**Equality Impact Assessment (EIA) Tool**

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

# **Document Control**

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

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# **Document Amendment Record**

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

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| --- | --- | --- |
| Name | Title role | Date |
| Aaron Simpkin | Research, Engagement & Consultation Officer | 07/12/2023 |
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**Glossary of Terms**

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| **Term** | **Description** |
| **MTFP** | **Medium-Term Financial Plan** |
| **REC** | **Research, Engagement & Consultation** |
| **Q&A** | **Questions & Answers** |
| **HR** | **Human Resources** |
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**Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)**

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

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| The Consultation process for the 24-28 Medium Term Financial Plan. Consultation on the Council’s budget proposals takes place annually as part of the planning and preparation for budget setting and sign-off. Consultation enables us to fulfil our statutory obligations to consult.  This year’s budget consultation will be set within the context of the Medium Term Financial Plan 2024-28, which aims to deliver a balanced and sustainable budget based on a four-year planning horizon. The MTFP sets out our anticipated funding gap and will contain several proposed elements to achieve financial sustainability |

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

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| **Consultation Methodology**  **Online survey**  An online survey built in Microsoft Forms and hosted on the council’s Engage Nottingham Hub webpage will provide the public with the opportunity to feedback their views on the proposals and give any other suggestions they may have. In line with previous years, the survey will invite respondents to comment on proposals outlined in the budget book. A simplified version of the budget book will be prepared for accessibility, summarising the proposals. In addition, a link to the full budget report will also be available.  Responses to the survey will primarily be in open text form, which will be coded during the collation and analysis phase for thematic reporting. It is expected that responses will cover a range of spending themes, with a focus on those services where proposed spending reductions will have the greatest impact on service users. For accessibility purposes, hard copies of the survey will be available for completion and submission at local library branches.  **In-person events**  In-person events provide information about the budget and promote the consultation survey. They also provide an alternative method for consultation to those excluded from the survey process.   * One town hall-style public meeting at the Council House to launch the consultation. * One in-person meeting with young people * One in-person meeting with disability group representatives.   **Online public meetings and stakeholder engagement events**  Online events provide information about the budget and promote the consultation survey. Events are held on Teams Live which enables presentation of information about the budget, and questions and answers with the audience.   * One online session for the general public * One online session for Partners & Businesses (in partnership with Nottingham Partners) * One online session for Community & Voluntary Sector and Faith Groups (in partnership with One Nottingham)   **Additional Consultation**  Targeted consultation and engagement activity  Certain budget proposals may require additional focus in terms of both promoting engagement in the consultation and specific targeted consultation activity. Each proposal will be risk assessed for the likely level of public interest, based on the nature of the service or strategic area under consideration, previous level of engagement and other current public concerns and issues. Action to promote the consultation survey and facilitate additional consultation where needed will be taken accordingly. |

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

| **Impact type**  **(NCC staff/ Service users/ Citizens/ Community)** | **Equality group/ individual** | **Positive**  **X** | **Negative**  **X** | **None**  **X** | **Reasons for your assessment**  **(Including evidence)** | **Details of mitigation/ actions taken to advance equality** | **Details of any arrangements for future monitoring of equality impact**  **(Including any action plans)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **People from different ethnic groups** |  | **X** |  | **People from different ethnic groups, specifically those who struggle to read English may struggle to engage with the consultation as they don’t know what is being asked.** | **Our online survey tool is Microsoft Forms and it has in-built translation capabilities. We have also recorded a short video that will be embedded onto the consultation page explaining how to use the translation tool, which will serve as a step by step for those who can’t follow instructions written in English.** | **On both our consultation home page and the online survey page there will be mention that if anybody has any further translation or accessibility requirements, they can email us and we will do what we can.** |
|  | **Men** |  |  | **X** |  |  |  |
|  | **Women** |  |  | **X** |  |  |  |
|  | **Trans** |  |  | **X** |  |  |  |
|  | **Disabled people/ carers** |  | **X** |  | **People with certain disabilities may struggle to attend our in-person engagement events if they are not located in places that are easy to access and/or have wheelchair access.** | **We are hosting our in-person engagement event at the Council house. There are many ways to get there on public transport and has accessibility for disabled residents. We will also be displaying our presentation on a large screen and will have a microphone for all speakers on the day for those hard of hearing. If we have requests for sign language support we will endeavour to secure a sign language interpreter for the event.** | **We will track the engage mailbox for emails on any other accessibility requirements that residents may have.** |
|  | **Pregnancy and maternity** |  |  | **X** |  |  |  |
|  | **Marriage/Civil Partnership** |  |  | **X** |  |  |  |
|  | **People of different faiths/ beliefs and those with none** |  |  | **X** |  |  |  |
|  | **Lesbian/ Gay/ Bisexual people** |  |  | **X** |  |  |  |
|  | **Older** |  |  | **X** |  |  |  |
|  | **Younger** |  |  | **X** |  |  |  |
|  | **Care Experience**  (Please refer to the guidance notes for further information) |  |  | **X** |  |  |  |
|  | **Other** (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background.  ***Please underline the group(s) /issue more adversely affected or which benefits.*** |  | **X** |  | **According to a report from the City of Literature, Nottingham has one of the lowest levels of literacy skill in the UK. The budget has historically included language which would be intimidating or challenging to understand for many of our residents.** | **For this year’s list of budget proposals we will be including an easy-read version that can be read as an alternative. A summary of the budget proposals has been translated into text that reads at a Lexile score of around 700, which is similar to the reading age of a 9 year old. Lexile is a scale between 0-2000 which identifies how difficult a piece of writing is to comprehend. It is the UK government’s recommended scale for designing accessible text communication.** | **We will continue to monitor feedback. Consideration will be given to making all future consultation tools available in Lexile 700 versions.** |

**1. d. Summary of any other potential impact** (including cumulative impact/ human rights implications)**:**

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| **Digitally excluded citizens can participate via hard copies which are available in all branches of the library service. This will be advertised in local library branches.** |

**Section 2 – Equality outcome**

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

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| **Equality Outcome** | **Adjustments to proposal and/or mitigating SMART actions** | **Lead Officer** | **Date for Review/ Completion** | **Update/ complete** |
| Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010. | **Use of Microsoft Forms to ensure easily translatable content in surveys for both the respondent and administrator.** | **Aaron Simpkin** | **16th Jan 2024** |  |
| Advance equality of opportunity between those who share a protected characteristic and those who don’t | **A range of ways to access and take part in consultation have been offered. These include online, face-to-face and targeted group sessions.** | **Aaron Simpkin** | **16th Jan 2024** |  |
| Foster good relations between those who share a protected characteristic and those who don’t |  |  |  |  |
| (Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability) |  |  |  |  |

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

**Section 3 – Approval and publishing**

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| **The assessment must be approved by the manager responsible for the service /proposal.**  **Approving Manager details** (name, role, contact details)**:**  **Jon Rea, Research, Engagement and Consultation Manager. Jon.rea@nottinghamcity.gov.uk** | **Date sent for advice:**  **19/12/23** |
| **Approving Manager Signature:**  **A black and white drawing of a dragonfly  Description automatically generated** | **Date of final approval:**  **19/12/23** |

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

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

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

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