure of Dalkeith Library would also involve closure of the Dalkeith Arts Centre which would have a significant impact on a range of user groups who have long-standing bookings for use of the community space.

If approved, the impact would be experienced by all user groups including groups with protected characteristics. It is likely that the impact would be experienced significantly by children and older people, as the two largest user groups of libraries (data available), however the increased levels of social isolation in these locations as a result of full library closure would have a significant impact on all citizens.

Library users from these localities would be expected to travel to one of the remaining 5 libraries across Midlothian in order to undertake key tasks such as accessing online services for the purposes of updating Universal Credit journals, access to the Internet, processing bus passes, receiving hearing aid batteries, accessing print and online resources, attending groups, events and support groups. It is generally expected that nationally citizens should have access to a library within a 1 mile travel distance from their home. If these closures are approved, then residents may have to travel to Newbattle or Lasswade Library in order to access services, if a mobile library service were not available.

Previous consultation on this proposal has demonstrated that there is much support for library services in Midlothian.

# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Efficiency savings target of 0.5% of net expenditure ex IJB
Department and service area	Council Wide
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Efficiency savings target of 0.5% of net expenditure ex IJB

1. Does the proposed budget saving affect people?

**Yes**

☐

2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	No	This proposal may directly affect customers and certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above
Socio Economic Deprivation	See above	See above	See above

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Any impact on customers would be fed back via consultation involving internal/external customers. Aim for minimum impact for staff and customers.

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Aim for minimum impact for staff and customers.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



## Equality Impact Assessment (EqIA) of Budget Proposals

2020

Name of Budget Saving	Hillend expansion business plan
Department and service area	Property & Facilities Management – Sport & Leisure
Completion Date	June 2019
Lead officer	Garry Sheret

### Aims and Objectives

Increase income to Sport & Leisure by investing in a new business plan for an all year round adventure facility. Spend to save initiative, investing in facilities and jobs.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget proposal is put forward to meet the Council's overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Job creation in an expanded facility.		
Disability	Job creation in an expanded facility.		
Gender Reassignment	Job creation in an expanded facility.		
Marriage & Civil Partnership	Job creation in an expanded facility.		
Pregnancy and maternity	Job creation in an expanded facility.		
Race	Job creation in an expanded facility.		
Religion or Belief	Job creation in an expanded facility.		
Sex	Job creation in an expanded facility.		
Sexual Orientation	Job creation in an expanded facility.		

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this proposal will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The income generated will be monitored and the comparison to the business plan reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This is a long term project which should create opportunities for existing and new staff.





**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Building Services company set up to generate income from external contracts as well as Council services.
Department and service area	Property & Facilities Management – Building Services
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

Create an arm's length organisation which targets winning contracts for profit out with the Council whilst continuing to service the Council's building and maintenance needs.

1. Does the proposed budget saving affect people?                      Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by providing an additional income stream.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Disability	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Gender Reassignment	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Marriage & Civil Partnership	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Pregnancy and maternity	Opportunity for expansion and progression within the service as new	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than	

	contracts are won.	permanent positions.	
Race	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Religion or Belief	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sex	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sexual Orientation	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of contracts won and the profit produced will be monitored and the income reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Industrial Estate Expansion
Department and service area	Property & Facilities Management – Property Assets
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

The aim is to generate income from trading in land and building assets for a profit or investing in a property portfolio, including the industrial estate, which is let out at a profitable margin.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by providing an additional income stream.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Disability	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Gender Reassignment	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Marriage & Civil Partnership	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Pregnancy and maternity	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

Race	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Religion or Belief	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sex	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sexual Orientation	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The profit produced will be monitored and the income reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This may require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.





**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Construction and Design Service Consultancy
Department and service area	Property & Facilities Management – Building Services
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

Target an income through the selling of project management and design services to other local authorities, agencies and third parties.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by providing an additional income stream.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Disability	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Gender Reassignment	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Marriage & Civil Partnership	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Pregnancy and maternity	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

Race	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Religion or Belief	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sex	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sexual Orientation	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of contracts won and the profit produced will be monitored and the income reported to

Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



## Equality Impact Assessment (EqIA) of Budget Proposals

2020

Name of Budget Saving	Expand Catering / Functions Service
Department and service area	Property & Facilities Management – Catering
Completion Date	June 2019
Lead officer	Garry Sheret

### Aims and Objectives

Target an income through the selling of additional external contracts and evening functions.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by providing an additional income stream.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Disability	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Gender Reassignment	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Marriage & Civil Partnership	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Pregnancy and maternity	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

Race	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Religion or Belief	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sex	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sexual Orientation	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of contracts won and the profit produced will be monitored and the income reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.





**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Taxi Testing Service
Department and service area	Commercial Operations
Completion Date	June 2019
Lead officer	Kevin Anderson

**Aims and Objectives**

The proposal is an income generation service by providing taxi testing facilities at the planned replacement Council garage & depot.

1. Does the proposed budget saving affect people?                      No

2. What is/are the reason(s) for your proposed budget saving?

The budget income offer is put forward to meet the Council's overall budget deficit by reducing the cost base.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age			
Disability			
Gender Reassignment			
Marriage & Civil Partnership			
Pregnancy and maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The income produced will be monitored and reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2020

Name of Budget Saving	Expand Vogrie Functions & Events
Department and service area	Commercial Operations
Completion Date	June 2019
Lead officer	Kevin Anderson

### Aims and Objectives

Target an income through the selling of additional external contracts and evening functions.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by providing an additional income stream.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Disability	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Gender Reassignment	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Marriage & Civil Partnership	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Pregnancy and maternity	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

Race	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Religion or Belief	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sex	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	
Sexual Orientation	Opportunity for expansion and progression within the service as new contracts are won.	Fluctuating workload, dependant on the marketplace may mean more fixed term contracts rather than permanent positions.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of contracts won and the profit produced will be monitored and the income reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



## Equality Impact Assessment (EqIA) of Budget Proposals

2019

Name of Budget Saving	Sports & Leisure Service – Income Generation
Department and service area	Property & Facilities Management
Completion Date	June 2019
Lead officer	Kevin Anderson

### Aims and Objectives

Sport & Leisure Services are scheduled in the programme of Cross Cutting Service Reviews ensuring that the approach of the Delivering Excellence Framework will consider service priorities, service improvement in transformation and efficiency savings that can be quantified.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit.



### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age		Schools, clubs and residents would no longer be supported in extra curriculum activities and sports. Pathways to sports clubs would not be available through Sports Development programmes targeting specific sports eg football, rugby, gymnastics, athletics.	Staff numbers would be reduced and support for extra curriculum activities and sports would cease.  Long term health may be affected.
Disability		Specialised pathways for sports involvement for the disabled would no longer be supported in extra curriculum activities and sports. Pathways to sports clubs would not be available through Sports Development programmes targeting specific sports eg football, rugby, gymnastics, athletics.	Staff numbers would be reduced and support for extra curriculum activities and sports would cease.  Long term health may be affected.  Social inclusion may be affected.
Gender Reassignment			

Marriage & Civil Partnership			
Pregnancy and maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to customers, staff and unions.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

National sporting bodies, schools and sportscotland will also be consulted regarding changes in service provision

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The budget will be monitored and the income generated and savings reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a full consultation prior to a restructure of the service.

Any closure of facilities would have a direct impact on the majority of the 473,600 visits per year. Clubs and organisations would no longer be able to survive as alternative facilities are not available within Midlothian to match demand.

Health and wellbeing of Midlothian's citizens would be affected and supported NHS initiatives would cease to operate due to lack of facilities.

Staff may be redundant where there no alternative facilities to transfer to.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

Name of Budget Saving	Wedding Service
Department and service area	Health and Social Care – Registrars
Completion Date	14 June 2019
Lead officer	Alison White – Head of Service

**Aims and Objectives**

1. Does the proposed budget saving affect people?      Yes    ☒      No    ☐

2. What is/are the reason(s) for your proposed budget saving?

As a result of government funding cuts, the Midlothian Council budget gap will increase in future years and the Council needs to cut costs and change our service design and delivery model to make sure that we are able to deal with the future demands of a growing and ageing population.

**Budget Savings Options**

To increase income generation by widening the options available for weddings and promoting the services more effectively

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age			No current evidence from the customer contact data gathered.
Disability		Hate crime is monitored	
Gender Reassignment			No current evidence from the customer contact data gathered.
Marriage & Civil Partnership	Improved service delivery		
Pregnancy and maternity			No current evidence from the customer contact data gathered.
Race		Hate crime is monitored	
Religion or Belief		Hate crime is monitored	
Sex		Gender based violence is monitored	
Sexual		Hate crime is monitored	

Orientation			
-------------	--	--	--

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Promotion of the wedding services will be supported by the communications team

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

Income generation will be monitored regularly

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

There are no equalities issues identified as part of this proposal



## Equality Impact Assessment (EqIA) of Budget Proposals

2019

Name of Budget Saving	Deliver Creative Arts in a different way
Department and service area	Education
Completion Date	May 2019
Lead officer	Maria Lloyd

### Aims and Objectives

Deliver Creative Arts in a different way to operate within the annual budget.

1. Does the proposed budget saving affect people?

Yes

☒

No

☐

2. What is/are the reason(s) for your proposed budget saving?

This proposal is to deliver the Creative Arts service across Midlothian from August 2019 in a different way to reduce the cost of the service and ensure it operates within the net annual budget set by the Council

The proposal will impact directly on the staff employed in the Creative Arts service and will impact on some pupils across all schools.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age		10% of pupils attending Midlothian schools take up instrumental tuition, which will no longer be provided by the Council by 2023.	The proposal affects the staff in the creative arts team and the delivery of a service to school age pupils in P5-S3.
Disability			No data is available on whether pupils with a disability are more or less likely to take up instrumental tuition or adults with a disability are more or less likely to be music instructors. The proposal will apply irrespective of disability.
Gender Reassignment			No disproportionate affect identified.
Marriage & Civil Partnership			No disproportionate affect identified.
Pregnancy and maternity			No disproportionate affect identified.
Race			No disproportionate affect identified.
Religion or Belief			No disproportionate affect identified.
Sex			No data is available on the gender balance of



			pupils taking up instrumental tuition or of music instructors. The proposal will apply irrespective of gender.
Sexual Orientation			No disproportionate affect identified.

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A budget consultation has taken place already to gather public views. All Parent Councils' have received questions to respond/give views on.

Services for Communities will look at options for delivering music.

Affected staff members in the Creative Arts Team and union representatives will be consulted and appropriate HR policies will be followed whereby a collaborative approach may be achieved.

Parents and Pupils will be consulted on changes to the service including what would be offered with SQA. Although longer term this would be a different model also.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The impact of the delivery of this budget saving can be reviewed in the context of outcomes for pupils, any impact on pupil achievement is unlikely to be evident before 2020/21. The delivery of the saving will be monitored via quarterly financial reporting and the budget will be reviewed in a year's time.

There is no evidence or reason to believe that service to protected groups will be affected. If this position changes during implementation then a further impact assessment will be required.

Currently pupils receiving FSM have been entitled to free music tuition, this would be stopped but a review of funding of Youth Music Initiative (YMI) and how this can be done to continue any work with pupils in SIMD 1-3.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Approximately 26% of pupils affected are in SIMD deciles 1 to 3 across those who currently receive it. Continue bidding for Youth Music Initiative (YMI) would be directed at these groups of pupils.

The draft joint COSLA, Scottish Government and the Music Education and Partnership Group guidance on Instrumental Music Tuition states that “The benefits for children and young people derived from participation in music and from learning musical instruments are well recognised” however it also confirms “The provision of instrumental music tuition, and the policies adopted in terms of charging, concessions and other aspects of the service, is a matter for local democratically elected representatives who have to balance a range of priorities.”

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2019

Name of Budget Saving	Deliver Creative Arts in a different way
Department and service area	Education
Completion Date	May 2019
Lead officer	Maria Lloyd

### Aims and Objectives

Deliver Creative Arts in a different way to operate within the annual budget.

1. Does the proposed budget saving affect people?

Yes

☒

No

☐

2. What is/are the reason(s) for your proposed budget saving?

This proposal is to deliver the Creative Arts service across Midlothian from August 2019 in a different way to reduce the cost of the service and ensure it operates within the net annual budget set by the Council

The proposal will impact directly on the staff employed in the Creative Arts service and will impact on some pupils across all schools.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age		10% of pupils attending Midlothian schools take up instrumental tuition, which will no longer be provided by the Council by 2023.	The proposal affects the staff in the creative arts team and the delivery of a service to school age pupils in P5-S3.
Disability			No data is available on whether pupils with a disability are more or less likely to take up instrumental tuition or adults with a disability are more or less likely to be music instructors. The proposal will apply irrespective of disability.
Gender Reassignment			No disproportionate affect identified.
Marriage & Civil Partnership			No disproportionate affect identified.
Pregnancy and maternity			No disproportionate affect identified.
Race			No disproportionate affect identified.
Religion or Belief			No disproportionate affect identified.
Sex			No data is available on the gender balance of

			pupils taking up instrumental tuition or of music instructors. The proposal will apply irrespective of gender.
Sexual Orientation			No disproportionate affect identified.

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A budget consultation has taken place already to gather public views. All Parent Council have received questions to respond/give views on.

Services for Communities will look at options for delivering music.

Affected staff members in the Creative Arts Team and union representatives will be consulted and appropriate HR policies will be followed whereby a collaborative approach may be achieved.

Parents will be informed of the changes to the service including what would be offered with SQA. Although longer term this would be a different model also.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The impact of the delivery of this budget saving can be reviewed in the context of outcomes for pupils, any impact on pupil achievement is unlikely to be evident before 2020/21. The delivery of the saving will be monitored via quarterly financial reporting and the budget will be reviewed in a year's time.

There is no evidence or reason to believe that service to protected groups will be affected. If this position changes during implementation then a further impact assessment will be required.

Currently pupils receiving FSM have been entitled to free music tuition, this would be stopped.

Re-consider funding of Youth Music Initiative (YMI) and how this can be done to continue any work with pupils in SIMD 1-3.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Approximately 26% of pupils affected are in SIMD deciles 1 to 3 across those who currently receive it. Continue bidding for Youth Music Initiative (YMI) would be directed at these groups of pupils.

The draft joint COSLA, Scottish Government and the Music Education and Partnership Group guidance on Instrumental Music Tuition states that “The benefits for children and young people derived from participation in music and from learning musical instruments are well recognised” however it also confirms “The provision of instrumental music tuition, and the policies adopted in terms of charging, concessions and other aspects of the service, is a matter for local democratically elected representatives who have to balance a range of priorities.”

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Transfer halls and pavilions to community groups
Department and service area	Property & Facilities Management – Sport and Leisure
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

Transfer of use to community groups under the Community Empowerment Act including the caretaking, maintenance and utility costs.

1. Does the proposed budget saving affect people?                      Yes

2. What is/are the reason(s) for your proposed budget saving?

The reduction in costs is put forward to meet the Council's overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Disability	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Gender Reassignment	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Marriage & Civil Partnership	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Pregnancy and maternity	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Race	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Religion or Belief	Opportunity for communities to take control of local	There is likely to be a reduced number of caretaking staff resulting	



	facilities for local use.	from this proposal.	
Sex	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	
Sexual Orientation	Opportunity for communities to take control of local facilities for local use.	There is likely to be a reduced number of caretaking staff resulting from this proposal.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to the staff, unions and public thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of transfers and savings will be monitored and reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This may result in a mini service review and staff restructure.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Community Asset Transfer arrangements for Gorebridge Leisure Centre
Department and service area	Property & Facilities Management – Sport and Leisure
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

Transfer the running of the smaller leisure centres to Community Partnerships to operate as unmanned “Pure Gym” style facilities.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council’s overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Disability	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Gender Reassignment	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Marriage & Civil Partnership	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Pregnancy and maternity	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
	Potentially more	There would be a	

Race	suitable opening hours / activities resulting in better accessibility and community focus.	reduction in the workforce as the service becomes community run.	
Religion or Belief	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Sex	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Sexual Orientation	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of users and the income produced will be monitored and reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a full service review leading to a restructure.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2020

Name of Budget Saving	CAT arrangements for Newtongrange Leisure Centre
Department and service area	Property & Facilities Management – Sport and Leisure
Completion Date	June 2019
Lead officer	Garry Sheret

### Aims and Objectives

Transfer the running of the smaller leisure centres to Community Partnerships to operate as unmanned “Pure Gym” style facilities.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council’s overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Disability	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Gender Reassignment	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Marriage & Civil Partnership	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Pregnancy and maternity	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
	Potentially more	There would be a	

Race	suitable opening hours / activities resulting in better accessibility and community focus.	reduction in the workforce as the service becomes community run.	
Religion or Belief	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Sex	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Sexual Orientation	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of users and the income produced will be monitored and reported to Council in due course.



6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a full service review leading to a restructure.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	CAT arrangements for Buccleuch Bowling Club, Dalkeith
Department and service area	Commercial Operations
Completion Date	June 2019
Lead officer	Kevin Anderson

**Aims and Objectives**

Transfer the facility to Community Ownership as a sustainable solution for community use.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Disability	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Gender Reassignment	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Marriage & Civil Partnership	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Pregnancy and maternity	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
	Potentially more	There would be a	

Race	suitable opening hours / activities resulting in better accessibility and community focus.	reduction in the workforce as the service becomes community run.	
Religion or Belief	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Sex	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	
Sexual Orientation	Potentially more suitable opening hours / activities resulting in better accessibility and community focus.	There would be a reduction in the workforce as the service becomes community run.	

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The number of users and the income produced will be monitored and reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a service review leading to a restructure.

Any staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2020

Name of Budget Saving	Reduce failure demand rate - Waste Services
Department and service area	Customer Services and Waste Services
Completion Date	June 2019
Lead officer	Kevin Anderson

### Aims and Objectives

Create an arm's length organisation which targets winning contracts for profit out with the Council whilst continuing to service the Council's building and maintenance needs.

1. Does the proposed budget saving affect people? Yes

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by reducing failure demand rate to benefit customers outcomes, but also contribute to cost reductions.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Disability	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Gender Reassignment	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Marriage & Civil Partnership	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Pregnancy and maternity	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Race	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Religion or Belief	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
Sex	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	

Sexual Orientation	reducing failure demand rate to benefit customers outcomes	Staffing reduction prospect.	
--------------------	--	------------------------------	--

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

Reduction in staff time and service impact effect in Customer Services.

Initial focus on Waste Services, as 71% of complaints received are on service failure, although a scoping exercise with Customer Services will include other volume areas.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

This will require a mini service review leading to a restructure of the service.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.





## Equality Impact Assessment (EqIA) of Budget Proposals

Name of Budget Saving	Midlothian Community Safety Police Teams
Department and service area	Health and Social Care – Community Justice
Completion Date	14 June 2019
Lead officer	Alison White – Head of Service

### Aims and Objectives

1. Does the proposed budget saving affect people? Yes ☒ No ☐

2. What is/are the reason(s) for your proposed budget saving?

As a result of government funding cuts, the Midlothian Council budget gap will increase in future years and the Council needs to cut costs and change our service design and delivery model to make sure that we are able to deal with the future demands of a growing and ageing population.

#### Budget Savings Options

#### Midlothian Community Policing Teams -

At present the Council funds 2 x Community Policing Teams operation in Midlothian at a cost of £562,570. With a background of restricted resources and prospects which will remain challenging for an extended period of financial constraint, it is proposed to cease funding provided for the Midlothian Community Policing Teams.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age			No current evidence from the customer contact data gathered.
Disability		Hate crime is monitored	
Gender Reassignment			No current evidence from the customer contact data gathered.
Marriage & Civil Partnership			No current evidence from the customer contact data gathered.
Pregnancy and maternity			No current evidence from the customer contact data gathered.
Race		Hate crime is monitored	
Religion or Belief		Hate crime is monitored	
Sex		Gender based violence is monitored	

Sexual Orientation		Hate crime is monitored	
--------------------	--	-------------------------	--

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

The improvements in safeguarding communities in Midlothian is the work of a number of key agencies in the Community Safety Partnership with success in preventative intervention through MELDAP, the Public Protection Committee agencies. For example the work of Trading Standards in terms of tackling illegal highs alongside the work of MELDAP will tackle these issues.

Our approach to targeted and focussed efforts throughout our communities remains a priority.

Further consultation required.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality , Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

EQIA outcomes for Race, Sex, Sexual Orientation and Religion/Belief are monitored.

Reduced crime rate in Midlothian sustained.

Reduced fire incidents in Midlothian sustained.

Reduced anti social behaviour trend in Midlothian sustained.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Funding the posts out of local government and in the single Police service subsidises Police Scotland commitment to 1,000 extra police officers.

These teams act as a tactical police response to crime and anti social behaviour in Midlothian. With a reduced crime rate, the safeguarding of communities is effectively delivered by a range of partners also contributing to the Community Safety Partnership. However the dissolution of the Community Safety Team will mean that the ability to deal with anti-social behavior is diminished.

# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Joint Working Opportunities
Department and service area	Resources, Finance and Integrated Service Support
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Developing a different operating model in areas of significant growth. Joint Working with neighbouring public authorities to maximise mutual benefit, leading to more efficient, effective delivery of local services by working together and sharing resources.

This would enable a step change in service delivery, income generation or commercial competition in a shared investment in an alternative transformation programme more radical but credible than one authority could achieve.

Rationalisation of a range of processes and systems and integration of workforce.

Third Sector Interface to explore the potential to further develop the voluntary sector to take on the delivery of services that statutory agencies can no longer afford to provide or which may be delivered more effectively.

1. Does the proposed budget saving affect people?

Yes

☐

2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age	No	This proposal may directly affect certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above

Socio Economic Deprivation	See above	See above	See above
----------------------------	-----------	-----------	-----------

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

An EQIA will be required for the specific saving proposal although EQIA outcomes for Race, Sex, Sexual Orientation and Religion/Belief are monitored.

The staffing impact will be conducted through the Council's Policy for Managing Change, to consult with employees scoped into the service and management reviews. Formal consultation with affected staff and representative unions would take place.



**Midlothian Council**

**Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Renewable Sources of Energy
Department and service area	Property & Facilities Management – Property Assets
Completion Date	June 2019
Lead officer	Garry Sheret

**Aims and Objectives**

The aim is to reduce current levels of expenditure on utility costs by investing in renewable sources of energy.

1. Does the proposed budget saving affect people? No

2. What is/are the reason(s) for your proposed budget saving?

The budget saving is put forward to meet the Council's overall budget deficit by reducing the cost base.



### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age			
Disability			
Gender Reassignment			
Marriage & Civil Partnership			
Pregnancy and maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

A final decision will be taken by Council and this information will be communicated to staff and unions thereafter.

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

The savings produced will be monitored and reported to Council in due course.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Equality Impact Assessment (EqIA) of Budget Proposals

2019

Name of Budget Saving	Grow walking buses and cycling schemes in order to bridge the gap between 2-3 miles for Secondary age pupils.
Department and service area	Education
Completion Date	May 2019
Lead officer	Maria Lloyd

### Aims and Objectives

The proposal is to increase the distance for eligibility to free transport for all Secondary age pupils from 2 to 3 miles. Current legislation requires us to provide transport for all pupils over the age of eight years where the safe walking route is more than three miles, for those up to eight years the current legislation is for routes over two miles. On average children start secondary school at age 12.

At a minimum this proposal would deliver savings of £120,000.

1. Does the proposed budget saving affect people?

Yes ☒

No ☐

2. What is/are the reason(s) for your proposed budget saving?

A saving of 120,000 in total.

### 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age	Encouraging walking, cycling, scooting to school will have a positive impact on the health and wellbeing of our children through pupils becoming more physically active. Studies have also shown that pollution levels while walking on pavements are less than that inside cars in traffic.	Parents may choose to transport children to school so there may be an increase in pollution levels at schools at drop off and pick up times, although more modern and hence less polluting vehicles will not increase this as much as would have been the case before.  There could be an additional cost to parents if they choose public transport as an option. The promotion of environmentally friendly and healthy ways getting to school will reduce this and could result in an overall positive impact.	The bus routes that will be withdrawn will have a safe walking route to school available.
Disability		There may be a negative impact upon pupils with a disability who do not come under the ASL transportation service.	There is a separate proposal relating to the ASL transportation service.
Gender Reassignment			No disproportionate affect identified.

Marriage & Civil Partnership			No disproportionate affect identified.
Pregnancy and maternity			No disproportionate affect identified.
Race			No disproportionate affect identified.
Religion or Belief			St David's High School provides Roman Catholic secondary education for the whole of Midlothian and its catchment area extends beyond the 2 to 3 miles radius that will be affected by this proposal, therefore some of the Roman Catholic pupils attending will be affected, however all of the non-denominational high schools have at least some of their catchment areas in the 2 to 3 mile radius. As a result, the proposal will not disproportionately affect any religious or belief group.
Sex			No disproportionate affect identified.
Sexual Orientation			No disproportionate affect identified.

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

There has already been some consultation with the public in terms of our 5 sessions in April/May 2019. In the main those who attended supported the idea of increasing the mileage in order to promote healthy living.

Parents and carers of pupils affected will be written to and advised of the changes a number of months before it would come into effect.

Families will be encouraged to walk / cycle to school as part of encouraging and improving health benefits.

The current transport policy will need updated to reflect changes.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

Attendance at school is currently monitored and this will continue, however there are many factors which affect pupils' attendance at school and the withdrawal of the transport service may be a contributing, but not sole, factor for those pupils affected by this proposal.

Any reductions in transport may increase the demand from parents or guardians for non-entitled transport, this will be monitored and reported on. The increase in volume of traffic around schools will also need to be monitored. There may be more walking and cycling to schools in line with our need to reduce diabetes and improve daily activity for children and young people.

The delivery of the saving will be monitored via quarterly financial reporting and the budget will be reviewed in a year's time.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

The ASL transport proposal could consider whether provision could be made for pupils with a disability affected by this proposal in order that the most effective solution be put in place.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)



## Integrated Impact Assessment of Budget Proposals

2019

Name of Budget Saving	Identify alternative transport arrangements for ASL School Transport including Children's Services
Department and service area	Education
Completion Date	May 2019
Lead officer	Maria Lloyd

### Aims and Objectives

The council's policy on home to school transport sets out that a pupil may receive free transport if they have an Additional Support Need (ASN) and are placed at an Enhanced Provision or Special School that is out with their catchment school area. This transport will be provided in multi-user vehicles. This will be done jointly with support by the transport team.

Areas we would look into are:

1. Explore Transport costs and identify potential less costly solutions. In particular for those pupils attending Saltersgate School & provisions individual transport.
2. Explore more options for shared transport arrangements between Education and Children's Services to avoid duplicate travel routes.
3. Update risk assessments and review all paperwork for vulnerable pupils travelling.
4. Consider rewards for families who use bikes or walk.
5. Explore Shared placements, how they operate and changes to reduce transport particularly during the school day.
6. Identify training and development needs for Learning Assistants, Escorts and drivers.
7. Identify opportunities for self-travel / life skills work for senior pupils and families.
8. Explore reimbursement for parents to transport their own child and potential savings.
9. Improve systems and procedures for granting any individual transport in line with policy.
10. Explore sharing of transport for Education and Children's Services.
11. Explore extending the Primary school day at Saltersgate.

12. Ensure cost centre for Children's Services and Education are correct.	
1. Does the proposed budget saving affect people?	Yes <input checked="checked" type="checkbox"/> No <input type="checkbox"/>
2. What is/are the reason(s) for your proposed budget saving? Deliver a more effective and efficient service while achieving a reduction in cost.	

<b>3. Impact</b> Which of the protected characteristics* will the proposed budget saving have an impact upon?			
Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age	Potential to identify opportunities for self-travel / life skills work for senior pupils and families. Encouraging walking, cycling, scooting to school will have a positive impact on the health and wellbeing of these pupils		Any efficiency savings achieved on the transport for children with ASN will not affect the quality of the service they receive so it is not anticipated that the proposal would disproportionately negatively affect children.
Disability	Potential to identify opportunities for self-travel / life skills work for senior pupils and families. Encouraging walking, cycling, scooting to school will have a positive impact on the		Any efficiency savings achieved on the transport for children with ASN will not affect the quality of the service they receive so it is not anticipated that the proposal would disproportionately negatively affect children with a disability.



	health and wellbeing of these pupils		
Gender Reassignment			No disproportionate impact identified.
Marriage & Civil Partnership			No disproportionate impact identified.
Pregnancy and maternity			No disproportionate impact identified.
Race			The changes will not disproportionately affect children or staff on the basis of race.
Religion or Belief			The changes will not disproportionately affect children or staff on the grounds of religion or belief, or none.
Sex			The changes will not disproportionately affect children or staff on the grounds of sex.
Sexual Orientation			n/a

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

If taken forward this proposal may require consultation/discussion on best ways forward for parents.

All parents and carers affected by any changes will be advised.

The current transport policy will need updated to reflect changes.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

Any reductions in transport may increase the demand from parents or guardians for non-entitled transport, this will be monitored and reported on. The increase in volume of traffic around schools will also need to be monitored. There may be more walking and cycling to schools in line with our need to reduce diabetes and improve daily activity for children and young people.

The delivery of the saving will be monitored via quarterly financial reporting and the budget will be reviewed in a year's time.

6. Please use the space below to detail any other matters arising from the Integrated Impact Assessment process.

None.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)

# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Paperless Council - reduction in print and copy volumes
Department and service area	Resources, Finance and Integrated Service Support
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Reduce the Council's print and copy volumes by 30%. Print and copy volumes in 2018/19 totalled 21.3 million images.

Scrutiny and control of printing must sit within every service and with every user to achieve reductions.

1. Does the proposed budget saving affect people?

**Yes**

☐

## 2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

The Council's objective for paper to digital transformation with the implementation of technology will drive down the reliance on paper. This implementation is unlikely to have the desired impact on print volumes in the short term. Other strategies across all services require to be adopted to achieve the reductions in volumes in the immediate to short-term

- Use of current technology – laptops, ipads, meeting room click & share
- Further roll out of restrictions in colour printing.  
Restrictions in colour printing in Midlothian and Fairfield House has seen a reduction in corporate print volumes of 27% in the last quarter of 2018/19
- Analysis and monitoring of high volume users
- Many items printed are single use and then disposed of.
- Explore technology solutions to replace hard copy documents

Many users print because historically that's the way they have used documents

## 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	No	This proposal may directly affect certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above
Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above

Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above
Socio Economic Deprivation	See above	See above	See above

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Low risk on impact to service. Essential hard copy documents will be replaced by technology solutions and unnecessary print and copy volumes removed.

Implementation of changes will be in accordance with the Policy for Managing Change.

# Midlothian



**Midlothian Council**

## **Equality Impact Assessment (EqIA) of Budget Proposals**

**2020**

Name of Budget Saving	Paperless Council - reduction in central postage costs
Department and service area	Resources, Finance and Integrated Service Support
Completion Date	12 June 2019
Lead officer	Gary Fairley

### **Aims and Objectives**

Reduce the central postage costs by 30%

Scrutiny and control of postage costs must sit within every service and with every user to achieve reductions.

1. Does the proposed budget saving affect people?

**Yes**

☐

## 2. What is/are the reason(s) for your proposed budget saving?

Savings are part of a process of continual review of service provision as we seek to secure operational efficiencies and redesign services in response to the financial challenge.

The Council's objective for paper to digital transformation with the implementation of technology to communicate with both customers/service users and employees will drive down the reliance on the use of post as a means of delivery. This implementation is unlikely to have the desired impact on postage costs in the short term. Other strategies across all services require to be adopted to achieve the reductions in cost in the immediate to short-term

- **Reduction in volume**  
Increase the use of email and online services currently available as a means of communication
- **Reduction in the use of 1<sup>st</sup> class mail**  
The default for mail issue via the mail room is 2<sup>nd</sup> class. Services continue to request the use of 1<sup>st</sup> class mail and there remains a high volume of 1<sup>st</sup> class mail, over 10,000 items in 2018. Services should scrutinise the use of 1<sup>st</sup> mail to minimise or where possible eliminate the use of 1<sup>st</sup> class. The central budget cannot sustain the high volumes of 1<sup>st</sup> class requested by services. Proposal to recharge 1<sup>st</sup> class items to Services supplies and services budget
- **Roll out of Hybrid Mail**  
Hybrid Mail has been introduced for bulk mailings and has been successful in reducing the cost for these. The roll out of hybrid mail to be rolled out further across service areas.

## 3. Impact

Which of the protected characteristics\* will the proposed budget saving have an impact upon?

<b>Equality Target Group*</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Relevant evidence/ information</b>
Age	No	This proposal may directly affect certain staff	The staffing structure will reflect the future needs of the service
Disability	See above	See above	See above
Gender Reassignment	See above	See above	See above

Marriage & Civil Partnership	See above	See above	See above
Pregnancy and maternity	See above	See above	See above
Race	See above	See above	See above
Religion or Belief	See above	See above	See above
Sex	See above	See above	See above
Sexual Orientation	See above	See above	See above
Socio Economic Deprivation	See above	See above	See above

4. How will the implementation of the proposed budget saving be communicated to those affected by any changes?

Implementation will be carried out following the Policy for Managing Change which sets out what is communicated and when as such changes will be communicated effectively to those affected from the proposal.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

5. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

There are a number of performance indicators that will be used to measure the impact of a new service delivery model in addition to budget updates being provided.



6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Low risk on impact to service. Change in delivery method will provide efficient and effective communication with customers and employees.

Implementation of changes will be in accordance with the Policy for Managing Change.