

Medium Term Planning and Budget Build proposal

MTP Ref No: GF03 **MTP Title:** Facilities Management restructure

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Facilities management
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£20,000
2015/16	Saving	£20,000
2016/17	Saving	£20,000
2017/18	Saving	£20,000
2018/19	Saving	£20,000

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure within the Facilities Management Team is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £20,500.

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF03 **MTP Title:** Facilities Management - Reduction in Security

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Facilities management
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£ 20,000.00
2015/16	Saving	£ 20,000.00
2016/17	Saving	£ 20,000.00
2017/18	Saving	£ 20,000.00
2018/19	Saving	£ 20,000.00

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

Security staff are currently employed within the One Stop Shop to prevent violent incidents towards staff or other customers and to provide security for the equipment and resources within the building. Utilising existing security personnel to undertake a meet and greet and floorwalking service to assist customers with self-service would mean that we could reduce the customer services staff by the equivalent of one FTE as the security guard service would incorporate this role.

Key benefits (including measures of success) and impact arising from the proposal:

The security staff would be actively engaged all of the time assisting customers and provide assistance to customers accessing online services. Currently the security staff are not trained to provide this support and assistance.

Key consequences/risks of not delivering the proposal:

That best value for money is not achieved from the security guard service

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF04 **MTP Title:** Print Services Unit

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Customer & Cultural Services

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£150,000
2015/16	Saving	£250,000
2016/17	Saving	£250,000
2017/18	Saving	£250,000
2018/19	Saving	£250,000

Links to Corporate Plan: (please select all that apply)

Your Town

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- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure of Print Service Unit is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £150k

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF05 **MTP Title:** Reduced funding of Northampton Leisure Trust

Budget Manager/Head of Service: Steve Elsey

Directorate: Customers & Communities

Service: Communities & Environment

***Dept:**

*if applicable

Financial Impact:

Year	Impact	£	£'s
2014/15	Neutral	£	-
2015/16	Saving	£	200,000.00
2016/17	Saving	£	400,000.00
2017/18	Saving	£	515,901.00
2018/19	Saving	£	515,901.00

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

Continue with the reduction in the support funding to NLT by end of 2017

Key benefits (including measures of success) and impact arising from the proposal:

NLT will become self funding

Key consequences/risks of not delivering the proposal:

NLT will need to become self funding by

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

This is a support fund. There will be no impact on services and facilities provided

Who is affected by this proposal? (include public, community groups or staff as relevant):

There will be no impact on services and facilities provided

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None

Medium Term Planning and Budget Build proposal

MTP Ref No: GF 06 **MTP Title:** Income from sponsorship

Budget Manager/Head of Service: Corporate

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Corporate
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£20,000
2015/16	Saving	£40,000
2016/17	Saving	£40,000
2017/18	Saving	£40,000
2018/19	Saving	£40,000

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

Attracting income from sponsorship for Corporate Events and actively seeking further sponsorship opportunities

Key benefits (including measures of success) and impact arising from the proposal:

Increased income from sponsorship

Key consequences/risks of not delivering the proposal:

n/a

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The promotions are at a formative stage. Impact will be assessed on an ongoing basis.

Who is affected by this proposal? (include public, community groups or staff as relevant):

The proposals are not yet fully developed so the potential impact will be considered throughout the process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

n/a

Medium Term Planning and Budget Build proposal

MTP Ref No: GF 07 **MTP Title:** Bus Stop operations

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£19,000
2015/16	Saving	£19,000
2016/17	Saving	£19,000
2017/18	Saving	£19,000
2018/19	Saving	£19,000

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure within the bus station operative team is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £19k.

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF07 **MTP Title:** Customer Services restructure

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Customer Services
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£39,500
2015/16	Saving	£39,500
2016/17	Saving	£39,500
2017/18	Saving	£39,500
2018/19	Saving	£39,500

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure within the customer service team is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £39,500.

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF07 **MTP Title:** Facilities Management restructure

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Facilities management
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£20,500
2015/16	Saving	£20,500
2016/17	Saving	£20,500
2017/18	Saving	£20,500
2018/19	Saving	£20,500

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure within the Facilities Management Team is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £20,500.

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF07 **MTP Title:** Market Restructure

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£22,000
2015/16	Saving	£22,000
2016/17	Saving	£22,000
2017/18	Saving	£22,000
2018/19	Saving	£22,000

Links to Corporate Plan: (please select all that apply)

Your Town

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Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure within the Market Operations Team is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £22k

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF07

MTP Title: Museum

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities

Service: Customer & Cultural Services

*Dept: Customer & Cultural Services

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£20,000
2015/16	Saving	£20,000
2016/17	Saving	£20,000
2017/18	Saving	£20,000
2018/19	Saving	£20,000

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

The Council has been through substantial change, with a number of Council services having transferred to LGSS (Local Government Shared Services). Given these changes the council's current needs have been assessed in the context of budgetary constraints. A restructure of the museum service is therefore proposed.

Key benefits (including measures of success) and impact arising from the proposal:

The total saving arising from this proposal will be approx £20k

Key consequences/risks of not delivering the proposal:

A reduction in the costs for the department are needed to meet challenging budgetary constraints.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The restructure proposals are at a formative stage and whilst brief informal consultations have been carried out with staff; HR policies will be followed in the normal way. The impacts on staff and services will be assessed on an ongoing basis, leading right up to the final restructure proposal.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Many of the services and activities affected by these proposals are "internally facing back office functions" and do not directly impact on the public. The proposals are at a very formative stage and the potential impacts will be considered throughout the process, once the proposals are firmed up through the staff consultation process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

None that can be ascertained specifically at this stage.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF08 **MTP Title:** Software savings

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Customer & Cultural Services

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£29,000
2015/16	Saving	£29,000
2016/17	Saving	£29,000
2017/18	Saving	£29,000
2018/19	Saving	£29,000

Links to Corporate Plan: (please select all that apply)

Your Town

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Brief Description of Proposal:

Non renewal of contracts for software and support - including SOCITM, Call Care (Tunstall) plus others.

Key benefits (including measures of success) and impact arising from the proposal:

n/a

Key consequences/risks of not delivering the proposal:

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

[Redacted area for explanation]

Who is affected by this proposal? (include public, community groups or staff as relevant):

[Redacted area for affected parties]

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

[Redacted area for internal service considerations]

Medium Term Planning and Budget Build proposal

MTP Ref No:

GF09

MTP Title:

Communities and Environment-Review Staff Structure

Budget Manager/Head of Service:

Tim Hughes and Ruth Austen / Steve Elsey

Directorate:

Customers & Communities

Service:

Communities & Environment

*Dept:

Regulatory Services

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£ 84,000.00
2015/16	Saving	£ 84,000.00
2016/17	Saving	£ 84,000.00
2017/18	Saving	£ 84,000.00
2018/19	Saving	£ 84,000.00

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

It is proposed draft a business plan to restructure part of the Communities and Environment Division to reduce the existing structure by one Senior Environmental Health Officer post, merge the duties of proposed Senior Warden post with an existing post and delete 1 Administrative Support post. The business case will identify the need for a review on an annual basis, based on the key consequence below, and there for it is proposed that the EHO post is not deleted but will be held vacant but any future changes, if needed, will still achieve the proposed savings

Key benefits (including measures of success) and impact arising from the proposal:

Achievement of savings of £67,000

Key consequences/risks of not delivering the proposal:

The proposal will increase the workload of the remaining technical staff within the service; this increase in workload may affect the Council's statutory responsibility for enforcement and inspection in regards to food hygiene, health and safety and environmental permitting. This may result in negative publicity and reputational risks from poor performance returns to the Food Standards Agency, Health and Safety Executive and Defra due to the the Council not fulfilling it's responsibility with regards to frequency of visitors and investigation of Food safety and or H&S incidents. Response time targets to requests for service may be adversely affected.

Appendix B

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please attach the completed CIA, and give further details as necessary:

[Redacted area for CIA attachment]

Who is affected by this proposal? (include public, community groups or staff as relevant):

The public including residents, businesses, employees, visitors to Northampton and NBC staff.

[Redacted area for affected parties]

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

The staff will require additional internal and external training to enable them to adequately cover the additional workloads and technical issues they are required to deal with. The deletion of the proposed Senior Warden role removes the career progression potential for the warden team.

[Redacted area for internal service considerations]

Medium Term Planning and Budget Build proposal

MTP Ref No: GF10 **MTP Title:** NNDR Reduction

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Saving	£100,000
2015/16	Saving	£100,000
2016/17	Saving	£100,000
2017/18	Saving	£100,000
2018/19	Saving	£100,000

Links to Corporate Plan: (please select all that apply)

Your Town

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Brief Description of Proposal:

NNDR reduction for car parks (actual figure/details still being calculated). Figure is therefore estimated at £100,000

Key benefits (including measures of success) and impact arising from the proposal:

A reduction in business rates for the car parks has been achieved of approx £100,000

Key consequences/risks of not delivering the proposal:

The cost of business rates is reduced.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The impact is a reduction in a current charge.

Who is affected by this proposal? (include public, community groups or staff as relevant):

n/a

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

n/a

Medium Term Planning and Budget Build proposal

MTP Ref No: GF50 **MTP Title:** ASB Victim Liaison Officer

Budget Manager/Head of Service: Steve Elsey

Directorate: Customers & Communities **Service:** Communities & Environment

***Dept:** Community Safety

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Neutral	£ 11,874.00
2015/16	Neutral	£ 12,740.00
2016/17	Neutral	£ 13,501.00
2017/18	Neutral	£ 14,244.00
2018/19	Neutral	£ 14,960.00

Links to Corporate Plan: (please select all that apply)

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Brief Description of Proposal:

Mainstreaming of Anti-Social behaviour Victim Liaison officers post. This is currently a funded post - funding ends March 2014. Proposal is for a 26 hour pw post jointly funded between Community Safety and Housing, that sits within the Anti Social Behaviour Unit. Housing will contribute £10k pa towards post. (amounts detailed above have deducted £10k Housing contribution)

Key benefits (including measures of success) and impact arising from the proposal:

This post plays a key role in supporting and liaising with our partners in order to address issues of lower, medium and high level anti-social behaviour by providing a specific support service to victims and witnesses of anti-social behaviour within Northampton. This role plays a key part in the support and delivery of the Anti-Social Behaviour Units work and will provide an increase in positive perception on how the the council deal with anti-social behaviour.

Key consequences/risks of not delivering the proposal:

1. Vulnerable victims and witnesses of anti-social behaviour may be at risk by not receiving appropriate and focussed support and advice
2. Increase in negative public perception of ASB
3. The unit's caseload is increasing year on year. This post enables the Case Managers to focus on case building and ensure appropriate support and advice is being provided to victims and witnesses.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please attach the completed CIA, and give further details as necessary:

See CIA

Who is affected by this proposal? (include public, community groups or staff as relevant):

Proposal is of a benefit to all victims of anti-social behaviour

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

N/A

Community Impact Assessment

(Incorporating equality analysis and health considerations)

Matter Assessed:

MTP Option: Anti-Social Behaviour Victim Liaison Officer (CS 02)

A Community Impact Assessment (CIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making. This document can also be used to consider health and narrowing health inequalities (Health and Care Act 2012)

When to assess

A CIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Due regard

To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

In relation to health, we need to consider the potential short term and long term implication of for decisions that we take to support the Health and Wellbeing agendas.

How much regard is 'due' will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. We need to make sure that we understand the potential impact of decisions on people with different protected characteristics and also need to consider this information before and as decisions are being made. This will help us to reduce or remove unhelpful impacts and inequalities.

- Who will make decision (e.g. Cabinet/Board/Delegated/etc): Cabinet
- Who has been involved and how: Consulted and agreed with Housing
- Date: 28 October 2013

0. Matter Assessed:

1. Aims/objectives and purpose of the policy/service

a. Aims and objectives

Mainstreaming of Anti-Social Behaviour Victim Liaison officers post. This is currently a funded post - funding ends March 2014. Proposal is for a 26 hour pw post jointly funded between Community Safety and Housing, that sits within the Anti-Social Behaviour Unit. Housing will contribute towards post.

b. Key actions

As above

c. Expected outcomes

As above

d. Who will be affected and how?

Service provided will benefit all.

e. Approximately how many people will be affected?

All residents, businesses in the town

2. Date of decision

February 2014

3. Scope/focus of the Community Impact Assessment

Provision of victim liaison support service to victims and witnesses of anti-social behaviour.

4. Community Screening Outcome

Is the decision relevant to the aims of the equality duty/public health?

Guidance can be found at:

Equality Duty

[PSED Technical Guidance.](#)

EHRC PSED essential guide

http://www.equalityhumanrights.com/uploaded_files/EqualityAct/PSED/essential_guide_update_nov.pdf

EHRC PSED to make fair financial decisions

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/using-the-equality-duty-to-make-fair-financial-decisions/>

Public Health

Public Health Role of Local Authorities

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/213009/Public-health-role-of-local-authorities-factsheet.pdf

District Action on Public Health

<http://districtcouncils.info/files/2013/02/District-Action-on-Public-Health.pdf>

Aim	Yes/No
Eliminate discrimination, harassment and victimisation	Yes
Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	Yes
Contribute to health improvements or inequalities	Yes

5. Relevant data and/or undertake research

- Outline the information and research that has informed the decision.
- Include sources and key findings.
- Include information on how the decision will affect people with different protected characteristics.

Other key datasets and relevant information may include:

[2011 Census: Quick Statistics for Northampton](#)

During the financial year 2012/2013 there were a total of 71 referrals to the ASBU and from these, there were 89 victims/witnesses identified. A further 54 victims/witnesses were identified by the Witness Liaison Officer and Case Managers, giving an overall total of 144 victims/witnesses for 2012/2013.

Of the 89 victims/witnesses identified on referrals, 80 (89.9%) were contacted within 5 working days, 6 (6.7%) were contacted within 14 working days and 3 (3.4%) were not contacted due to insufficient contact details.

During 2012/2013, the Witness Liaison Officer received a total of 103 referrals for victims and witnesses who required support. 102 (99%) of these related to referrals

open to the ASBU. Tenancy Enforcement Officers from Landlord Services referred the remaining 1 (1%) Of the referrals 37 (36%) of the victims/witnesses supported by the Witness Liaison Officer resided in NBC properties.

Between 2012/2013, 65 cases were closed by the ASBU. As a result, 71 victims and witnesses were contacted for their feedback with 59 (83%) providing a response. All 59 reported that they were satisfied with the way in which the ASBU had contacted them and were happy with the information the ASBU had provided them with.

6. Current Service Provision –What are you doing now?

Anti-Social Behaviour Victim Liaison service has been provided since June 2011, funded through a Government grant funding, which ends on 31.03.2014

7. Rationale for change-What will the service be like if/when change(s) is agreed/ introduced?

The mainstreaming of this post will enable us to continue to provide a much needed service. This post plays a key role in supporting and liaising with our partners in order to address issues of lower, medium and high level anti-social behaviour by providing a specific support service to victims and witnesses of anti-social behaviour within Northampton. This role plays a key part in the support and delivery of the Anti-Social Behaviour Units work and will provide an increase in positive perception on how the council deal with anti-social behaviour.

8. Identification of Affected groups (Have you undertaken a stakeholder analysis?)

This proposal benefits all.

9. Assess and/or undertake consultation

- a. Has there been specific consultation on this decision?

Consultation with Housing

- b. What were the results of the consultation?

Agreed to part fund the post to enable the service to be kept and continued

- c. Did the consultation analysis reveal any difference in views across the protected characteristics?

N/A

- d. Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics?

Proposal will benefit all

10. Assessment of impact on staff including staffing profile if/as appropriate

The unit's has a high caseload. This post enables the ASB Case Managers to focus on case building and ensure appropriate support and advice is being provided to victims and witnesses.

11. Assessment of impact on wider community

Proposal will benefit all

12. Analysis of impact by protected characteristics

(When assessing relevance and impact, please state who the assessment applies to; for example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.)

All members of the community will benefit from this proposal. Failure to deliver could:

1. Place vulnerable victims and witnesses of anti-social behaviour at risk by not receiving appropriate and focussed support and advice
2. Increase in negative public perception of ASB

13. Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

Characteristic	Relevance to decision High/Medium/Low/None	Impact of decision Positive/Negative/Neutral
Age	None	Neutral
Disability	None	Neutral
Gender reassignment	None	Neutral
Marriage and civil partnership	None	Neutral
Pregnancy and maternity	None	Neutral
Race	None	Neutral
Religion or belief	None	Neutral
Sex	None	Neutral
Sexual orientation	None	Neutral
Other socially excluded groups (include health inequalities)	None	Neutral

14. Mitigation of Adverse Impact on staff/service/people

(Where any negative impact has been identified, outline the measures taken to mitigate against it) N/A

15. Publication of results This impact assessment will be posted on Council’s website

16. Monitoring and review

Through the Community Safety Partnership monthly data, crime and anti-social behaviour levels will continue to be monitored. Anti-Social Behaviour Unit will continue to set targets and monitor the outcomes delivered by the post and will be detailed in the ASBU’s annual report.

17. CONCLUSION

- a. Consider and state how due regard has been had to the equality duty and public health considerations, as relevant, from start to finish. There should be no unlawful discrimination arising from the decision

Post benefits all groups, and there is no unlawful discrimination

- b. Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact, including any relevant actions.

N/A, no equality implications identified

Signed:

Date:

Medium Term Planning and Budget Build proposal

MTP Ref No: GF51 **MTP Title:** Provision of an additional park ranger vehicle

Budget Manager/Head of Service: Ruth Austen / Steve Elsey

Directorate: Customers & Communities **Service:** Communities & Environment

***Dept:** Regulatory Services

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Neutral	£ 5,750.00
2015/16	Neutral	£ 6,150.00
2016/17	Neutral	£ 6,550.00
2017/18	Neutral	£ 7,000.00
2018/19	Neutral	£ 7,450.00

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

Provision of an additional four wheel drive vehicle to allow Park Rangers to patrol a wider range of the parks around the Borough. The vehicle will allow access to all parts of parks and permit the transport of tools and equipment to remote location. It will also facilitate a high visibility presence and allow a speedy response to be made to an incidents in parks.

Key benefits (including measures of success) and impact arising from the proposal:

The rangers will be able to travel between and within parks. To transport equipment with them. Having a badged vehicle enhances the high visibility patrols undertaken by the rangers and enhances their ability to undertake enforcement and education within the parks and open spaces.

Key consequences/risks of not delivering the proposal:

The level of patrols will be restricted to current levels.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please attach the completed CIA, and give further details as necessary:

EIA carried out in respect to similar proposal in 2013/14 copy attached

Who is affected by this proposal? (include public, community groups or staff as relevant):

Staff are directly affected, Councillors, members of the public, businesses and visitors are indirectly affected.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

No significant considerations.

Equality Impact Assessment and MTP Form

Part 1: Screening



When reviewing, planning or providing services Northampton Borough Council needs to assess the impacts on people. Both residents and staff, of how it works - or is planning to – work (in relation to things like disability). It has to take steps to remove/minimise any harm it identifies. It has to help people to participate in its services and public life. “**Equality Impact Assessments**” (EIAs) prompt people to think things through, considering people’s different needs in relation to the law on equalities. The first stage of the process is known as ‘screening’ and is used to come to a decision about whether and why further analysis is – or is not – required. EIAs are published in line with transparency requirements.

A helpful guide to equalities law is available at: www.northampton.gov.uk/equality. A few notes about the laws that need to be considered are included at the end of this document. Helpful questions are provided as prompts throughout the form.

1 Name of Budget Option (MTP Title): Recruitment of additional Park Ranger	MTP Ref: Directorate: C & C Department:Regulatory services
Budget Year:	Growth:
2013/14	£ 5600
2014/15	£ 5750
2015/16	£ 6150

2. People involved in developing this assessment (please complete as appropriate)	
Director or Head of Service	Julie Seddon /Steve Eelsey
Lead Officer	Ruth Austen
Other(s) – if appropriate	

3. Brief description of Budget Option: including its main purpose, aims, objectives and projected outcomes/consequences and risks of (a) delivering the Budget Option and (b) not delivering the Budget Option.

Purpose of option is to deliver a more comprehensive Park Ranger Service across the full range of parks within the borough. By providing a vehicle the Rangers will be able to travel between and within the parks more readily and so carry out their role more effectively. It is in accordance with Corporate Plan priorities 2 – Invest in cleaner safer neighbourhoods, with the stated aspiration of achieving Green Flag status for our parks. It also contributes to priority 3 celebrating our culture and heritage, and priority 7, promoting health and well-being by encouraging the use of parks and open spaces

4 Relevance to Equality and Diversity Duties

The provision of a vehicle will ensure that the park rangers will more able to provide a comprehensive range of services within our parks that are accessible to all and responsive to individual needs and provide equality of opportunity for all residents and visitors to use the parks in a safe way. The current park rangers work with a wide range of groups and individuals within the parks for example organising and promoting health walks that take place at a range of times to allow the participation of all. They address issues of anti-social behaviour that have the potential to be discriminatory and can discourage full use of the parks. The provision of a vehicle will give the Ranger enhanced ability to pursue perpetrators of anti-social behaviour.

The vehicle will allow the rangers to patrol those parks that do not currently have a regular park ranger presence and so extend this support to all areas.

Yes

No X

Please explain: the service will work to provide fair access for all

If you have indicated there is a negative impact on any group, is that impact:

Legal? Yes/No

Please explain:

Intended? Yes/No

Please explain:

5 Evidence Base for Screening

Some data from customer surveys and observations of park rangers currently working in Borough.

Are there any significant gaps in the known evidence base? If so what are your recommendations for how and by when those gaps will be filled?

It is recommended that further surveys are undertaken to more clearly establish the profile of park usage and enable any gaps to be filled.

6 Requirements of the equality duties:

Will there be/has there been consultation with all interested parties?

No

Please explain: This proposal represents a small extension to an existing service. Consultation was undertaken when the original Park ranger posts were established

Are proposed actions necessary and proportionate to the desired outcomes?

Yes

Please explain: small extension to an existing service to allow comprehensive coverage across the Borough and therefore potentially increase the equality of provision

Where appropriate, will there be scope for prompt, independent reviews and appeals against decisions arising from the proposed policy/practice/activity?

Yes

Please explain: Surveys will be undertaken during the next year to assess the profile of users of the parks and to determine whether any specifically targeted activities are required to address the needs of specific groups.

Does the proposed policy/practice/activity have the ability to be tailored to fit different individual circumstances?

Yes

Please explain: The provision of a vehicle will facilitate the further development of services within the parks to address the needs of all user groups.

From the evidence you have and strategic thinking, what are the **key risks** (the harm or 'adverse impacts') **and opportunities** (benefits and opportunities to promote equality) this policy/practice/activity might present? (please complete in the table below)

	Risks (Negative)	Opportunities (Positive)
Race		Potential to engage with a broader range of ethnicities within the setting of the parks and to promote use of the parks to all sections of population of Northampton and surrounding area
Disability		Increased opportunity to make parks more accessible for users with disabilities by organising specific events and by liaison with wider range of users to determine and address their needs
Gender or Gender Identity/Gender Assignment		See above
Pregnancy and Maternity (including breastfeeding)		Working with park users and representative groups such as "friends of " groups to explore mechanisms for provision of suitable facilities and events, e.g. health walks for pregnant women and new parents and enhanced facilities for breastfeeding.
Sexual Orientation		See 1 above
Age (including children, youth, midlife and older people)		Increased opportunities to provide events and activities in parks for all ages.
Religion, Faith and Belief		Work with various faith groups to facilitate their use of park facilities.
Human Rights		See 1, above

7 Proportionality

Proposed provision of a vehicle provides a wide range of positive opportunities

8 Decision

Set out the rationale for deciding whether or not to proceed to full impact assessment

Date of Decision: 1/11./2012 Date EIA reviewed further to consultation:01./11/2013

EITHER: We judge that a full impact assessment is not necessary since: the proposed change gives rise to significant positive opportunities

OR: We judge that a full impact assessment is necessary since:

Equality Duties to be taken into account in this screening include:

Prohibited Conduct under The Equality Act 2010 including:

Direct discrimination (including by association and perception e.g. carers); Indirect discrimination; Pregnancy and maternity discrimination; Harassment; discrimination arising from disability.

Public Sector Duties (Section 149) of the Equality Act 2010 for NBC and services provided on its behalf:

NBC and services providing public functions must in providing services have due regard to the need to: **eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between different groups.** 'Positive action' permits proportionate action to overcome disadvantage, meet needs and tackle under-representation.

Rights apply to people in terms of their "Protected Characteristics":

Age; Gender; Gender Assignment; Sexual Orientation; Disability; Race; Religion and Belief; Pregnancy; Maternity.

Duty to "advance equality of opportunity":

The need, when reviewing, planning or providing services/policies/practices to analyse and assess the impacts of services on people in relation to their 'protected characteristics', take steps to remove/minimise any negative impacts identified and help everyone to participate in our services and public life. **Equality Impact Assessments** remain how NBC does this. Sometimes **people have particular needs** e.g. due to gender, race, faith or disability that need to be addressed, not ignored. NBC must have due regard to the **duty to make reasonable adjustments** for people with disabilities. NBC must **encourage people who share a protected characteristic to participate in public life** or any other activity in which their participation is too low.

Duty to 'foster good relations between people'

This means having due regard to the need to **tackle prejudice** (e.g. where people are picked on or stereotyped by customers or colleagues because of their ethnicity, disability, sexual orientation, etc) and **promote understanding**.

Lawful Exceptions to general rules: can happen where action is proportionate to achieve a legitimate aim and not otherwise prohibited by anything under the Equality Act 2010. There are some special situations (see Ch 12 and 13 of the Equality Act 2010 Statutory Code of Practice – Services, Public Functions and Associations).

National Adult Autism Strategy (Autism Act 2009; statutory guidelines) including:

to improve how services identify and meet needs of adults with autism and their families.

Human Rights include:

Rights under the European Convention include not to be subjected to degrading **treatment**; **right to a fair trial** (civil and criminal issues); **right to privacy** (subject to certain exceptions e.g. national security/public safety, or certain other specific situations); **freedom of conscience** (including religion and belief and rights to manifest these limited only by law and as necessary for public safety, public order, protection of rights of others and other specified situations); **freedom of expression** (subject to certain exceptions); **freedom of peaceful assembly and to join trade unions** (subject to certain exceptions); **right not to be subject to unlawful discrimination** (e.g. sex, race, colour, language, religion, political opinion, national or social origin); **right to peaceful enjoyment of own possessions** (subject to certain exceptions e.g. to secure payment of taxes or other contributions or penalties); **right to an education**; **right to hold free elections by secret ballot**. The European Convention is given effect in UK law by the Human Rights Act 1998.

Medium Term Planning and Budget Build proposal

MTP Ref No:

GF52

MTP Title:

Additional supplies and services budget for Bloom/Green Flag /Town centre Warden Ranger Team

Budget Manager/Head of Service:

Ruth Austen / Steve Elsey

Directorate:

Customers & Communities

Service:

Communities & Environment

*Dept:

Regulatory Services

*if applicable

Financial Impact:

Year	Impact	£	£'s
2014/15	Growth	£	25,000.00
2015/16	Growth	£	15,000.00
2016/17	Neutral	£	-
2017/18	Neutral	£	-
2018/19	Neutral	£	-

Links to Corporate Plan: (please select all that apply)

Your Town

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- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

To provide additional budget to the Environmental services, Neighbourhood Warden and Park Ranger Team to facilitate purchase of equipment and promotional material necessary to participate effectively in activities such as East Midlands and Britain in Bloom and Green Flag. To ensure that minor maintenance of street furniture and equipment is dealt with promptly and effectively

Key benefits (including measures of success) and impact arising from the proposal:

The investment in safer cleaner neighbourhoods has a positive impact on the promotion of Northampton as an attractive place to live, work and visit. Successful participation in regional and national competitions and award schemes bring recognition to the town and provide an enhanced sense of wellbeing. Promotion of community involvement in schemes such as Northampton in Bloom has a beneficial impact in fostering cohesion and a sense of pride in local environments. Encouraging active involvement of residents in projects such as development of community gardens also increases levels of exercise. All of these impacts can be measured by assessing the level of participation in the schemes.

Key consequences/risks of not delivering the proposal:

Failure to participate effectively in community focused projects of this nature with a resultant negative impact on wellbeing and the environment.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please attach the completed CIA, and give further details as necessary:

See comments above

Who is affected by this proposal? (include public, community groups or staff as relevant):

Staff are directly affected, Councillors, members of the public, businesses and visitors are indirectly affected.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

No significant considerations.

Medium Term Planning and Budget Build proposal

MTP Ref No:

GF53

MTP Title:

Increase in number of Neighbourhood Wardens / Park Rangers

Budget Manager/Head of Service:

Ruth Austen / Steve Elsey

Directorate:

Customers & Communities

Service:

Communities & Environment

*Dept:

Regulatory Services

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Growth	£ 96,000.00
2015/16	Growth	£ 98,600.00
2016/17	Growth	£ 101,200.00
2017/18	Growth	£ 103,800.00
2018/19	Growth	£ 106,400.00

Links to Corporate Plan: (please select all that apply)

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You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

The appointment of an one additional full time Park Ranger and making the additional post of Neighbourhood Warden, which provides the Town Centre Ranger Service, permanent. This post has been created in 2013/14 and is currently funded from in-year savings elsewhere in the budget. The proposal also includes the provision of additional salary to enable the creating of senior warden posts to provide supervision to colleagues.

Key benefits (including measures of success) and impact arising from the proposal:

The provision of a dedicated Town Centre Ranger has played a key part in making Northampton Town Centre a safer, cleaner neighbourhood and as result enhancing the vitality of the town centre. The Ranger is able to deal immediately with small scale maintenance and cleansing tasks. As an accredited Neighbourhood Warden, the postholder is able to take enforcement action to deal with littering, street drinking and other anti-social behaviour. The Ranger provides a highly visible presence in the town centre working closely with businesses and the residential occupiers in the area to create empowered communities and to address the immediate and longer term concerns of all town centre users. This is already having demonstrable results with improvements in the standards of cleanliness and repair of street furniture and overall enhancement of the town centre environment making it a more attractive place to visit. The recruitment of an additional full time Park Ranger will also contribute to the priority of investing in cleaner, safer neighbourhoods. The role will also contribute to the promotion of the culture and heritage within the Parks across the Borough and will assist in promoting health and wellbeing by developing and facilitating a wide range of activities in Parks across the Borough.

Key consequences/risks of not delivering the proposal:

If this proposal is not taking forward the improvements in cleanliness and standards of maintenance within the town centre risk being lost. The presence of a dedicated Ranger has allowed development of an excellent working relationship with Enterprise with clear understanding of responsibilities for maintaining and enhancing the town centre environment. The facility

Appendix B

for the officer to take enforcement action has a positive impact on anti-social behaviour in the town centre by addressing issues including street drinking and littering. If an additional Park Ranger were not recruited it would not be possible to fully implement the Parks and Open Spaces Strategy, or to develop the planned Park Management Committees which will be charged with developing action plans for the principal parks aimed to deliver Green Flag status to a number of our parks. The potential for further developing use and enjoyment of our open spaces would not be realised.

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please attach the completed CIA, and give further details as necessary:

EIA carried out last year in respect to similar proposal in 2013/14 see attached.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Public, residents, businesses, visitors to Northampton, staff and a wide range of community groups who visit the town centre and use our parks.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

The new staff will require training, this will be organised within the service area. There will be small additional commitments required in respect to the provision of appropriate IT and communications support. An increase in the supplies and services budget to facilitate the services provided by these posts is subject to a separate MTP proposal. The Park Ranger will use the additional vehicle which is subject of a separate MTP proposal.

Community Impact Assessment

(Incorporating equality analysis and health considerations)

v1.0

Name of Matter Assessed:

Extension of hours of Park Ranger by 20 hours per week

Who will make decision:

(e.g. Cabinet/Board/Delegated/etc)

Who has been involved in developing this matter:

Cabinet Member for Environment, Director of Customers and Communities, Head of Communities and Environment, Environmental Health Manager
Environmental Protection

Date:

18 October 2013

What is it:

A Community Impact Assessment (CIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making. This document can also be used to consider health and narrowing health inequalities (Health and Care Act 2012)

When to assess:

A CIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Due Regard:

To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

In relation to health, we need to consider the potential short term and long term implication of for decisions that we take to support the Health and Wellbeing agendas.

How much regard is 'due' will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. We need to make sure that we understand the potential impact of decisions on people with different protected characteristics and also need to consider this information before and as decisions are being made. This will help us to reduce or remove unhelpful impacts and inequalities.

Proposal Name (inc. MTP title if applicable)

Extension of Park ranger Hours by 20 hours per week

1. Aims/objectives and purpose of the policy/service/function

Aims and Objectives:

The Park Ranger Team act as ambassadors for the Parks in Northampton. They undertake patrols, carrying out enforcement duties. They carry out practical tasks working together with Friends' Groups, other volunteers and Contractors to develop and enhance the facilities available in the parks. They work to promote and market the parks, running events and supporting other organisations in their activities to encourage widespread community use of parks and open spaces.

Key actions:

Team members carry out a range of roles including enforcement, education, practical tasks, organising and supervising events and provide an identifiable presence in the main parks across the Borough.

Expected outcomes:

The team currently consists of one full time ranger and four part timers who each work 20 hours per week

Who will be affected and how:

residents and visitors to Northampton

Approximately how many people will be affected:

potentially the whole population of Northampton plus a wide range of visitors to the town - therefore po

2. Expected date of decision:

3. Scope/focus of the Assessment:

Please outline the scope and focus of the assessment:

The assessment focuses on the work of the park rangers and the impact that additional ranger time could

4. Community Screening Outcome:

Will the proposal:	Yes	No
Eliminate discrimination, harassment and victimisation	<input checked="" type="radio"/>	<input type="radio"/>
Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	<input checked="" type="radio"/>	<input type="radio"/>
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	<input checked="" type="radio"/>	<input type="radio"/>
Contribute to health improvements or inequalities	<input checked="" type="radio"/>	<input type="radio"/>

5. Relevant data and/or research

Outline the information and research that has informed the decision:

Scrutiny panel one are currently undertaking an investigation of Parks and Open Spaces and the research

Sources and key findings:

The discussions with the forums and the survey undertaken as part of the Scrutiny process has been very

How will the decision affect people with different protected characteristics:

The decision has a potentially positive impact on all sectors of the community including those with protec

6. Current Service Provision

What are you doing now:

see response to question 1a above.

7. Rationale for change

What will you do if/when changes are agreed/introduced:

Additional park ranger time will allow for additional patrol time and facilitate the development of a wider

8. Identification of affected groups/individuals

List the groups/individuals that may be affected by the proposal:

residents and visitors to Northampton, operators of businesses in the town.

9. Assess and/or undertake Consultation

Has there been specific consultation on this decision (if not, state why not and/or when this may happen):

Although the consultation undertaken as part of the scrutiny process was more wide ranging it covered t

What were the results of the consultation:

support for the current service and recommendations for an increase in service.

Across the protected characteristics, what difference in views did analysis of the consultation reveal:

the proposal is applicable to all

What conclusions have been drawn from the analysis on how the decision will affect people with different protected characteristics:

the proposal is supported.

10. Assessment of impact on staff

Please give details of impact on staff, including staffing profile if/as appropriate:

the proposal will allow existing staff to increase the hours that they work. The current employees work p

11. Assessment of impact on wider community

Please give details of any impacts to the community as a whole:

proposal will benefit whole community.

12. Analysis of impact by protected characteristics

Please summarise the results of the analysis:

potential positive impact on all groups.

13. Assess the relevance and impact of the decision to people with different protected characteristics

Please select from the drop-down box

	Relevance	Impact
Age	Low	Positive
Disability	Low	Positive
Gender reassignment	Low	Positive
Marriage and civil partnership	Low	Positive
Pregnancy and maternity	Low	Positive
Race	Low	Positive
Religion or belief	Low	Positive
Sex	Low	Positive
Sexual orientation	Low	Positive
Other socially excluded groups (include health inequalities)	Low	Positive

*When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

14. Mitigation of Adverse Impact on staff/service/people

Where any negative impact has been identified, please outline the measures taken to mitigate against it:

N/A

15. Publication of results

This CIA will be posted on Council's website

16. Monitoring and review

Please give details of how the changes will be monitored, and when the next review is due:

the effectiveness will be monitored by the level of useage of parks and the range of activities undertaken

17. CONCLUSION

There should be no unlawful discrimination arising from the decision

Please state how due regard has been taken to the equality duty, and public health considerations:

The impact of the proposal is positive in respect of equality duty. The scope to increase the range of community participation and associated physical activity has a beneficial impact on public health and wellbeing.

Please advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact:

The impact of the proposal is positive.

Signed:

Date:

Equality Impact Assessment and MTP Form

Part 1: Screening



When reviewing, planning or providing services Northampton Borough Council needs to assess the impacts on people. Both residents and staff, of how it works - or is planning to – work (in relation to things like disability). It has to take steps to remove/minimise any harm it identifies. It has to help people to participate in its services and public life. “**Equality Impact Assessments**” (EIAs) prompt people to think things through, considering people’s different needs in relation to the law on equalities. The first stage of the process is known as ‘screening’ and is used to come to a decision about whether and why further analysis is – or is not – required. EIAs are published in line with transparency requirements.

A helpful guide to equalities law is available at: www.northampton.gov.uk/equality. A few notes about the laws that need to be considered are included at the end of this document. Helpful questions are provided as prompts throughout the form.

1 Name of Budget Option (MTP Title): Recruitment of additional Park Ranger	MTP Ref: Directorate: C & C Department:Regulatory services
Budget Year:	Growth:
2013/14	£ 30 600
2014/15	£ 31 900
2015/16	£ 33 000

2. People involved in developing this assessment (please complete as appropriate)	
Director or Head of Service	Julie Seddon /Steve Eley
Lead Officer	Ruth Austen
Other(s) – if appropriate	

3. Brief description of Budget Option: including its main purpose, aims, objectives and projected outcomes/consequences and risks of (a) delivering the Budget Option and (b) not delivering the Budget Option.

Purpose of option is to deliver a more comprehensive Park Ranger Service across the full range of parks within the borough. It is in accordance with Corporate Plan priorities 2 – Invest in cleaner safer neighbourhoods, with the stated aspiration of achieving Green Flag status for our parks. It also contributes to priority 3 celebrating our culture and heritage, and priority 7, promoting health and well-being by encouraging the use of parks and open spaces

4 Relevance to Equality and Diversity Duties

The provision of an additional park ranger will facilitate further provision of services within our parks that are accessible to all and responsive to individual needs and provide equality of opportunity for all residents and visitors to use the parks in a safe way. The current park rangers work with a wide range of groups and individuals within the parks for example organising and promoting health walks that take place at a range of times to allow the participation of all. They address issues of anti-social behaviour that have the potential to be discriminatory and can discourage full use of the parks.

The additional ranger will patrol those parks that do not currently have a regular park ranger presence and so extend this support to all areas.

Yes
No X

Please explain: the service will work to provide fair access for all

If you have indicated there is a negative impact on any group, is that impact:

Legal? Yes/No
Please explain:

Intended? Yes/No
Please explain:

5 Evidence Base for Screening

Some data from customer surveys and observations of park rangers currently working in Borough.

Are there any significant gaps in the known evidence base? If so what are your recommendations for how and by when those gaps will be filled?

It is recommended that further surveys are undertaken to more clearly establish the profile of park usage and enable any gaps to be filled.

6 Requirements of the equality duties:

Will there be/has there been consultation with all interested parties?

No

Please explain: This proposal represents a small extension to an existing service. Consultation was undertaken when the original Park ranger posts were established

Are proposed actions necessary and proportionate to the desired outcomes?

Yes

Please explain: small extension to an existing service to allow comprehensive coverage across the Borough and therefore potentially increase the equality of provision

Where appropriate, will there be scope for prompt, independent reviews and appeals against decisions arising from the proposed policy/practice/activity?

Yes

Please explain: Surveys will be undertaken during the next year to assess the profile of users of the parks and to determine whether any specifically targeted activities are required to address the needs of specific groups.

Does the proposed policy/practice/activity have the ability to be tailored to fit different individual circumstances?

Yes

Please explain: The recruitment of a full time park ranger will facilitate the further development of services within the parks to address the needs of all user groups.

From the evidence you have and strategic thinking, what are the key risks (the harm or 'adverse impacts') and opportunities (benefits and opportunities to promote equality) this policy/practice/activity might present? (please complete in the table below)

	Risks (Negative)	Opportunities (Positive)
Race		Potential to engage with a broader range of ethnicities within the setting of the parks and to promote use of the parks to all sections of population of Northampton and surrounding area
Disability		Increased opportunity to make parks more accessible for users with disabilities by organising specific events and by liaison with wider

		range of users to determine and address their needs
Gender or Gender Identity/Gender Assignment		See above
Pregnancy and Maternity (including breastfeeding)		Working with park users and representative groups such as “friends of “ groups to explore mechanisms for provision of suitable facilities and events, e.g. health walks for pregnant women and new parents and enhanced facilities for breastfeeding.
Sexual Orientation		See 1 above
Age (including children, youth, midlife and older people)		Increased opportunities to provide events and activities in parks for all ages.
Religion, Faith and Belief		Work with various faith groups to facilitate their use of park facilities.
Human Rights		See 1, above

7 Proportionality

Proposed recruitment provides a wide range of positive opportunities

8 Decision

Set out the rationale for deciding whether or not to proceed to full impact assessment

Date of Decision: 1/11./2012 Date EIA reviewed further to consultation:01./11/2013

EITHER: We judge that a full impact assessment is not necessary since: the proposed change gives rise to significant positive opportunities

OR: We judge that a full impact assessment is necessary since:

Equality Duties to be taken into account in this screening include:

Prohibited Conduct under The Equality Act 2010 including:

Direct discrimination (including by association and perception e.g. carers); Indirect discrimination; Pregnancy and maternity discrimination; Harassment; discrimination arising from disability.

Public Sector Duties (Section 149) of the Equality Act 2010 for NBC and services provided on its behalf:

NBC and services providing public functions must in providing services have due regard to the need to: **eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between different groups.** 'Positive action' permits proportionate action to overcome disadvantage, meet needs and tackle under-representation.

Rights apply to people in terms of their "Protected Characteristics":

Age; Gender; Gender Assignment; Sexual Orientation; Disability; Race; Religion and Belief; Pregnancy; Maternity.

Duty to "advance equality of opportunity":

The need, when reviewing, planning or providing services/policies/practices to analyse and assess the impacts of services on people in relation to their 'protected characteristics', take steps to remove/minimise any negative impacts identified and help everyone to participate in our services and public life. **Equality Impact Assessments** remain how NBC does this. Sometimes **people have particular needs** e.g. due to gender, race, faith or disability that need to be addressed, not ignored. NBC must have due regard to the **duty to make reasonable adjustments** for people with disabilities. NBC must **encourage people who share a protected characteristic to participate in public life** or any other activity in which their participation is too low.

Duty to 'foster good relations between people'

This means having due regard to the need to **tackle prejudice** (e.g. where people are picked on or stereotyped by customers or colleagues because of their ethnicity, disability, sexual orientation, etc) and **promote understanding**.

Lawful Exceptions to general rules: can happen where action is proportionate to achieve a legitimate aim and not otherwise prohibited by anything under the Equality Act 2010. There are some special situations (see Ch 12 and 13 of the Equality Act 2010 Statutory Code of Practice – Services, Public Functions and Associations).

National Adult Autism Strategy (Autism Act 2009; statutory guidelines) including:

to improve how services identify and meet needs of adults with autism and their families.

Human Rights include:

Rights under the European Convention include not to be subjected to degrading **treatment**; **right to a fair trial** (civil and criminal issues); **right to privacy** (subject to certain exceptions e.g. national security/public safety, or certain other specific situations); **freedom of conscience** (including religion and belief and rights to manifest these limited only by law and as necessary for public safety, public order, protection of rights of others and other specified situations); **freedom of expression** (subject to certain exceptions); **freedom of peaceful assembly and to join trade unions** (subject to certain exceptions); **right not to be subject to unlawful discrimination** (e.g. sex, race, colour, language, religion, political opinion, national or social origin); **right to peaceful enjoyment of own possessions** (subject to certain exceptions e.g. to secure payment of taxes or other contributions or penalties); **right to an education**; **right to hold free elections by secret ballot**. The European Convention is given effect in UK law by the Human Rights Act 1998.

Medium Term Planning and Budget Build proposal

MTP Ref No: GF54 **MTP Title:** Events

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations

*if applicable

Financial Impact:

Year	Impact	£	£'s
2014/15	Growth	£	50,000.00
2015/16	Neutral	£	-
2016/17	Neutral	£	-
2017/18	Neutral	£	-
2018/19	Neutral	£	-

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

Costs of providing additional events during 2014 celebrating the key events during this year to showcase Northampton's history and culture. Four day festival during November (Anniversary of granting of Charter), Waterfront festival and Silverstone weekend.

Key benefits (including measures of success) and impact arising from the proposal:

Enhanced reputation, increased tourism, educational support and increased links to schools and university, increased customer/resident satisfaction and participation and increased Tourism.

Key consequences/risks of not delivering the proposal:

That the Events Programme for 2014 does not reflect the importance of 2014 for Northampton and the opportunity is missed to showcase Northampton and its heritage and celebrate the key anniversaries this year including the 750th anniversary of the Battle of Northampton, commemoration of the outbreak of WW1, 850th anniversary of the trial of Thomas-a-Beckett and the 825th anniversary of the signing of Northampton's Charter.

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

n/a

Who is affected by this proposal? (include public, community groups or staff as relevant):

n/a

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

n/a

Medium Term Planning and Budget Build proposal

MTP Ref No: GF55 **MTP Title:** Investment in Northampton Tourism strategy

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Communications

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Growth	£45,000
2015/16	Neutral	£0
2016/17	Neutral	£0
2017/18	Neutral	£0
2018/19	Neutral	£0

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

That a new role of created of Digital Tourism Officer is created reporting to the Communication Manager. This role will have responsibility for delivering the Tourism Strategy, promoting Northampton with a key emphasis on digital channels ie a Northampton based Application development and promotion. They will source information and offers and keep these up to date, relevant and attractive. They will also have a key responsibility for the Love Northampton website and branding/information.

Key benefits (including measures of success) and impact arising from the proposal:

Increased Tourism, footfall increased in the town centre, businesses ability to promote their services leading to a reduction in empty shops and enhanced reputation of Northampton.

Key consequences/risks of not delivering the proposal:

That opportunities to develop digital channels for promoting tourism and increasing footfall are missed.

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

n/a

Who is affected by this proposal? (include public, community groups or staff as relevant):

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

Medium Term Planning and Budget Build proposal

MTP Ref No: GF56 **MTP Title:** Town Centre Ranger

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Growth	£ 20,000.00
2015/16	Growth	£ 20,000.00
2016/17	Growth	£ 20,000.00
2017/18	Growth	£ 20,000.00
2018/19	Growth	£ 20,000.00

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

To introduce a Town Centre Ranger position to undertake essential cleaning and maintenance tasks in the Town Centre on a daily basis.

Key benefits (including measures of success) and impact arising from the proposal:

Cleaner town centre. Flexible resource, improved street scene and maintenance of street furniture. Improved reputation of NBC.

Key consequences/risks of not delivering the proposal:

That reputation is poor, the town centre is dirty and that easily repaired/maintained jobs can develop in to bigger issues.

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

N/a

Who is affected by this proposal? (include public, community groups or staff as relevant):

N/a

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

Increase of 1 FTE

Medium Term Planning and Budget Build proposal

MTP Ref No: GF57 **MTP Title:** Small Community Grants Fund

Budget Manager/Head of Service: Steve Elsey

Directorate: Customers & Communities

Service: Communities & Environment

***Dept:** Partnerships and Communities

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Neutral	£ 50,000.00
2015/16	Neutral	£ 50,000.00
2016/17	Neutral	£ 50,000.00
2017/18	Neutral	£ 50,000.00
2018/19	Neutral	£ 50,000.00

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

The budget is being requested to fund the Small Community Grants Fund, which is currently administered by Northampton Community Foundation. The fund is used to provide grants up to £2k to community groups and registered charities. The budget was in place for 2012/13 and 2013/14, so the request is for a reinstatement.

Key benefits (including measures of success) and impact arising from the proposal:

The grants are used for a wide range of local community projects, including; training, building works, environmental improvements, postive activities etc. The projects must demonstrate a benefit to the local community.

Key consequences/risks of not delivering the proposal:

Grassroots, community based projects would not get delivered and there may be an increase in demand on the other NBC grants finding pots.

Community Impact

Yes No

Has a Community/Equality Impact Assessment been carried out?

Please attach the completed CIA, and give further details as necessary:

Community Impact Assessment attached.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Funding support is made available to voluntary and community sector organisations that are based in or around Northampton and delivering activities or services to the people of Northampton.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

N/A

Community Impact Assessment

(Incorporating equality analysis and health considerations)

v1.0

Name of Matter Assessed:

Small Grants Process

Who will make decision:

(e.g. Cabinet/Board/Delegated/etc)

Cabinet

Who has been involved in developing this matter:

Partnership and Communities

Date:

01 December 2013

What is it:

A Community Impact Assessment (CIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making. This document can also be used to consider health and narrowing health inequalities (Health and Care Act 2012)

When to assess:

A CIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Due Regard:

To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

In relation to health, we need to consider the potential short term and long term implication of for decisions that we take to support the Health and Wellbeing agendas.

How much regard is 'due' will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. We need to make sure that we understand the potential impact of decisions on people with different protected characteristics and also need to consider this information before and as decisions are being made. This will help us to reduce or remove unhelpful impacts and inequalities.

Proposal Name (inc. MTP title if applicable)

Small Grants Funding

1. Aims/objectives and purpose of the policy/service/function

Aims and Objectives:

Northampton Borough Council officers financial support, through a small grants process administered by Northampton Community Foundation, to local community and voluntary groups and organisations to help them in providing a range of community services to the residents of the Borough.

Key actions:

To agree the re-instatement of the small grants funding, administered by Northampton Community Foundation, which has been offered by NBC for two years.

Expected outcomes:

To ensure that grant aid to the Community and Voluntary Sector in Northampton:

- Is used to the maximum benefit of Northampton people
- Supports the agreed priorities of the Council, underpins the Northampton Corporate Plan and reflects the diversity of the local community

Who will be affected and how:

Funding support is made available to voluntary and community sector organisations that are based in or around Northampton and delivering activities or services to the people of Northampton.

Approximately how many people will be affected:

Partner organisations, community and voluntary sector and the residents of Northampton Borough.

2. Expected date of decision:

01 January 2014

3. Scope/focus of the Assessment:

Please outline the scope and focus of the assessment:

To reinstate the 50k contribution for small grants

4. Community Screening Outcome:

Will the proposal:

	Yes	No
Eliminate discrimination, harassment and victimisation	<input type="radio"/>	<input checked="" type="radio"/>
Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	<input checked="" type="radio"/>	<input type="radio"/>
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	<input checked="" type="radio"/>	<input type="radio"/>
Contribute to health improvements or inequalities	<input checked="" type="radio"/>	<input type="radio"/>

5. Relevant data and/or research

Outline the information and research that has informed the decision:

Sources and key findings:

How will the decision affect people with different protected characteristics:

Benefits all groups by providing consistent funding, particularly smaller, under-developed groups,
Benefits all groups by providing greater security of funding and assisting funded organisations to plan to meet community needs. Particularly disadvantaged groups, which have not previously accessed funding.

6. Current Service Provision

What are you doing now:

The grant was offered in 2011/12 and in 2013/14, 50k both years to support small grants

7. Rationale for change

What will you do if/when changes are agreed/introduced:

There is no change other than a request to reinstate the fund that has been in situ for the past 2 years.

8. Identification of affected groups/individuals

List the groups/individuals that may be affected by the proposal:

Benefits all groups by providing consistent funding, particularly smaller, under-developed groups. Northampton Community Foundation has a wealth of knowledge and expertise. Guidance and support to complete the application process is offered to all.

9. Assess and/or undertake Consultation

Has there been specific consultation on this decision (if not, state why not and/or when this may happen):

No, this is a reinstatement of 50k grant funding to the community and voluntary sector. Will enhance

What were the results of the consultation:

Across the protected characteristics, what difference in views did analysis of the consultation reveal:

What conclusions have been drawn from the analysis on how the decision will affect people with different protected characteristics:

10. Assessment of impact on staff

Please give details of impact on staff, including staffing profile if/as appropriate:

Not applicable - the grant will be administered through Northampton Community Foundation

11. Assessment of impact on wider community

Please give details of any impacts to the community as a whole:

The grant application process is an annual, open process.

The assessment of applications is neutral as to whether or not applicants have received grants in former years' annual grants rounds or receive funding from any other source.

Some organisations rely on funding from a range of bodies. In the current economic environment some of this funding is being reduced or withdrawn which could have a cumulative impact on some organisations and the delivery of services for clients.

12. Analysis of impact by protected characteristics

Please summarise the results of the analysis:

Benefits all groups by providing consistent funding, particularly smaller, under-developed groups.

13. Assess the relevance and impact of the decision to people with different protected characteristics

	Please select from the drop-down box	
	Relevance	Impact
Age	Low	Positive
Disability	Medium	Positive
Gender reassignment	Low	Positive
Marriage and civil partnership	Low	Neutral
Pregnancy and maternity	Low	Neutral
Race	Medium	Positive
Religion or belief	Medium	Positive
Sex	Medium	Positive
Sexual orientation	Medium	Positive
Other socially excluded groups (include health inequalities)	Medium	Positive

*When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

14. Mitigation of Adverse Impact on staff/service/people

Where any negative impact has been identified, please outline the measures taken to mitigate against it:

Not applicable

15. Publication of results

This CIA will be posted on Council's website

16. Monitoring and review

Please give details of how the changes will be monitored, and when the next review is due:

Northampton Community Foundation will administer the grant and the Grants Panel made of of 4 elected

17. CONCLUSION

There should be no unlawful discrimination arising from the decision

Please state how due regard has been taken to the equality duty, and public health considerations:

Equalities will be considered during the assessment of grant applications, in grant agreements and in the ongoing monitoring of grant aided services. This will be supported by using the grant forms and guidance currently in situ.

Please advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact:

Equalities will be considered during the assessment of grant applications, in grant agreements and in the ongoing monitoring of grant aided services. This will be supported by using the grant forms and guidance currently in situ.

Signed: _____

Date: _____

Medium Term Planning and Budget Build proposal

MTP Ref No: GF58 **MTP Title:** Free parking on Saturdays

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations

*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Growth	£282,348
2015/16	Growth	£282,348
2016/17	Growth	£282,348
2017/18	Growth	£282,348
2018/19	Growth	£282,348

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
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You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

Free Parking on Saturdays * Figure is estimated and does not include any transitional changes in car parking habits to take advantage of the free parking offer. This figure has been adjusted to reflect the 2 hour free parking offer included in the additional MTP. Offering free parking in town centre car parks on Saturdays.

Key benefits (including measures of success) and impact arising from the proposal:

Increased usage of car parks on Saturdays leading to increase town centre footfall and economic growth.

Key consequences/risks of not delivering the proposal:

That visitors to the town centre reduce and town centre trade is adversely affected.

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The proposals are currently in development.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Potential impacte will be considered throughout the process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

n/a

Medium Term Planning and Budget Build proposal

MTP Ref No: GF59 **MTP Title:** Car parking - free for 2 hours

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Town Centre Operations
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Growth	£382,435
2015/16	Growth	£382,435
2016/17	Growth	£382,435
2017/18	Growth	£382,435
2018/19	Growth	£382,435

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
- CP3 - Celebrate our Heritage and Culture
- CP4 - Making every £ go further

You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

To introduce free parking for the first two hours

Key benefits (including measures of success) and impact arising from the proposal:

Increased usage of car parks leading to increased town centre footfall and economic growth.

Key consequences/risks of not delivering the proposal:

That visitors to the town centre reduce and town centre trade is adversely affected.

Community Impact

Has a Community/Equality Impact Assessment been carried out? Yes No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

The proposals are currently in development.

Who is affected by this proposal? (include public, community groups or staff as relevant):

Potential impact will be considered throughout the process.

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS:

n/a

Medium Term Planning and Budget Build proposal

MTP Ref No: GF60 **MTP Title:** Museum Service Extended Opening Hours

Budget Manager/Head of Service: Marion Goodman

Directorate: Customers & Communities **Service:** Customer & Cultural Services

***Dept:** Museum
*if applicable

Financial Impact:

Year	Impact	£'s
2014/15	Growth	£41,000
2015/16	Growth	£41,000
2016/17	Growth	£41,000
2017/18	Growth	£41,000
2018/19	Growth	£41,000

Links to Corporate Plan: (please select all that apply)

Your Town

- CP1 - Northampton on Track
- CP2 - Invest in safer, cleaner neighborhoods
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You

- CP5 - Better Homes for the Future
- CP6 - Creating empowered communities
- CP7 - Promoting health & wellbeing
- CP8 - Responding to your needs

Brief Description of Proposal:

To extend the current opening hours for the Northampton Museum and Art Gallery by an additional two hours on a Thursday, to open on Mondays and also to open Abington Museum during for winter for 4 hours on weekends.

Key benefits (including measures of success) and impact arising from the proposal:

n/a

Key consequences/risks of not delivering the proposal:

Community Impact

Has a Community/Equality Impact Assessment been carried out?

Yes

No

Please explain why a Community Impact Assessment is not relevant, or has not been completed:

n/a

Who is affected by this proposal? (include public, community groups or staff as relevant):

Please detail any internal service considerations arising from this proposal e.g. staffing, training, succession, procurement, IT, and inc LGSS: