

Commitment Budget 2017/18 to 2019/20

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Adult Social Care, Health and Housing				
Approved Budget	33,123	33,365	31,410	31,410
Support to former Independent Living Fund recipients		-256		18
Savings approved by Council on 13 July 2016 ¹		-1,702		
Bracknell Forest Supplement and National Living Wage		3		
Net Inter Departmental Virements	242			
Adult Social Care and Health Adjusted Budget	33,365	31,410	31,410	31,428
Children, Young People and Learning				
Approved Budget	16,629	16,911	17,551	17,855
Suitability surveys			20	-20
Schools Music Festival		10	-10	10
Recruitment and retention of social workers in Children's Social Care		26		
Conversion of SEN statements to Education Health Care Plans		-146		
Education Services Grant (ESG)		1,096	401	
Savings approved by Council on 13 July 2016 ¹		-350		
Management Team Review			-64	
Bracknell Forest Supplement and National Living Wage		4		
Capital Invest to Save 2017/18 - Supported Housing (Holly House)			-43	
Net Inter Departmental Virements	282			
Children, Young People and Learning Adjusted Budget	16,911	17,551	17,855	17,845
Corporate Services / Chief Executive's Office				
Approved Budget	14,082	14,420	13,716	13,760
Borough Elections				123
Residents Survey		-29	29	-29
Capital Invest to Save 2015/16- ICT Backup System		-15		
Revenue impact of 2016/17 Capital Programme - ICT costs		36		
Property Services contract savings			15	
Waterside Park Investment Property		-396		
Savings approved by Council on 13 July 2016 ¹		-300		
Net Inter Departmental Virements	338			
Chief Executive / Corporate Services Adjusted Budget	14,420	13,716	13,760	13,854
Environment, Culture and Communities				
Approved Budget	23,453	23,729	21,600	21,068
Waste Disposal PFI		-102	45	31
Local Development Framework		-130	0	
Capital Invest to Save 2006/07 - Easthampstead Park		-1	-1	-1
Car Parking income		-45	-35	
London Road Landfill Site		-14		
Capital Invest to Save 2014/15 - Easthampstead Park outdoor wedding gazebo		-13		
Capital Invest to Save 2015/16 - IDOX Regulatory Services ICT system		-3		
Capital Invest to Save 2015/16 - Street Lighting LED		-376	-41	-25
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium			-17	-65
Town Centre infrastructure maintenance		36	27	
Capital Invest to Save 2016/17 - Corporate Geographic Information System (GIS) replacement		-8		
Savings approved by Council on 13 July 2016 ¹		-1,490	90	
Bracknell Forest Supplement and National Living Wage		17		
Coral Reef - additional income			-600	
Net Inter Departmental Virements	276			
Environment, Culture and Communities Adjusted Budget	23,729	21,600	21,068	21,008
Total Service Departments	88,425	84,277	84,093	84,135
Non Departmental / Council Wide				
Approved Budget	-17,009	-18,147	-17,066	-14,840
Minimum Revenue Provision		97	509	542
2016/17 Use of Balances (Full Year Effect) - Interest		3		
2016/17 Capital Programme (Full Year Effect) - Interest		37		
Ceasing to pay Pension Fund contributions in advance		100		
Increase in employers Pension Fund contributions		400	300	300
Interest on External Borrowing		743	779	12
Earmarked Reserves - funding for Education Health Care Plans		146		
Apprenticeship Levy		215		
Transition Grant		20	914	
Town Centre Business Rates Growth		-750	-750	
Savings approved by Council on 13 July 2016 ¹		-175		
Retained element of ESG transferred to DSG		-252		
2017/18 Capital Programme - Interest		497	405	
Revenue impact of 2017/18 Capital Programme - ICT costs			69	
Net Inter Departmental Virements	-1,138			
Non Departmental / Council Wide Adjusted Budget	-18,147	-17,066	-14,840	-13,986
TOTAL BUDGET	70,278	67,211	69,253	70,149
Change in commitment budget		-3,067	2,042	896

Unrestricted

Annexe A

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Adult Social Care and Health	37,792	35,837	35,837	35,855
Children, Young People and Learning	27,516	28,156	28,460	28,450
Corporate Services	8,108	7,404	7,448	7,542
Environment, Culture & Communities	34,389	32,260	31,728	31,668
Non Departmental/Council Wide	-37,527	-36,446	-34,220	-33,366
	70,278	67,211	69,253	70,149

Savings approved by Council on 13 July 2016¹

	2016/17 £'000	2017/18 £'000	2018/19 £'000
Adult Social Care and Health	-1,202	-500	0
Children, Young People and Learning	-272	-78	0
Corporate Services	-290	-10	0
Environment, Culture & Communities	-1,458	-32	90
Non Departmental/Council Wide	-175	0	0
	-3,397	-620	90

MINUTE EXTRACTS OF OVERVIEW AND SCRUTINY COMMISSION AND PANELS CONCERNING THE 2017/18 BUDGET CONSULTATION

Environment, Culture and Communities Overview and Scrutiny Panel – 10 January 2017

2017/18 Draft Budget Proposals

The Director of Environment, Culture and Communities presented a report on the key themes and priorities for Environment, Culture and Communities as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation. The initial preparations for the budget had focussed on the Council's Commitment Budget for 2017/18 – 2019/20, bringing together existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2016/17 budget was set.

A number of changes were proposed to the Commitment Budget since it was last considered by the Executive in July 2016, the overall effect of which was to decrease it by £5.107m to £66.988m. Environment, Culture and Communities spending would decrease as a result of its share in the overall in-year savings agreed by the Council, a lower projection for the Minimum Revenue Provision as a result of changes to capital provision (e.g. Coral Reef) and updated Waste Disposal projections based on the latest tonnages and recycling data.

The Panel noted the draft revenue budget pressures for the Department totalling £387,000 for 2017/18, of which the most significant were £110,000 for increased waste contract costs arising from the additional flats being built in the Borough; £80,000 on waste management costs for disposal of waste from the additional dwellings built; and £70,000 for the cost of developing a joint Minerals and Waste Local Plan over the next four years. However, these were outweighed by savings proposals amounting to £649,000. The largest savings arising were £150,000 on the formation of a joint Regulatory Services team with Wokingham and West Berkshire; £100,000 as a result of re3 local initiatives and increased levels of recycling; and £75,000 for Bracknell Leisure Centre through recovery of lost business and changes to membership scheme sales. All the savings measures had been designed to have the least possible impact on service to the public. The Panel also reviewed the proposed fees and charges for 2017/18, most of which had been increased by around 2%, unless market conditions suggested that a larger increase was appropriate.

The Panel sought clarification and answers to a number of questions, from which the following arose:

- The possibility of charging commercial interests for consent to attach signage to Council street furniture would be looked into.
- Advice on the Council's VAT charging process had been sought as part of the Gateway Review of Leisure Services. Although some VAT savings might arise if certain leisure services were provided through a Trust or a company wholly owned by the Council, greater economies of scale were likely to arise through outsourcing services to a larger contractor.
- A check was requested of the Building Control charges for other work (Plan Charge) for works where the estimated cost was £5,001 to £10,000 or £10,001 to £20,000, each of which appeared to exceed the charge for more expensive works.

The Panel further noted the 2017/18 Capital Programme bids. The Panel was assured that adequate publicity and the affixing of notices to parking pay machines would be arranged in

advance of the installation of new coin mechanisms in the machines, to advise the position on the acceptance or otherwise of new notes and coins in circulation. Members were pleased to note the potential for savings and increased opening hours which would flow from the investment in self-service issue apparatus and mobile technology for Borough libraries.

Children, Young People and Learning Overview and Scrutiny Panel – 11 January 2017

2017/18 Draft Budget Proposals

The Panel reviewed the Draft Budget Proposals for 2017/18.

Education Services Grant

The Director drew Members' attention to the following extract from the report:

As part of the 2015 Spending Review the government announced that it was looking to make £600m of savings from this grant. Announcements and consultations published since the settlement now indicated the grant would be withdrawn almost completely and for the Council this represented a funding reduction of £1.242m in 2017/18, followed by a further £0.255m in 2018/19. Reductions of this level meant that services provided to schools could not be maintained at their present level unless schools wished to pay the full cost of providing them. The grant reductions had been reflected in the Commitment Budget.

Education Library Service

The Director confirmed that this service was now closed but a figure of £30,000 had been budgeted as two staff had been retained to close the service down and included their redundancy costs. Therefore the figure represented a one-off budget pressure.

Savings Proposals

A number of services were exceeding their income targets, or had identified new opportunities for income generation, either through improved trading, or additional external contributions, and where this was expected to continue, budgets would be increased accordingly. This related to Community Learning (£30,000) and aspects of support to schools (£15,000). The Director clarified that with regard to the latter saving, this related to a range of activities rather than one large service.

Spending on Schools

Concern was raised with regard to the fact that based on current spending profiles, schools would be expected to face an average unfunded cost pressure of 2.5% which could result in reductions in staffing. This was due to financial difficulties faced by the Council on non-school services which also impacted on schools, with pressures arising on pay and other inflationary cost increases, including the Living Wage, new Apprenticeship Levy and the Local Government Pension Fund deficit. The Director advised that this would be looked at in more detail at the Schools Forum but it was good practice for all schools to look at their staffing structure alongside looking at ensuring children's needs were being met. The Director added that the Transformation Programme which was looking at current processes had identified that good performance management and appraisal processes in schools supported the idea of undertaking a review of current staffing structures.

In addition to the Dedicated Schools Grant, schools also received revenue funding from other specific grants including School Sixth Forms (currently -£4.643m), the Pupil Premium

(-£3.345m), Primary PE and Sports Premium (-0.292m) and the Universal Infant Free School Meals Grant (-£1.487m). All of these amounts were subject to change in 2017/18 but the Director said she was not yet clear exactly when this change would take place as the DfE had yet to clarify. However, it was hoped that more information would be received from the DfE by the beginning of April 2017.

Health Overview and Scrutiny Panel – 12 January 2017

2017/18 Budget Scrutiny

The Head of Overview & Scrutiny reported that the Executive had agreed the Council's draft budget proposals for 2017/18 as the basis for consultation with the O&S Commission, O&S Panels and other interested parties. Following the consultation the Executive would consider the representations made before recommending the budget to Council.

Members queried the reduction in funding to Public Health and asked what would be cut as a result of this reduced funding. The Consultant in Public Health reported that the team were working in a number of ways to work more cost effectively and more collaboratively, as a result no services had yet been cut. One example included school nursing and health visitors. A skill mix had been achieved which had allowed savings to be made. The Public Health portal was another example of where savings had been achieved by offering online self service services. Further, smoking cessation work had been successful and this had reduced calls on budgets.

The Panel endorsed the Council's draft budget proposals for 2017/18.

Adult Social Care and Housing Overview and Scrutiny Panel – 17 January 2017

2017/18 Draft Budget Proposals

The Chief Officer: Commissioning and Resources presented a report on the key themes and priorities for Adult Social Care and Housing as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation.

The Panel noted the draft revenue budget pressures for the Department totalling £751,000 for 2017/18, of which the most significant were an additional £292,000 due to capacity in the local care home market and the rising cost of residential and nursing placements, and £250,000 for demographic pressures and a rising demand for adult social care services. However, there were offsetting savings proposed amounting to £710,000, including £250,000 through NHS continuing healthcare funding and £180,000 from managing the cost of Adult Social Care packages. The budget report also included details of the proposed 2017/18 fees and charges for the Department and the Capital Programme for the Department.

Arising from comment and questions, the Panel noted:

- The proposed saving at Clement House would arise through Bracknell Forestcare providing the emergency social care response, avoiding the use of multiple providers at the site.
- The automation of Blue Badge applications and renewals through the Government website was expected to produce a saving through stricter application of the eligibility criteria.

- An explanation was made as to how the charges for lifeline rental and monitoring and care calls would operate.

A cultural change was required to implement the redesign and delivery of packages of care, with the domiciliary care providers to focus on providing only the essential personal care, with other services such as shopping, odd jobs etc to be covered by the voluntary sector.

Overview and Scrutiny Commission – 27 January 2017

The Council's Budget Consultation

The Commission considered a report that set out draft budget proposals for 2017/18. It was reported that the Executive would be considering all representations made at its meeting on 14 February 2017, before recommending the budget to Council.

The Borough Treasurer updated the Commission and made the following points:

- The draft budget proposals for 2017/18 had been agreed by the Executive at its meeting on the 13 December 2016, before the Government had released details on the provisional settlement.
- There had been a risk that the Local Government Settlement may be different than what had been originally proposed.
- The draft budget proposed £1.5m of new pressures.
- The Transformation Programme savings relating to 2017/18 had been incorporated into the budget proposals and were included in the report.
- There had only been two consultation responses, one from BUPA who had stated that they wished to work with the Council and the other from Councillor Templeton on behalf of the Labour Party.
- The provisional Financial Settlement had been announced in mid December 2016, the Government had changed its approach to New Home Bonuses, which meant there would be significant reductions in 2017/18 through to 2019/20.
- The Government had granted a one off Adult Social Care Grant for 2017/18.
- The Schools Grant reduction was not as high as had been anticipated.
- The forecast for 2017/18 looked better than had been anticipated, but worse for 2018/19 and 2019/20 which had resulted in a further £2m increase in the budget gap, to £25 million over the next three years.
- The continuation of big projects within the Capital Programme were still in place with the addition of some new proposals for Capital spend.

The Director of Corporate Services reported that within her department there were pressures within Legal and Property Services. Of the savings proposed in Corporate Services and the Chief Executives Office, very few had a direct impact on frontline services, with most being operational savings.

In response to the Members' questions, the following points were made:

- 1% had been included for inflation in the draft budget proposals; this would be looked at and revised accordingly.
- The Council Tax proposals were not included within the report, but had been discussed at the Conservative Group Meeting.
- There was a potential care home provision from the Council going ahead, this would help to mitigate the increasing costs within that area.

- The 2017/18 budget assumed that the Transformation Programme for Adult Social Care would have come into effect and mitigate the 2017/18 costs.
- The Adult Social Care budget issues were Countrywide not just local to Bracknell Forest Council.
- There had been no responses from residents on the budget consultation.
- The Council would come in on budget for 2016/17.
- There had been no decision yet from Central Government on whether Vodafone would be included on the central list for Business Rates.
- Bracknell Forest Council were over delivering on their Business Rate projections. This would result in an increased levy payment to the Government in 2016/17 with the Council's share of the surplus not being available until 2017/18. This surplus had not been used to support the budget because of the uncertainty around future Business Rates income.
- involve had previously not received any changes to their Voluntary Sector Grant for the past five years going forward this would be cut. The Assistant Chief Executive had met with involve and they were comfortable that they would still be able to provide the same level of service and support. Involve had moved their HQ to cheaper accommodation within the former Magistrates Court.
- The Voluntary Sector Grant to the CAB would be remaining, the Council and CAB were working closely together on work streams concerning debt issues, which were one of the CABs biggest concerns.
- The Voluntary Sector Grant to Victim Support had been removed, The Assistant Chief Executive had met with Victim Support before Christmas and no further comments had been received within the Consultation.
- There had been no changes to the Shopmobility Grant.
- Berkshire Community Foundation had also had their Voluntary Sector Grant cut.
- The Executive Member for Culture, Corporate Services & Public Protection had been present at the Assistant Chief Executives meetings with the Voluntary Sector Organisations and commented that involve were very relaxed and understanding with the proposed cuts.
- The property consultant that would be used to undertake the Energy Performance Certificates, this would be a one off cost as there was not enough resource within the Property Services Team to undertake the significant work needed in a short timescale. It was thought that this was the most cost effective approach. It had been recognised that recruiting property expertise in the South East was challenging. Staff had previously been brought in to undertake similar work as there was no allocation within the staff budget to provide this service.
- The Borough Treasurer had a high degree of confidence that the forecast savings from Transformation projects in 2017/18 would be achieved.

The Chairman stated that even though many members had been involved in the Transformation programme so far and had a general understanding and feeling of the figures that had been presented, there was a risk attached in achieving the figures. The Commission would be closely monitoring and watching to see if the savings are achieved. The Chairman also commented on the importance of CIL funding being spent on infrastructure rather than other projects.

The Commission endorsed the comments made in the minute extracts from Overview & Scrutiny Panels and would incorporate these into the overall feedback. The Commission also endorsed the draft budget proposals before them.

RESPONSES TO THE COUNCIL'S 2017/18 BUDGET CONSULTATION**Labour Response on 2017/18 Budget Proposals**

I fully understand the financial predicament of Local Councils following the central government's complete withdrawal of the Revenue Support grant by 2020; for Bracknell Forest- a hole of £23.5m I also appreciate all the work being done in the Transformation Teams to identify savings by considering different ways of delivering service.

I voted for signing the four year financial settlement in September, on the understanding that this year's government settlement would be in line with the indicative funding figures, released in February 2016. Every other LA, except 10, also voted for this. Sadly this agreement lasted just 6 weeks. The December 2016 settlement New Homes Bonus changes seem to penalise those councils that have in fact built homes in the last few years. By changing the years for which this bonus is paid to the council from 6 to 5, 2017/18 then to 4 years, 2018/19, the Council will lose £875K this year and £1000K in the next two years. By paying no money until 0.4% of growth in Council Tax base has been achieved, allocations will again immediately be reduced. I understand that there is as yet no indication whether this will get worse in the years to come. Why was this not mentioned before the four year settlement was agreed to? Surely these changes do not reflect the response from the LAs to the summer consultation on the Homes Bonus? The Government seem to have reneged on a promise. Has the Leader appealed? What has happened to the ten authorities who did not sign up to the four year settlement?

The government has been increasingly urged to spend more money on Social Care and this is it- launched as the 2017-18 Adult Social Care Support Grant. No new money But money taken from one pot to fund another - New Homes Bonus, given to new Care fund – but this Support Fund is a one-off whereas the Homes Bonus reduction goes on and on!

For the second year running, the government has also not looked at the history of house completions in Bracknell Forest, but put a finger to the wind, and made a ridiculous deduction. To cut the grant on the assumption there will be an increase in rate collection because 900 new band D houses will be built, and occupied, providing income throughout the coming year is so unrealistic- based on no evidence at all. Usually about 350 houses are completed. Has the Leader appealed?

The outcome of government's autumn revaluation of Business rates, rateable values and multipliers has still not been received - so here could be further bad news! Because of these uncertainties, and the sure fact that there will be lots of appeals, I accept that some of the the balances in the Business Rates element of the Collection Fund may well be needed, but £7.5m seems excessive and I think some of this could be released to support the revenue budget.

All these uncertainties, and the government's record of tearing up agreements, seem to make the 'forecast ' budget requirements for 2018/19 and beyond seem very tenuous indeed.

I voted for the investment of £190K to refurbish the toilets, kitchens and gallery to create an income resource for South hill Park. South Hill Park must be the jewel in the crown of our

borough and it puts us on the map. With the loss of £244k grant funding of the arts over the next two years, this will be a very testing time for the SHP management and all who support and love it. I appreciate the increased publicity being given to SHP by the posters and notices on screens in the Council buildings.

Will the Council also use the SHP facilities as the venue of choice when meeting with outside business delegations and encourage local businesses to invest in the arts in their town?

I fully support the increase of £7.002m to enable Downshire Homes Ltd to purchase 10 properties for homeless households and 5 for households with learning disabilities. The reduction in the number of households placed in out of the Borough B&B is to be celebrated.

I cannot support the need for £20K to replace the lockers. The existing £1 coin will not disappear overnight and there are two very cheap alternative solutions to this proposed outlay.

As tickets are bought, the old £1 coin (or token now used that weighs the same) is paid for by the client. Or, one machine is installed to change the new £1 coin for the old one.

Also, with commissioning of the Sports Centre being now considered, why is new fitness equipment to be budgeted for? It should be the responsibility of the new management companies. I can understand the need to improve the greens on the golf course, as that may aid the tendering process. The toilet areas are the same.

I realise that the withdrawal of the DfE Education Services Grant will have a huge impact on the ability of the Council to support the schools in raising standards, financial, legal and HR matters. Schools will have to pay extra to buy in these services. But schools are also under pressure, having to fund increased wages, pension fund deficit, the new apprenticeship levy and inflation. For all state schools to have to fund the Apprenticeship levy, but all academies are exempt, seems totally unfair; as does the 85% tax rebate available for Academies.

Will the Council still have the capacity to organise the Schools Music Festival for which £10k has been budgeted?

The grants for High Needs and the Early Years will not be decided until March. The settlement last year resulted in a huge pressure on the Schools' budget. Is this again expected?

I am supportive of the fact that residents in the Council-owned temporary accommodation now also pay at the Local Housing Association level (80% of market rent), and that the Council is no longer able to charge out-of-work homeless households.

I fully understand the increase in pressures from the capacity in the local care home market and understand the objectives and vision for the new Resource Allocation System for adult social care packages. However, I still have grave reservations about its dependence on family, friends and the voluntary sector. I will monitor that regular checks are taken to ascertain that this support is consistent and what safeguards are in place should it fail.

The move to one care provider for Clement House seems very sensible but I thought all residents were made to understand that there would be residential care there 24/7. If this

care is given to Forest Care to manage, then they are not in the building and there is a time lag before help can arrive. I appreciate emergency services will not be affected.

I have been given some reassurance that the £21K cut for support for the Advice and Guidance to Young People, potentially NEET, will not affect the schools and areas where there is good uptake of this service. I will monitor this closely.

I was also assured that the reduction of £7k to the 'Aiming High' families is the last of the phased reduction in grant, as consulted on in 2014 and no more cuts are envisaged.

I was shocked to see the reduction in grant to 'Involve' at this time when the Council is depending more and more on volunteers for the provision of services. I believe this is because 'Involve' have been given a peppercorn rent in their new location for the next three years. Included in the Equality Assessment papers for this item are also the charities Bracknell Shopmobility and Citizens Advice Bureau but I now understand these are now not to be cut in 2017/18.

I fully support the move of the Council to Times Square.

From every department there is a need for a spend on IT. I understand that this is an ever-changing beast but surely it must be possible to find a system that serves the whole council and that does not 'fail to deliver' after a year and have to be amended. I was very impressed by the local business man who has redesigned the IT system for the whole Luton Council. Are we so different from them?

To close the huge funding gap, the Council has the choice to use balances, raise Council Taxes, or make further cuts.

I favour a mixture of the first two.

The government has agreed that the Adult Social Care precept can be raised by 3% in 2017/18 instead of last year's 2%. It can be raised a total of 6% before 2020- an interesting choice of timing and percentage. I agree with doing this but will this be spent on Adult Social Care?

I know the council can still raise the Taxes by 1.99% without having to organise a referendum.

I agree we should raise the Council Taxes by 4.99%, giving an increased revenue of £2.5m

The Council Tax Income is expected to be £50.37m for 2017/18 without this rise.

After all the grants are considered, I would support the balance being taken from the reserves.

In the Budget Papers it states that the Reserves are £10.00m and then late on it gives the estimated balance of £10.9m. I was very alarmed by the apparent dismissal of £0.9m, but have now been told this was a typing error and the General Reserves should also read £10.9m.

Cllr Mary Temperton

24 January 2017

Response from the Managing Director of BUPA UK Care Services

Re: Adult Care Home Placements in Bupa Care homes

As you finalise the budget-setting process for the next financial year, I wanted to reach out to you personally to reiterate our desire to agree with the Council, in a constructive and open way, sustainable care home fees that reflect the true cost of providing care.

We remain committed to providing high quality, personalised care to the residents that we care for in your area and we greatly value our relationship with the Council. We intend to work with your teams to ensure a sustainable care market where public funds for social care are used to best effect.

We will provide more detailed cost of care information to your commercial and commissioning teams but I wanted to take this opportunity to share our view of the care home market in your area and the pressures we are experiencing as a provider.

We continue to face significant additional staffing costs stemming from both increases to the National Living Wage and other reforms including pension auto enrolment. To illustrate this point, the National Living Wage will increase by 30p per hour (4.2%) from 1 April 2017 for more than 50% of our care home employees. In addition, registration and regulatory fees will also increase by 4% in the coming financial year. We support these changes but our fees must reflect these costs if services are to remain sustainable.

We appreciate that many of the cost increases outlined above will also impact the Council, placing further pressure on already strained resources. However, as the Care Quality Commission has stated, the sector is at a 'tipping point'. Without fee increases that reflect the rising cost of care provision, the sector's position will become even more precarious.

We welcome the limited changes for social care funding announced in the 2017/18 Local Government Finance Settlement, including the introduction of a £240m adult social care grant and the decision to allow councils to raise the social care precept by 3% rather than 2% in 2017-18 and 2018-19.

While we share the view of many in the sector that these measures fall well short of the additional funding needed to place the sector on a sustainable footing, we urge councils to make full use of these additional resources to help bridge the gap between fees paid and the true cost of care.

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The LGA recently reported that the majority of councils are still paying below the floor price of £554 per week for providing care. If the current level of funding for residential and nursing care continues, services will increasingly become unsustainable, with serious implications for the ability of individual councils to deliver their responsibilities under the Care Act to maintain a sustainable and effective market for care.

We ask for your support when reviewing and approving budget proposals to ensure that the additional monies are passed on to providers of care in full to ensure we can deliver sustainable, high quality care.

In the meantime, if I or any of my team can support you as you finalise your budget-setting processes for the coming financial year, please don't hesitate to contact me.

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
NHS continuing healthcare funding Continuing healthcare funding is where the NHS funds a package of care provided to an individual as they have been assessed as having a primary health need. Where appropriate, the Council will be more proactive in applying for this funding from NHS commissioners.	-250		
Cost of Adult Social Care packages There will be a continuing focus on managing the cost of care packages. This includes seeking a cultural change within the department to providing a more personalised approach to care, including greater use of external partners where appropriate. The new Resource Allocation System will also be in place for the start of the financial year and will provide a more robust methodology for estimating the cost of a care package for care managers.	-180		
Drugs and Alcohol Service The service is currently being re-commissioned and is expected to yield savings on the current price.	-80		
Forestcare A new business plan for Forestcare is being implemented, which includes an emphasis on growing the business and generating additional income through more sales.	-75		
Clement House The contract for care provision at Clement House will be re-tendered so that one provider provides the care to residents, rather than multiple providers having to travel, enter and exit the building. This should result in cost savings.	-60		
Re-tender of supporting people contract The housing supporting people contract will be re-tendered. The specification will be amended and support to young people and homeless households will now be provided by existing welfare and housing caseworkers.	-30		
Management restructure of welfare and housing service Restructure of management within the housing service, reducing the number of management positions.	-20		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Blue badge applications Automation of Blue Badge applications and renewals using the UK Government website, thereby reducing staff costs.	-15		
Capacity in the local care home market The limited capacity in the local care home market is having a significant impact on the cost of residential and nursing placements. In particular, care home closures and poor CQC ratings have reduced the supply of beds, and there are examples of care homes handing back Council contracts so that spaces can be made available for self-funders.	292		
Demographic pressures Demand for adult social care services is expected to rise due to known carers who will no longer be able to provide care, known young people transferring to adult services, and rising demand from an ageing population.	250		
Deprivation of Liberty Safeguards (DoLS) There is a new statutory requirement from 2014/15 to perform DoLS assessments whenever a client may be deprived of their liberty. Grant funding was received in prior years but has now ended. Some funding has been secured from the Better Care Fund though not sufficient to cover all additional costs.	60		
Rental income from temporary accommodation It has been indicated by Government that the maximum housing benefit subsidy that can be claimed for Council temporary accommodation is to be set at Local Housing Association levels, which is lower than that currently charged. The Council will therefore receive less rental income as it will be unable to charge out-of-work homeless households.	80		
Adult Social Care Resource Allocation System (RAS) The RAS is a framework within which a person's social care needs are assessed and an estimate of the cost of meeting those needs is made. This estimate then informs the creation of the care package. The current internally developed RAS will be replaced by one widely used by other local authorities. Although there are licensing and maintenance costs, this will be a key element of achieving the savings required in Adult Social Care.	37		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Mobile working Adult Social Care staff will work in a more flexible manner, allowing for a more efficient use of office space and more effective time management. There will be ongoing IT costs to support this new way of working.	18		
Transport for education The new policy for Education transport means that travel to college for Adult Social Care recipients aged over 16 is no longer Council funded. However, for those recipients already in college the funding will be maintained until they have completed their courses.	14		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	41	0	0

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Additional income</p> <p>A number of services are exceeding their income targets, or identifying new opportunities for income generation, either through improved trading, or additional external contributions, and where this is expected to continue, budgets will be increased accordingly. This relates to Community Learning (£30,000) and aspects of support to schools (£15,000).</p>	-45		
<p>Revised delivery of services and support</p> <p>As part of the on-going process to improve efficiency, the Department continues to review services to consider alternative ways for their delivery or opportunities for cost reductions through reduced take up or general efficiencies.</p> <p>The main changes proposed this year concerning lower demand relate to: reduced use of Social Worker agency staff (£35,000), minimal demand for Higher Education fees for Looked after Children (£30,000), low uptake of Information, Advice and Guidance to young people (£21,000); lower numbers of Public Law Order Assessment cases (£8,000) as a consequence of a more stable workforce and general resource budgets supporting looked after children (£8,000).</p> <p>Other changes in response to service review and general efficiencies are: development work at Larchwood Short Break Unit has introduced efficiencies that will allow for the provision of additional services within the existing budget creating cost reductions elsewhere (£43,000), prioritisation of work within school organisation, sufficiency and admissions (£27,000), general Departmental resources relating to recruitment (£11,000), office materials and resources (£12,000), and training (£12,000) as well as securing full Health Service funding for the looked after children nurse service (£8,000). Savings are also continuing to be achieved through commissioning where a rigorous and challenging approach continues to result in savings against original quotes (£41,000).</p>	-102		
<p>Education Library Service</p> <p>The Education Library Service is a traded service, funded almost entirely from school income. Due primarily to pressures on school budgets, income has reduced consistently since 2010 and moving forward, with the service no longer being financially viable, closure has been agreed. The contribution made to council overheads from the service will no longer be received, resulting in a loss of income.</p>	30		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Conference and Review Team</p> <p>The Team holds responsibility for the statutory Local Authority Designated Officer (LADO) role for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or self employed. The LADO function is currently solely undertaken by the Conference and Review Team Leader, and is part of a wide range of duties for the post holder including responsibility for child protection conferences and independent reviewing of Children's Social Care (CSC) cases. There has been a significant increase in volume of work in these areas and there is no longer sufficient capacity to deliver the LADO service and a 0.5 Full Time Equivalent (FTE) post is proposed. This will be partially funded by reducing administrative hours by 0.4 FTE through use of mobile devices that allow professionals to be more self sufficient when out of the office.</p>	17		
<p>Looked After Children¹</p> <p>Based on the current costed schedule of known placements, a pressure has been identified to ensure the fulfilment of statutory duties for children and young people in care. This reflects the known number of children being looked after next year. There is significant turnover in the looked after population – over 100% - with varying placements costs depending on the age of the child and type of placement needed. A small number of placements are at a very high cost. The pressure also includes an increase in the number of Special Guardianship Orders and care leavers.</p>	650		
<p>Family Group Conferences (FGC)</p> <p>A family group conference is a process led by family members to plan and make decisions for a child who is at risk. The Council assists FGCs through an independent coordinator to prepare for, manage and document the meeting. The number of FGC's has increased from 56 in 2013/14 to 88 in 2015/16. FGC's have an evidenced track record of preventing cases escalating to more expensive aspects of the service. The pressure reflects current spend.</p>	15		
ADDITIONAL PROPOSALS SINCE DECEMBER			
<p>Childcare Solicitor Service</p> <p>Significant cost increases have arisen in 2016/17 through greater use of the Childcare Solicitor service (operated by Reading Borough Council as a Berkshire Joint Arrangement). The increase in cases is a national phenomenon and is expected to continue in future years.</p>	220		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
School Improvement Service Changes to the School Improvement Service form part of the School Support Services Transformation Project. Restructuring of the service will deliver savings of £0.140m in 2017/18. A number of income streams will be lost in 2019/20 which will reduce the saving to £0.070m	-140		70
CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL	491	0	70

¹ The pressure has increased by £0.410m compared to the budget consultation papers

CORPORATE SERVICES / CHIEF EXECUTIVE'S OFFICE

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Finance - Insurance Cancellation of those insurance policies (various all risks and loss of rent cover for commercial and industrial properties) where there has been a low level of claims in recent years and self insure.	-19		
Finance - Audit External audit fees continue to reduce in line with the tendering process undertaken previously and reducing the number of internal audit days delivered by the Council's external providers would create a saving.	-18		
Finance - Payroll Following the successful implementation of a new payroll system in 2015 the Council is moving towards the delivery of electronic payslips for the majority of its staff and saving printing costs.	-10		
Customer/Digital Services By replacing Sitemorse Web monitoring and SOCITM Performance Monitoring with an open source alternative, a saving can be achieved. The move from "M3" to "Uniform" will remove the need for "M3" licences in Customer Services. If "Uniform" is integrated with the Customer Relationship Management (CRM) system, this may remove the need for "Uniform" licences and so a further saving can be achieved. A further saving can be achieved by moving to the Amazon Web Hosting Service. Removal of the water dispensers in the reception area at Time Square and smaller efficiency savings across various operational budgets within Customer Services.	-12		
Local Tax Collection / Electoral Registration The number of Local Tax Collection bills produced has reduced with further reductions expected due to the uptake of online bills, and following the decision not to send leaflets with the council tax bills the postage budget can be reduced. In addition, with greater use of email, a reduction can be made on the canvass postage budget.	-10		
Chief Executive's Office / Community Engagement Reduction in administrative support for the Chief Executive's Office teams and general reduction in a range of supplies and services within the area. In addition, a reduction in the Community Centres' equipment budget.	-19		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Chief Executive's Office Cancellation of the subscription to the Local Government Information Unit. Alternative sources of information about local government are available online, although it will be much more difficult to secure a digested summary of current issues.	-10		
Industrial & Commercial Properties In recent years the Peel Centre has provided more income than budgeted and it is expected that this can be replicated going forward. In addition to this, we are currently experiencing relatively low levels of voids at this site.	-15		
Operations Unit Due to the re-tender of the Home to School Transport contracts, which came into effect this new school year, a reduction in costs has been achieved. Alongside this, parents are now asked to contribute towards their child's Post 16 transport which has not been achieved previously. There have also been savings identified with regard to some more expensive routes out of the Borough no longer being required due to pupils moving schools.	-155		
Office Accommodation / Construction & Maintenance Due to the long term plan for the decommissioning of Easthampstead House, no further maintenance, unless deemed urgent, will be carried out on the property. In addition, due to under spends in previous years, a saving can be made within the consultancy budget held in Construction & Maintenance.	-30		
ICT Services Reductions across various supplies and services budgets, reflecting previous underspends and efficiencies. Potential desktop management software savings can be achieved if the software is rationalised or reused.	-30		
ICT Services There is a capital bid in the 2017/18 programme to replace the Skyline Radio Links which will remove the need for revenue funding.	-13		
Voluntary Sector Grants Reduction in grants to Involve, Victim Support and Berkshire Community Foundation.	-40		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Human Resources Due to the current climate, a reduction in staff recruitment advertising is proposed.	-6		
Legal Small reductions in various supplies and services budgets reflecting previous underspends, and an increase in fees coupled with an over-achievement of the income target in previous years enabling a further saving to be identified.	-5		
Legal Services At the end of 2014/15 the Courts increased their costs considerably and as such, the budget has been overspent. This has previously been offset by additional income and smaller underspends from other areas; however going forward this will not be sustainable. This is a demand led service and so the spend cannot be managed downwards.	10		
Property Services Consultancy surveys are required for all lettable Council properties to ensure they meet Energy Performance Certificate standards to enable us to continue to lease out commercial properties.	25		
CORPORATE SERVICES / CHIEF EXECUTIVE TOTAL	-357	0	0

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Archives The council's share of savings identified by Reading Borough Council for the Archiving Service Joint Arrangement.	-8		
Community Arts & Cultural Services Removal of budget used in previous years to support events such as the VE Day celebrations and cultural partnerships.	-2		
Departmental IT Reduction of the Department's ICT budget. This could impact on the delivery of future software products.	-20		
Parks Open Space & Countryside Streamlining the process for creating leases / licenses for the use of Council land by utility companies and other operatives working in the public realm - i.e. siting of storage units, materials etc. on Council land.	-15		
Planning Policy Increase in Community Infrastructure Levy (CIL) income budget. This will come from the 5% administration charge which can be taken from CIL and is based upon the projected income now the scheme is up and running.	-45		
Building Control Following the completion of officer training the Home Owner warranty scheme will bring in a small income each year.	-7		
Waste Management This is additional income at £40 a bin arising from new subscribers for brown bins.	-4		
Emergency Planning The vehicle has been transferred to the contractor Continental Landscapes Ltd (CLL) and therefore the budget is no longer required.	-3		
Amenity Maintenance This is additional income arising from the sale of advertising space on existing roundabouts.	-10		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Waste Management Income from the sale of bins for flats. The council will no longer provide free communal bins for flats and the developer or landlord will need to buy them.	-16		
Parks Open Space & Countryside A restructuring and regrading within Countryside and Parks Maintenance has generated a small overall saving.	-3		
Waste Management The Council will no longer wash the communal bins in flats. The landlords and managing agents are responsible for their properties. There is no obligation for the Council to offer this service.	-13		
Departmental IT Bracknell Forest Homes have agreed to pay for Elmhurst consultancy work provided by the home energy officer i.e. £400 towards a software licence and £1,600 towards staff costs.	-2		
Street Cleaning As the CLL budget has become embedded efficiencies mean that there is no longer a need for this level of funding for additional works.	-20		
Parks Open Space & Countryside The use of Suitable Alternative Natural Greenspaces (SANGS) S106 resources to fund the remaining 0.5 FTE of a Ranger post.	-14		
Downshire Golf Complex Reduction in minor improvements, cost of goods sold, vehicle repairs, service contracts, print room and various smaller supplies and services budgets.	-39		
Bracknell Leisure Centre Minor restructure involving the deletion of the Business Development post. Should impact positively on line management of Platinum Sales Team, which is a key income line for the site. This will also give the Sales & Marketing Manager some resource in undertaking promotional tasks and being able to fulfil requirements of the role.	-27		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Bracknell Leisure Centre Deletion of vacant part time Catering Supervisor post. Hours can be covered by assistants/casuals, thereby saving a portion of total cost.	-4		
Waste Management Savings arising from re3 local initiatives at recycling centres. Increased levels of recycling result in more tonnage being diverted from landfill. NB prices of materials go up and down and there is no certainty of income.	-100		
Environmental Enhancements As the new CLL contracts have become embedded there has been less need for this budget which was previously used to fund small scale environmental enhancements to help reduce maintenance costs.	-10		
Regulatory Services Formation of a joint regulatory services team with Wokingham and West Berkshire and stopping a number of non-mandatory duties and transferring others. 1 Senior manager and 2 front line post holders to be made redundant (2.5 Full Time Equivalent's - FTEs) plus 1 vacant front line and 1 support officer post (2FTE's) to be deleted	-150		
Easthampstead Park Conference Centre Income levels have been increasing on the back of capital improvement projects. Bookings have remained consistently higher allowing for the increased income budget.	-50		
Parks Open Space & Countryside The meadow contract has been let at a reduced cost. There are no issues foreseen in the delivery of the service, which is outside of the main CLL contract, but this will be monitored.	-12		
Bracknell Leisure Centre Bracknell Leisure Centre has made changes to its sales processes for Platinum Memberships. This has enabled the site to recover some of the business and income lost from the proliferation of local budget gyms.	-75		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Planning Policy</p> <p>The Council is required to plan for Minerals and Waste. There are currently only out of date policies in place for minerals and waste across the Berkshire area. This is a strategic function which is to be taken forward with three other Berkshire Authorities (Wokingham, Reading and Windsor and Maidenhead). This is four year programme of work which will be undertaken by Hampshire County Council on behalf of the Councils. The Plan will be developed with eventual adoption by the four authorities in 2020. This work has already been identified in the Council's approved Local Development Scheme (LDS).</p>	70		
<p>Transport Development</p> <p>In order to maximise the efficiency of the overall transport system associated with the regenerated town centre, a dedicated travel webpage is considered highly desirable to enable the public to access information such as car park occupancy, real-time bus timetable information, road congestion levels etc.at a cost of £7,000.</p> <p>Engineers can only estimate the network impact of the town centre opening and therefore junction operation, car park Visible Message Signs and bus priority systems cannot be configured in advance. Contingency arrangements will need to be in place to cater for any variance in normal activity once patterns have settled and automation is in place (i.e. Urban Traffic Management Control engineer weekend stand-by rota) at a cost of £4,000.</p>	11		
<p>Highway Maintenance</p> <p>The previous decision by the Coroners Court on tree inspections, and the Councils response to it, has increased the frequency of inspections by the tree officers on highway trees.</p>	20		
<p>Highway Maintenance</p> <p>As the highway network grows an additional Inspector is required to cover the newly adopted areas and identify works required within the prescribed inspection frequencies.</p>	36		
<p>Waste Management</p> <p>The current rate of home building is in excess of predictions made when previously calculating the costs of waste disposal, recycling sites and new bin costs. The additional waste produced by those houses and flats will place a pressure on the Council.</p>	80		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Waste Management There has been a significant change in the number and percentage of flats being built in the Borough to that envisaged when the waste contract was let. This is causing operational difficulties and in some cases the need for more frequent collections. The Contractor has been able to obtain a vehicle from another contract at no capital cost to the Council that that would be suitable for our use for the remainder of the contract term (March 2019). The needs of the Council relative to the waste service are currently under review for 2019 onwards relative to the nature of provision and the required trucks.	110		
Street Cleansing The full year effect arising from the cleansing of the new town centre public realm to a higher standard than has been the case pre the new town centre is £0.060m, this pressure is phased over two years with the additional £0.020m being realised in 2018/19. Discussions are still ongoing with BRP with regards to future years' costs.	40	20	
Waste Management Inspections undertaken by the Care Quality Commission over the last two years have resulted in a change of practice at local GP surgeries in respect of taking back sharps from patients and disposing of them as clinical waste. This change has given rise to a budget pressure for the Council who have a legal duty to collect waste.	20		
Art Review (South Hill Park) Reduction in annual grant made to South Hill Park (SHP). The Council is investing £190,000 in SHP to allow them to implement an agreed business plan which is expected generate income to offset the Council's reduction in grant. This will enable SHP to continue to operate and provide a comprehensive programme of events for the community.	-100	-100	
Library Review A two year programme of savings with year one including changes in management structures and delivering efficiencies in stock procurement and management and year two deriving efficiencies from technology and volunteering.	-250	-150	

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Leisure Services Review Transfer of Edgbarrow and Sandhurst sports centres to the respective schools, will take effect from the 1st April 2017. In addition there will be a competitive procurement process leading to the potential outsourcing of three major leisure sites which is scheduled to commence in March 2018 bringing anticipated financial benefits, aligned with a reduction in both corporate and departmental support services.	-300	-700	
Town Centre Car Parking (excluding the Lexicon) Assumptions around the turnover of spaces in the town centre car parks, following the opening of the Lexicon shopping centre, as well as increases to car parking charges result in a projected increase in income.	-225	-312	-162
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-1,137	-1,242	-162

COUNCIL WIDE

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Council Wide Support Services			
Staff savings resulting from the transformation project reviewing support services.	-500	-300	-500
Commercial Property Investment Strategy			
A key project within the Transformation Programme which will deliver additional income from the investment in Commercial Property. Assuming an average net yield of 5% per annum this will require the Council to invest £20m per annum in Commercial Property during 2016/17, 2017/18 and 2018/19.	-1,000	-1,000	-1,000
Minimum Revenue Provision			
The Minimum Revenue Provision (MRP) Policy now reflects the Council's intention to move from the equal instalments method to the annuity method for calculating the annual charge where this is based on the life of the asset.	-400		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Duties previously funded by Education Services Grant			
The "Retained" statutory and regulatory duties element of the Education Services Grant has been transferred to the Dedicated Schools Grant central school block. This contribution (at £15 per pupil) will be used to fund existing statutory and regulatory "retained" duties that local authorities have for all schools, including academies. The split between Children, Young People and Learning and Corporate Services will be established during the year.	-260		
COUNCIL WIDE TOTAL	-2,160	-1,300	-1,500

TREASURY MANAGEMENT REPORT

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 This report outlines the Council’s prudential indicators for 2017/18 – 2019/20 and sets out the expected treasury operations for this period. It fulfils four key legislative requirements:
- The reporting of the prudential indicators setting out the expected capital activities at Annex E(i) (as required by the CIPFA Prudential Code for Capital Finance in Local Authorities).
 - The Council’s Minimum Revenue Provision (MRP) Policy at Annex E(ii), which sets out how the Council will pay for capital assets through revenue each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
 - The Treasury Management Strategy Statement which sets out how the Council’s treasury service will support the capital decisions taken above, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key indicator is the Authorised Limit, set out in Annex E(iii), the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term.
 - The Annual Investment Strategy which sets out the Council’s criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the DCLG Investment Guidance and is shown in Annex E(iv).
- 1.3 There are few changes between this report and that presented last year. The following highlights are noted.
- The Council’s primary investment objectives are the safeguarding of its principal whilst ensuring adequate liquidity. As global economies emerge from very uncertain times the Council will continue to use the highest quality counterparties and maintain short-duration maturities of less than 12 months. As such there are no changes to the Council’s Investment Criteria from the previous year.
 - Interest rates are unlikely to return to their pre-crisis level of 5% in the foreseeable future. Indeed interest rates are unlikely to rise above 1% in the next 24 months. As such the Council’s rate of return on investments is unlikely to be materially impacted by interest rate changes in the next 12 months.
 - The Council has embarked on a period of significant capital expenditure in the Borough that exceeds that which has gone before. This expenditure will require external borrowing and as such the Council will require a strategy for managing this – as laid out in the report. The Council is fortunate to be undertaking this expenditure at a time when borrowing rates are near an historical low. This expenditure is reflected in a number of the Prudential Indicators and has been allowed for in the General Fund Revenue Account.

The Capital Prudential Indicators 2017/18 – 2019/20

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems. Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2017/18 to 2019/20 complements these indicators. Some of the prudential indicators are shown in the Treasury Management Strategy to aid understanding.

The Capital Expenditure Plans

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources. This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants, or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors, similarly the proceeds from the Right-to-Buy sharing agreement with Bracknell Forest Homes will also be impacted on by the wider economy.

The Council is asked to approve the summary capital expenditure projections below. This now includes the gross investment plans of the Commercial Property Investment Strategy as agreed by Council in December 2016. This forms the first prudential indicator:

Capital Expenditure	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Capital Expenditure	69,083	30,497	4,514
Financed by:			
Capital receipts	14,050	4,000	4,000
Capital grants & Contributions	19,008	3,728	3,209
Net financing need for the year	36,025	22,769	-2,695

The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

The Council is asked to approve the CFR projections below:

	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Capital Financing Requirement			
Opening CFR	111,851	167,128	188,497
Movement in CFR	54,937	21,013	-2,070

Movement in CFR represented by			
Net financing need for CFR purposes #	57,228	23,828	1,305
Less MRP/VRP and other financing movements	-2,291	-2,815	-3,375
Movement in CFR	54,937	21,013	-2,070

2017/18 includes impact of carry-forward from 2016/17 in addition to 2017/18 Capital Programme

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Estimates of the ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Ratio	1.76%	2.81%	2.69%

The estimates of financing costs include current commitments and the proposals in the Capital Programme Budget report.

Incremental impact of capital investment decisions on the Council Tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

	Forward Projection 2017/18	Forward Projection 2018/19	Forward Projection 2019/20
Council Tax - Band D	£16.30	£10.20	£0

Minimum Revenue Provision (MRP) Policy Statement

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP)

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

Based on CFR – MRP will be based on the CFR

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

- From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

Asset life method - MRP will be based on the estimated life of the assets, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

- For other capital expenditure funded from borrowing where there is an intention to repay the borrowing from future related receipts and there is a strong likelihood that this will happen, the MRP policy will be:

Deferral method - MRP will be deferred and the liability repaid through future capital receipts from disposing of the asset

There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2017/18 charge will be based on 2016/17 capital out-turn.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council intends on moving from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset.

TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

Debt and Investment Projections 2016/17 – 2019/20

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed. As a result of the significant investment planned by the Authority over the next three years the Council will be required to borrow externally during the period 2017/18 to 2019/20. However the exact timing of this borrowing will depend on the progress made in completing the major schemes. As such this table below highlights the expected change in investment balances.

	2016/17 Estimated	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated
External Debt				
Debt at 31 March	£20m	£85m	£111m	£114m
Investments				
Investments at 31 March	£0m	£0m	£0m	£0m

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2017/18 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Borough Treasurer reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Borrowing	£180m	£203m	£201m
Other long term liabilities	£16m	£16m	£15m
Total	£196m	£219m	£216m

Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Borrowing	£169m	£190m	£189m
Other long term liabilities	£16m	£15m	£15m
Total	£185m	£205m	£204m

Borrowing in advance of need.

The Borough Treasurer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Borough

Treasurer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

Expected Movement in Interest Rates

The Council's treasury advisor, Capita Asset Services, has provided the following forecast:

	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
Bank rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
5yr PWLB rate	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
10yr PWLB rate	2.30%	2.30%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
25yr PWLB rate	2.90%	2.90%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%
50yr PWLB rate	2.70%	2.70%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%

The Monetary Policy Committee, (MPC), cut Bank Rate from 0.50% to 0.25% on 4th August in order to counteract what it forecast was going to be a sharp slowdown in growth in the second half of 2016. It also gave a strong steer that it was likely to cut Bank Rate again by the end of the year. However, economic data since August has indicated much stronger growth in the second half 2016 than that forecast; also, inflation forecasts have risen substantially as a result of a continuation of the sharp fall in the value of sterling after early August. Consequently, Bank Rate was not cut again in November or December and, on current trends, it now appears unlikely that there will be another cut, although that cannot be completely ruled out if there was a significant dip downwards in economic growth. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects, (i.e. by raising Bank Rate), which will already be adversely impacted by the uncertainties of what form Brexit will eventually take. Accordingly, a first increase to 0.50% is not tentatively pencilled in, as in the table above, until quarter 2 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in Bank Rate could be brought forward.

Economic forecasting remains difficult with so many external influences weighing on the UK. Our Bank Rate forecasts, (and also MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Forecasts for average earnings beyond the three year time horizon will be heavily dependent on economic and political developments. Major volatility in bond yields is likely to endure as investor fears and confidence ebb and flow between favouring more risky assets i.e. equities, or the safe haven of bonds.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. An eventual world economic recovery may also see investors switching from the safe haven of bonds to equities.

The overall balance of risks to economic recovery in the UK remains to the downside, particularly with the current uncertainty over the final terms, and impact, of Brexit.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Geopolitical risks in Europe, the Middle East and Asia, which could lead to increasing safe haven flows.
- UK economic growth and increases in inflation are weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU and US.
- A resurgence of the Eurozone sovereign debt crisis.
- Weak capitalisation of some European banks.
- Monetary policy action failing to stimulate sustainable growth and combat the threat of deflation in western economies, especially the Eurozone and Japan.
- The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include:
- The pace and timing of increases in the Fed. funds rate causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- UK inflation returning to significantly higher levels than in the wider EU and US, causing an increase in the inflation premium inherent to gilt yields.

Investment and borrowing rates

- Investment returns are likely to remain low during 2017/18 and beyond;
- Borrowing interest rates have been on a generally downward trend during most of 2016 up to mid-August; they fell sharply to historically phenomenally low levels after the referendum and then even further after the MPC meeting of 4th August when a new package of quantitative easing purchasing of gilts was announced. Gilt yields have since risen sharply due to a rise in concerns around a 'hard Brexit', the fall in the value of sterling, and an increase in inflation expectations. The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times when authorities will not be able to avoid new borrowing to finance capital expenditure and/or to refinance maturing debt;
- There will remain a cost of carry to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue loss – the difference between borrowing costs and investment returns.

Borrowing Strategy 2017/18

The Council is likely to move into a position of external borrowing by the end of 2016/17 however this will depend on largely on the progress made in the existing capital programme. As such the Capital Programme will require the council to extend its borrowing requirements from 2017/18 and beyond. The Borough Treasurer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it is considered that there is a significant risk of a sharp fall in long and short term rates, or that long-term rates are unlikely to move over the medium term (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and short term borrowing will be considered and cash-flow managed on a daily basis.
- if it is felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in the anticipated rate to US tapering of asset purchases, or in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years.
- Borrowing will be undertaken using a mix of maturities so that a balanced portfolio of debt is achieved – borrowing at a variety of durations so as to minimise the cost to the Council. Short-term maturities will be used to manage the immediate needs of the Council's cash positions and longer term borrowing will be undertaken to support the requirements of the capital programme.

As such the Authorised Limit for External Debt has been set to enable the Council to manage its cash flow effectively through the use of temporary borrowing, in the unlikely event that this should be necessary.

Investment Strategy 2017/18 – 2019/20

Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").

Key Objectives

The Council's investment strategy primary objectives are safeguarding the re-payment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened controls already in place in the approved investment strategy.

Investment Counterparty Selection Criteria

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration.

After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

In accordance with the Investment Guidance, the Council will, in considering the security of proposed investments, follow different procedures according to which of two categories, Specified or Unspecified, the proposed investment falls into.

Specified Investments offer high security and high liquidity and are:

- ◆ Denominated, paid and repaid in sterling;
- ◆ Not long term investments, i.e. they are due to be repaid within 12 months of the date on which the investment was made;
- ◆ Not defined as capital expenditure; and
- ◆ Are made with a body or in an investment scheme which has been awarded a high credit rating by a credit rating agency or are made with the UK Government or a Local Authority in England, Wales, Scotland or Northern Ireland.

Non-Specified Investments are those which do not meet the definition of Specified Investments.

In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings,

watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using Capita's ratings service, potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita Asset Services in producing its colour codings which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in appendix under the 'specified' and 'non-specified' investments categories.

Creditworthiness policy

This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following maturities .

Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£7m	6 months
Local authorities	n/a	£7m	1 yr
Money market funds	AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£7m	liquid

Our creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue influence to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of short term rating F1, long term rating A-, viability rating of A-, and a support rating of 1. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored in real time. The Council is alerted to changes to ratings of all three agencies through its use of our creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2017/18 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Country and Sector Considerations

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds.

Economic Investment Considerations

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The UK Bank Rate is forecast to remain unmoved through to mid 2019.

The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management costs for next year.

	2017/18 Estimated + 1%	2017/18 Estimated - 1%
Revenue Budgets	£'000	£'000
Borrowing costs	350	-350

Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2017/18	2018/19	2019/20
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£180m	£203m	£201m
Limits on variable interest rates based on net debt	£180m	£203m	£201m
Maturity Structure of fixed interest rate borrowing 2017/18			
		Lower	Upper
Under 12 months		0%	100%
12 months to 2 years		0%	100%
2 years to 5 years		0%	100%
5 years to 10 years		0%	100%
10 years and above		0%	100%
Maximum principal sums invested > 364 days			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2017/18 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

The Council uses Capita Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

Member and Officer Training

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training has been undertaken as necessary. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
Term deposits with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) : up to 364 Days. <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
Gilts : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Unrestricted

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Money Market Funds <i>These funds do not have any maturity date</i>	No	Yes	AAA Rating by Fitch, Moodys or S&P	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
Forward deals with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	As per list of approved Counterparties	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
Commercial paper <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i> <i>Custodial arrangement required prior to purchase</i>	No	Yes	As per list of approved Counterparties	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
Treasury bills <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 months?</u>	<u>Security / Minimum credit rating **</u>	<u>Circumstance of use</u>	<u>Maximum maturity of investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
Term deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

Unrestricted

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Callable deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity. (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
UK government gilts with maturities in excess of 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

Unrestricted

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum credit</u> <u>rating **</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Forward deposits with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning. (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>

Reserves & Balances Policy Statement

As part of the financial planning process the Council will consider the establishment and maintenance of reserves and balances. In setting these, account is taken of the key assumptions underpinning the budget and financial strategy, together with the Council's financial management arrangements. Key factors considered include;

- Cash flow
- Assumptions on inflation and interest rates
- Level and timing of capital receipts
- Demand led pressures
- Planned economies
- Risk associated with major projects
- Availability of other funding (e.g. insurance)
- General financial climate

Reserves and Balances can be held for a number of purposes

General Balances

Balance	Purpose	Policy	Value
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level. .	March 14 £9.813m March 15 £10.961m March 16 £12.730m March 17 £10.953m March 18 £8.385m

Earmarked Reserves

Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council has the following earmarked reserves:

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 14 £2.639m March 15 £2.731m March 16 £2.666m March 17 £2.666m March 18 £2.666m
Budget Carry Forward	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 14 £0.719m March 15 £0.202m March 16 £0.315m March 17 £0.000m March 18 £0.000m
Cost of Structural Change	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 14 £1.664m March 15 £1.469m March 16 £1.555m March 17 £1.147m March 18 £0.647m
Schools' Balances	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 14 £4.371m March 15 £4.013m March 16 £3.333m March 17 £2.407m March 18 £2.407m
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the Schools Specific Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 14 £0.068m March 15 £0.074m March 16 £0.074m March 17 £0.064m March 18 £0.064m

Reserve	Purpose	Policy	Value
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 14 £0.950m March 15 £0.208m March 16 £1.373m March 17 £1.212m March 18 £1.032m
SEN Resource Units	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.490m March 15 £0.490m March 16 £0.316m March 17 £0.289m March 18 £0.216m
School Meals Re-tender	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.040m March 15 £0.040m March 16 £0.040m March 17 £0.040m March 18 £0.040m
School Expansion Rates	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 14 £0.112m March 15 £0.196m March 16 £0.445m March 17 £0.595m March 18 £0.745m
School Diseconomy Costs	An earmarked reserve set up in 2016/17 from the under spend on the Schools Budget to help finance the medium term cost pressure that will arise from new schools being built. These will	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 17 £0.300m March 18 £0.300m

Reserve	Purpose	Policy	Value
	generally open with relatively low pupil numbers and will therefore need additional financial support until pupil numbers reach a viable level.		
Education Library Service	A joint arrangement with other Berkshire authorities for the Education Library Service. This reserve is used for the provision of future equipment.	The reserve is held in order to finance the renewal or maintenance of specific items of equipment and reduces pressure on maintenance budgets in one particular year. Use of the reserve is subject to the agreement of the Council's participating in the joint arrangement. The service ended in 2016/17 and the reserve was closed.	March 14 £0.089m March 15 £0.063m March 16 £0.028m March 17 £0.000m
Repairs & Renewals	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 14 £0.051m March 15 £0.066m March 16 £0.014m March 17 £0.014m March 18 £0.014m
Building Regulation Chargeable Account	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 14 £0.000m March 15 £0.000m March 16 £0.000m March 17 £0.000m March 18 £0.000m
Commutated Maintenance of Land	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 14 £0.239m March 15 £0.643m March 16 £1.104m March 17 £1.116m March 18 £0.966m
S106 and Travel Plan Monitoring	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 14 £0.109m March 15 £0.120m March 16 £0.120m March 17 £0.150m

Reserve	Purpose	Policy	Value
			March 18 £0.180m
Property Searches Chargeable Account	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 14 £0.117m March 15 £0.133m March 16 £0.154m March 17 £0.154m March 18 £0.154m
Business Rates Equalisation	A reserve to manage the volatility in business rates income expected to result from the localisation of business rates in April 2013.	The reserve will be used to smooth the impact of changes in business rate income on the annual budget including levy payments and further appeals. The sum set aside for the 2015/16 Collection Fund deficit accounts for £6.084m of the total.	March 14 £0.000m March 15 £13.700m March 16 £11.798m March 17 £0.000m March 18 £7.460m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 14 £0.500m March 15 £0.480m March 16 £1.399m March 17 £0.500m March 18 £0.000m
Demographic Pressures and Projects	A reserve to fund future demographic pressures and projects within Adult Social Care.	The reserve will be used to smooth the impact of demographic changes and to meet the upfront cost of projects designed to create efficiencies and service improvements.	March 14 £0.709m March 15 £0.477m March 16 £0.477m March 17 £0.477m March 18 £0.377m
Revenue Grants Unapplied	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 14 £1.941m March 15 £2.083m March 16 £2.333m March 17 £2.333m March 18 £2.333m

Reserve	Purpose	Policy	Value
Early Intervention	A reserve to support initiatives that focus on early intervention and preventative work.	The reserve will be used to meet the upfront cost of initiatives focusing on early intervention and preventative work.	March 14 £0.353m March 15 £0.289m March 16 £0.259m March 17 £0.229m March 18 £0.229m
School Masterplans and Feasibility Studies	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 14 £0.500m March 15 £0.500m March 16 £0.500m March 17 £0.500m March 18 £0.500m
Repairs and Maintenance	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 14 £0.494m March 15 £0.187m March 16 £0.039m March 17 £0.000m March 18 £0.000m
Members Initiatives	A reserve to fund another round of small projects (£0.015m per member) based on members' knowledge of local ward priorities or in conjunction with partners and other stakeholders.	The reserve will be used for local ward priorities identified by members	March 14 £0.630m March 15 £0.207m March 16 £0.089m March 17 £0.000m March 18 £0.000m
Public Health Reserve	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 14 £0.286m March 15 £0.399m March 16 £0.380m March 17 £0.500m March 18 £0.300m
Better Care Fund Reserve	A new reserve to help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 15 £0.945m March 16 £1.328m March 17 £0.050m March 18 £0.000m

Unusable Revenue Reserves

Certain reserves are kept to manage the accounting processes and do not represent usable resources for the Council.

Balance	Purpose	Policy	Value
Collection Fund Adjustment Account	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 14 £6.474m March 15 -£5.851m March 16 -£5.611m March 17 -£3.500m March 18 £0.000m
Accumulated Absences Account	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 14 -£5.108m March 15 -£5.692m March 16 -£5.598m March 17 -£5.598m March 18 -£5.598m
Pensions	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March14 -£164.072m March15 -£223.895m March16 -£214.650m March17 -£214.650m March18 -£214.650m

PROVISIONAL BUDGET SUMMARY STATEMENT
Subject to amendment in the light of final budget decisions

Line		2016/17	2017/18
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Adult Social Care and Health	37,550	36,100
2	Children, Young People and Learning	27,234	28,842
3	Chief Executives /Corporate Services	7,770	7,242
4	Environment, Culture & Communities	34,113	31,691
5	Corporate Wide Items (to be allocated)	1,294	(1,197)
6	Sub-Total	107,961	102,678
7	Non Departmental Expenditure		
8	Contingency provision	1,000	2,000
9	Debt Financing Costs (Minimum Revenue Provision)	1,853	1,550
10	Levying Bodies	108	110
11	Interest	4	1,368
12	Pension Interest Cost & Administration Expenses	7,455	7,455
13	Other Services	425	249
14	Business Rates Growth	(2,694)	(4,145)
15	Contribution from Capital Resources	(300)	(300)
16	Capital Charges	(13,844)	(13,844)
17	Contribution from Pension Reserve	(14,152)	(14,152)
18	Contribution to/(from) Earmarked Reserves	(12,702)	9,060
19	New Homes Bonus grant	(3,899)	(2,796)
20	Local Services Support Grant	(3)	(4)
21	Transition Grant	(934)	(914)
22	Net Revenue Budget	70,278	88,315
23	Movement in General Fund Balances	(5,174)	(2,542)
24	Net Revenue Budget after use of balances	65,104	85,773
25	Less - External Support		
26	Business Rates	(15,404)	(15,719)
27	Revenue Support Grant	(11,283)	(7,081)
28	Collection Fund Adjustment – Council Tax	(425)	(613)
29	Collection Fund Adjustment – Business Rates	11,803	(9,113)
30	Bracknell Forest's Council Tax Requirement	49,795	53,247
31	Collection Fund		
32	Bracknell Forest's Requirement	49,795	53,247
33	divided by the Council Tax Base ('000)	43.77	44.58
34	Council Tax at Band D (excluding Parishes)		
35	Bracknell Forest	£1,137.60	£1,194.39

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Corporate Services / CX Office</u>
		The Devolved Staffing Budgets (DSB) have been realigned to reflect in year staff turnover and amendments to staffing structures. In order to balance the DSB it has been necessary to identify underspends within non-DSB budgets to vire to the DSB budgets.
80		Operations Unit - DSB
	-10	Finance - Non DSB
	-70	Operations Unit - Non DSB
80	-80	Total

Virements between Departments

Total	Explanation
£'000	
	<u>Adult Social Care, Health and Housing</u>
25	An allocation from the Structural Changes Reserve to finance additional redundancy costs for Heathlands
-2	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
	<u>Corporate Services / CX Office</u>
8	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
	<u>Children, Young People and Learning</u>
-3	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
32	An allocation from the Structural Changes Reserve to finance redundancy costs resulting from the 2016/17 in-year savings
	<u>Environment, Culture and Communities</u>
38	Transfer from the Commuted Maintenance of Land Reserve to undertake necessary land works.
-3	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
	<u>Non-Departmental</u>
-95	Transfers from Reserves
0	Total Virements

Local Council Tax Discount Scheme

Full Equality Impact Assessment

Introduction

This Full Equality Impact Assessment looks at the Council's proposals to revise the elements of the Local Council Tax Discount Scheme. It is based on primary research with people aged 18 or over living in the borough, regardless of whether or not they are currently liable to pay any level of Council Tax, together with organisations operating in the borough. That consultation commenced on 28 September 2016 for a twelve week period, and will end on 29 November 2016.

Given the nature of the survey and the limited number of respondents in some categories of protected groups there is insufficient data to test the significance of any differences of responses according to the category of protected characteristic.

Following the changes to the Council Tax Discount Scheme for 2016-2017 for which a full Equalities Impact Assessment was conducted it was agreed that a full Equalities Impact Assessment would be undertaken for the changes proposed for 2017-2018.

Background

The following changes to the Local Council Tax Discount scheme are proposed,

The maximum Council Tax Discount that anyone will be entitled to will be 80%.

The actual level of council tax discount would be based on a banding system applied to net household income, with each income band having a fixed discount, rather than at present where the Council Tax discount is reduced by 21pence for every extra £1.00 of applicable income above the threshold for the maximum Council Tax Discount. This change, will be easier for claimants and potential claimants to understand, and will not discourage people from increasing their earnings, and it will make the system easier to administer.

The maximum discount of 80% would be applied if the claimant or his or her partner receives a disability benefit entitling them to either a Disability Premium, and Enhanced Disability Premium or a Severe Disability Premium. Other households would receive a discount based upon their net income and would fall into one of seven bands. Additionally any Carer's allowance would be disregarded in calculating a claimant's net income.

Self employed rules and rules governing Child Maintenance payments would remain as under the 2016-2017 rules as would rules in deciding what other income and capital is taken into account in determining the net level of weekly income. Self employed rules would however use the National Living Wage rather than the Minimum Wage.

The proposed bandings are shown in the table below:

Band	Discount	Weekly Net Household Income
A	80%	Entitled to a Disability Premium
1	75%	Up to £80.00 or receiving a passported benefit
2	70%	£80.01 to £140.00

3	60%	£140.01 to £200.00
4	50%	£200.01 to £260.00
5	40%	£260.00 to £320.00
6	30%	£320.00 to £380.00
7	20%	£380.01 to £440.00

The Council set up a series of questions on its consultation portal to encourage the community to respond to the proposed changes to the local Council Tax Discount scheme. All existing Council Tax Discount Scheme customers were individually written to encouraging them to respond to the proposals. Customers who visited Time Square were offered the opportunity to go on line or complete a hard copy of the consultation questions. Social media was used to promote the consultation as was the Council's website.

Consultation Responses

Unless otherwise stated the tables below report the responses are summarised below by percentage according to the characteristics of the respondent. Responses from those who did not provide information about the protected characteristic in question e.g. Age, are not included. "Do not know" responses are omitted consequently the percentages may not total 100%

Summary of all Responses

182 responses were received by 28 October. All the responses were from individuals and none were from organisations.

Proposal 1

Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

Proposal / Question	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Balance the amount spent on Council Tax Discount with what is spent on other services			
1	50.27	16.18	27.93

There was broad agreement with this proposal with almost twice as many people agreeing with the proposal as disagreeing with it.

Proposal 2

Income and Banding

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.01 per week will not be entitled to a deduction.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Proposal / Question		Fair %	Neither Fair nor Unfair %	Unfair %
Income and Banding				
2	Seven Income Bands with 10% difference between each band	50.27	16.18	27.93
3	Scheme based on net income of claimant and partner	46.35	12.64	37.19
4	Maximum discount for disabled vulnerable groups	78.57	9.34	10.45
5	Discount is retained providing income remains within the banding group	67.95	14.36	10.44
6	Households with passported benefits remain in the band for the first year until benefits are re-assessed or person moves to Universal Credit	46.15	17.04	20.34

Proposal 3:

The Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, would be disregarded in the calculation of net income for banding

Generally, regardless of protected characteristic, most people thought these suggestions to be either fair or they were equivocal.

The suggestions considered most fair were that the maximum discount would be available for disabled vulnerable groups and that the level of discount would be retained providing that household income remains within the banding group.

Proposal / Question		Fair %	Neither Fair nor Unfair %	Unfair %
Carers Allowance Disregarded				
7	Carer's allowance is disregarded	56.05	9.89	26.38

Demographic Details

75.27% of the responses were from individuals where a member of the household is currently liable for some level of Council Tax.

The majority 65.93% of respondents were of working age.

A small minority 10 or 8% described themselves as being of pensionable age

A larger minority 17.59% were receiving either a Carers Allowance or a Disability allowance or both

The demographics of the 171 responses received by 26 October are set out in the following table:

Demographic	Number Responding	% of Respondents
Liable for Council Tax	137	75.27
Of Working Age	120	65.93
In employment	133	73.08
Of pensionable age	10	5.49
In Receipt of Carers Allowance	8	4.40
In receipt of Disability Benefit	24	13.19
No response	3	1.65

Note that individuals may have classified themselves as belonging to belong to more than one category.

The tables the percentages below show the percentages of respondents in each category who agreed, disagreed or neither agreed nor disagreed with each question. The totals may not add up to 100% since “do not know” responses are omitted.

Detailed Responses According to Protected Characteristic

The tables below are based upon the responses 171 responses received from individuals by 26 October and are reported according to the following Protected Characteristics:

- Age
- Gender
- Ethnicity
- Religion
- Sexual Orientation
- Health Problem or Disability
- Day to Day Activities Limited by Health or Disability

The consultation responses have been broken down into the elements of the community who may be adversely affected by the proposals. The figures reported in the following tables do not show 100% return due to non- inclusion of “do not know” responses.

The tables the percentages below show the percentages of respondents in each category who agreed, disagreed or neither agreed nor disagreed with each question.

The totals may not add up to 100% since “do not know” responses are omitted.

Age

It should be remembered that the proposals will only directly affect working age households.

8 respondents 4.68% did not provide their age

Proposal 1:

Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

Regardless of age there was an overall general agreement that the Council should balance expenditure on the Council Tax Discount Scheme against its spend on other services, with 50% either agreeing or strongly agreeing to the proposal, 17% disagreeing but a substantial minority, 24% neither agreeing nor disagreeing with the proposal.

Only the 65 to 79 year old age group showed less than 50% support for balancing the amount spent on the Council Tax Discount Scheme against its spend on other services, and even here the responses for those with a definite view were equally split between those in favour and those not in favour of the proposal.

Age Group	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
18-34	65	26	9
35-49	50	25	25
50 - 64	69	21	11
65 - 79	38	25	38
80 and over	50	13	38

Proposal 2 Income and Banding

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands.

Age Group	Thought it was fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	34.56	17.19	28.13
35-49	45.09	19.61	25.49
50 - 64	59.46	16.22	35.15
65 - 79	37.50	12.50	50.00
80 and over	62.50	0.00	37.50

Overall there was general agreement with the suggestion of banding although 65 to 79 year olds were less enthusiastic about this.

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

Only the 50 to 64 year old respondents were more likely to consider this suggestion to be fair. Responses from other age groups were more likely to be either equally spread or to think it would be unfair

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	40.00	16.93	40.01
35-49	46.16	9.62	40.39
50 - 64	60.52	13.16	31.57
65 - 79	37.5	12.5	50.00
80 and over	50.00	12.5	37.5

Q4. Providing the maximum discount for vulnerable disability groups

Most respondents thought it was fair that vulnerable disability groups should be given the maximum discount

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	76.92	15.39	7.7
35-49	73.08	7.7	15.38
50 - 64	76.32	7.89	15.78
65 - 79	100.00	0.00	0
80 and over	100.00	0.00	0

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Most respondents thought that this would be fair

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	61.54	21.54	9.23
35-49	67.30	11.54	15.38
50 - 64	78.94	13.16	7.89
65 - 79	100.00	0	0
80 and over	62.5	0	12.5

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit

Respondents, especially those aged 65 and over, were generally more likely to think it would be fair that people receiving qualifying benefits could retain their banding until they were either re-assessed or moved onto Universal Credit

Age Group	Thought it was fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	39.99	26.16	21.54
35-49	49.99	15.39	13.46
50 - 64	47.18	7.89	23.66
65 - 79	62.5	12.5	25.00
80 and over	62.5	12.5	25.00

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

Respondents of all ages were generally more likely to think this was fair than unfair.

Age Group	Thought it was Fair %	Thought it was neither Fair nor Unfair %	Thought it was Unfair %
18-34	55.39	16.93	23.08
35-49	57.7	7.7	26.93
50 - 64	52.6	5.26	28.94
65 - 79	50.00	0.00	50.00
80 and over	62.5	12.5	25.00

Gender

7 of the respondents, or 4% did not provide their gender.

Proposal 1:

Q1. The Council should balance the amount spent on Council Tax Discount scheme

compared with what it spends on other services.

Regardless of gender there was an overall general agreement that the Council should balance expenditure on the Council Tax Discount Scheme against its spend on other services, with around 60% of both genders agreeing to the proposal, and under 20% of both genders disagreeing with the proposal. However a substantial minority of both genders neither agreed nor disagreed with the proposal.

Gender	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Male	63.27	22.45	14.37
Female	58.26	24.35	17.39

Proposal 2

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands

The majority of respondents thought this was fair and there was little difference between men and women, although men were slightly more likely to think this was fair.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	52.17	13.09	23.92
Female	50.44	19.13	26.96

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

Men were more likely to think this was fair and although more women thought it was fair than unfair less than 50% thought it was definitely fair

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	57.13	12.24	24.94
Female	43.48	14.78	39.13

Q4. Providing the maximum discount for vulnerable disability groups
Regardless of gender a large majority of people thought that it was fair that vulnerable disability groups should be entitled to the maximum Council Tax Discount.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	75.50	10.20	10.20
Female	78.26	9.57	12.18

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Men were more likely to think that this was fair than women, although more women were likely to think it would be definitely fair than otherwise.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	53.06	16.32	16.32
Female	43.48	17.39	21.75

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit

A clear majority of both men and women thought this was a fair suggestion.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	75.51	8.16	75.51
Female	66.09	18.26	11.31

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

Men and women both thought that this would be fair.

Gender	Fair %	Neither Fair nor Unfair %	Unfair %
Male	53.05	8.15	28.57
Female	55.66	11.88	25.23

Ethnicity

165 of the 171 respondents identified themselves as belonging to one of 11 ethnic groups; 8 ethnic groups were not represented at all. 6 respondents did not identify themselves as belonging to any ethnic group. The table below shows the distribution of respondents by ethnicity. The frequencies for some ethnic groups are very small and caution should therefore be exercised at this point in interpreting the percentages of specific ethnic groups who are either in favour or not in favour of a particular proposal or any aspect of that proposal.

Ethnicity of Respondents	Number	% of total
English/ Welsh/ Scottish/ Northern Irish	140	81.87
Irish	1	0.58
Gipsy / Irish Traveller	0	
Show People/ Circus	0	
Any Other White Background	10	5.85
White and Black Caribbean Mixed	1	0.58
White and Black African Mixed	0	
White and Asian Mixed	0	
Indian	2	1.17
Pakistani	1	0.58
Nepali	0	
Bangladeshi	0	
Chinese	2	1.17
Filipino	1	0.58
Any Other Asian Background	1	0.58
African	4	2.34
Caribbean	1	0.58
Any Other Black	0	
Arabic	1	0.58
Other Ethnic Group	0	
Not Stated	6	3.51

Proposal 1:

Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

Most ethnic groups thought either agreed with this proposal or were evenly balanced in their responses.

The only group thinking this was definitely unfair was the "Other Asian", but there was only one respondent in this ethnic group.

Ethnicity of Respondents	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
English/ Welsh/ Scottish/ Northern Irish	59.29	25	15.72
Irish	100	0	0
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	50	40	10
White and Black Caribbean Mixed	100	0	0
White and Black African Mixed			
White and Asian Mixed			
Indian	50	0	50
Pakistani	0	100	0
Nepali			
Bangladeshi			
Chinese	50	50	0
Filipino	100	0	0
Any Other Asian Background	0	0	100
African	50	0	50
Caribbean	100	0	0
Any Other Black			
Arabic	100	0	0
Other Ethnic Group			

Proposal 2

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a deduction

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands

Most respondents thought this would be fair.

Only respondents identifying themselves as either African or of Any Other Asian Background thought this would be unfair; in both cases although 100% thought it would be unfair the numbers were very small, 4 and 1 respectively.

Ethnicity of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
English/ Welsh/ Scottish/ Northern Irish	52.56	16.06	25.00
Irish	0	0	100.00

Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	70.00	20.00	10.00
White and Black Caribbean Mixed	100	0	0
White and Black African Mixed	50.00	0	50.00
White and Asian Mixed			
Indian	missing	missing	missing
Pakistani	0	0	0
Nepali			
Bangladeshi			
Chinese	50.00	50.00	0.00
Filipino	0	100.00	0
Any Other Asian Background	0	0	100.00
African	0	0	100.00
Caribbean	100.00	0	0
Any Other Black			
Arabic	0	100.00	0
Other Ethnic Group			

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

Responses to this question were mixed, and even for the largest ethnic group, English/ Welsh/ Scottish/ Northern Irish, fewer than 50% were definitely in favour of this suggestion.

Five ethnic groups definitely thought that this suggestion was unfair:

- Irish
- Any Other Asian Background
- African
- Arabic

Note that all of these groups had 4 or fewer respondents, mainly only 1 or 2 and care should be exercised in saying that these responses are representative of those of the given ethnic group as a whole.

Ethnicity of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
English/ Welsh/ Scottish/ Northern Irish	47.86	15.00	35.01
Irish	0	0	100.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	80.00	0	10.00
White and Black Caribbean Mixed	100.00	0	0
White and Black African Mixed			
White and Asian Mixed			
Indian	0	50.00	50.00
Pakistani	0	0	0
Nepali			
Bangladeshi			
Chinese	50.00	0	0

Filipino	0	0	100.00
Any Other Asian Background	0	0	100.00
African	0	0	100.00
Caribbean	100.00	0	0
Any Other Black			
Arabic	0.00	0.00	100.00
Other Ethnic Group			

Q4. Providing the maximum discount for vulnerable disability groups

Most Ethnic Groups considered this to be a fair suggestion with the exception of the Arabic group for whom there was only 1 respondent.

Ethnicity of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
English/ Welsh/ Scottish/ Northern Irish	76.12	12.15	10.63
Irish	100.00	0	0
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	90.00	0	0
White and Black Caribbean Mixed	100.00	0	0
White and Black African Mixed			
White and Asian Mixed			
Indian	100.00	0	0
Pakistani	100.00	0	0
Nepali			
Bangladeshi			
Chinese	50.00	0	50.00
Filipino	100.00	0	0
Any Other Asian Background	100.00	0	0
African	75.00	0	25.00
Caribbean	100.00	0	0
Any Other Black			
Arabic	0	0	100.00
Other Ethnic Group			

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Most ethnic groups thought this was either a fair suggestion or were neutral. Three of the smallest ethnic groups thought it was definitely unfair:

- Irish
- Any other Asian Background
- Arabic

However each of these groups had only one respondent.

Ethnicity of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
English/ Welsh/ Scottish/ Northern Irish	70.71	15.71	9.95
Irish	0	0	100.00
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	80.00	0	0
White and Black Caribbean Mixed	100.00	0	0
White and Black African Mixed			
White and Asian Mixed			
Indian	50.00	50.00	0
Pakistani	100	0	0
Nepali			
Bangladeshi			
Chinese	50.0	0	50.00
Filipino	100.00	0	0
Any Other Asian Background	0	0	100.00
African	25.00	50.00	0.00
Caribbean	100.00	0.00	0.00
Any Other Black			
Arabic	0	0	100.00
Other Ethnic Group			

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit

Most respondents thought this suggestion was fair or not definitely unfair.

Only three groups thought it was unfair:

- White and Black Caribbean Mixed
- Any Other Asian Background
- Arabic

Ethnicity of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
English/ Welsh/ Scottish/ Northern Irish	47.14	17.86	20.00
Irish	100.00	0	0
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	50.00	10.00	0
White and Black Caribbean Mixed	0.00	0.00	100.00
White and Black African Mixed			
White and Asian Mixed			
Indian	50.00	0.00	50.00
Pakistani	0	0	0
Nepali			
Bangladeshi			
Chinese	100.00	0	0
Filipino	100.00	0	0

Any Other Asian Background	0	0	100.00
African	0	50.00	25.00
Caribbean	100.00	0	0
Any Other Black			
Arabic	01	0	100.00
Other Ethnic Group			

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

Most respondents thought this was a fair suggestion with only two ethnic groups thinking it would definitely be unfair:

- Any Other Asian Background
- Arabic

Ethnicity of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
English/ Welsh/ Scottish/ Northern Irish	55.00	11.93	27.86
Irish	100.00	0	0
Gipsy / Irish Traveller			
Show People/ Circus			
Any Other White Background	50.00	10.00	0
White and Black Caribbean Mixed	100.00	0	0
White and Black African Mixed			
White and Asian Mixed			
Indian	50.00	50.00	0
Pakistani	0	0	0
Nepali			
Bangladeshi			
Chinese	0	0	50.00
Filipino	100.00	0	0
Any Other Asian Background	0	0	100.00
African	0	50.00	25.00
Caribbean	100.00	0	0
Any Other Black			
Arabic	0	0	100.00
Other Ethnic Group			

Religion

8 of the respondents or 4.86% of the total did not state their religion.

Numbers in some religious groups were very small so care must be exercised in interpreting the views of those respondents as being representative of that religious group as a whole.

The numbers are shown below.

Religion of Respondents	Number	% of total
None	85	49.71
Christian	66	38.60
Buddhist	1	0.58
Jewish	2	1.17
Hindu	1	0.58
Muslim	2	1.17
Sikh	0	0.0
Other	6	3.51
Not stated	8	4.68

Proposal 1:

Q1. The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

Most respondents agreed with this suggestion regardless of religion. The only group who disagreed with this suggestion was the Hindu group of whom there was only 1 respondent and caution should be exercised in attributing this view to the Hindu group as a whole.

Religion of Respondents	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
None	65.88	20.00	14.12
Christian	51.52	30.30	18.18
Buddhist	100.00	0	0
Jewish	100	0	0
Hindu	0	0	100
Muslim	50.00	50.00	0
Sikh			
Other	33.33	33.33	33.33

Proposal 2

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands.

3 people did not answer this question

Most people, regardless of religion considered this to be a fair suggestion, with the exception of those describing their religion as “Other”, where 2/3 of the respondents considered the suggestion to be unfair

Religion of Respondents	Fair %	Neither Fair nor Unfair%	Unfair %
None	56.09	13.42	24.39
Christian	50.00	21.221	24.25
Buddhist	100.00	0	0
Jewish	50.00	50.00	0
Hindu	100	0	0
Muslim	0	50.00	0
Sikh			
Other	33.33	0	66.67

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

Most people considered this suggestion to be fair or were neutral.

The groups considering this to be definitely unfair were:

- Hindu
- Other

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	54.11	12.94	30.58
Christian	43.95	18.18	37.88
Buddhist	100.00	0	0
Jewish	50.00	0	50.00
Hindu	0	0	100.00
Muslim	0	0	50.00
Sikh			
Other	33.00	0	66.67

Q4. Providing the maximum discount for vulnerable disability groups

Regardless of religion most people considered this to be a fair proposal; only Muslims were equally divided in their responses between definitely fair and definitely unfair.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	76.47	11.77	10.59
Christian	66.75	10.61	12.13
Buddhist	100.00	0	0
Jewish	100.00	0	0
Hindu	100.00	0	0
Muslim	50.00	0	50.00
Sikh			
Other	83.33	0	16.67

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Most respondents regardless of religion thought this was a fair proposal; only those describing their religion as “Other” were more inclined to think this was and unfair rather than a fair proposal.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	70.59	15.30	9.41
Christian	69.70	16.67	7.59
Buddhist	100.00	0	0
Jewish	100.00	0	0
Hindu	100.00	0	0
Muslim	50.00	0	50.00
Sikh			
Other	33.33	0	66.67

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit

The majority of people regardless of their religion considered this to be a fair proposal.

Only three groups thought it was a definitely unfair proposal:

- Hindu
- Muslim
- Other

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	47.05	18.83	17.67
Christian	50.01	18.18	13.64
Buddhist	100.00	0	0
Jewish	100.00	0	0
Hindu	0	0	100.00

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
Muslim	0	0	50.00
Sikh			
Other	0	0	100.00

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

Most respondents thought this was a definitely fair proposal, with only more Muslims than otherwise thinking it was a definitely unfair proposal.

Religion of Respondents	Fair %	Neither Fair nor Unfair %	Unfair %
None	54.11	14.11	27.07
Christian	56.07	7.58	27.28
Buddhist	0	0	0
Jewish	100.00	0	0
Hindu	100.00	0	0
Muslim	0	0	50.00
Sikh			
Other	66.67	0	33.33

Sexual Orientation

9 of the respondents did not disclose any information about their sexual orientation. Again numbers in some categories are small so high so percentages should not be taken as fully representative of people of these specific sexual orientations

Sexual Orientation	Number	% of Total
Heterosexual / Straight	149	87.13
Gay Man	3	1.75
Lesbian / Gay Woman	1	0.58
Bisexual	2	1.17
Prefer Not to Say	7	4.09
Not Stated	9	5.26

Proposal 1:

Q1 The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

The majority of respondents regardless of sexual orientation agreed with this proposal and no group overwhelmingly disagreed with this proposal.

Sexual Orientation	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Heterosexual / Straight	57.05	26.85	16.11
Gay Man	100.00	0	0
Lesbian / Gay Woman	100.00	0	0
Bisexual	50.00	50.00	0
Prefer Not to Say	71.43	0	28.57

Proposal 2

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands.

Most respondents, regardless of sexual orientation thought this was a fair proposal; only Lesbian / Gay women considered this to be definitely unfair, and there was only one respondent in this group.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	34.73	15.75	26.42
Gay Man	33.33	33.33	0
Lesbian / Gay Woman	0	0	100.00
Bisexual	50.00	50.00	0
Prefer Not to Say	74.44	0.00	28.57

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

Most respondents, regardless of sexual orientation thought this was a fair proposal; only Lesbian / Gay women considered this to be definitely unfair, and there was only one respondent in this group.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	45.63	13.42	36.92
Gay Man	66.67	0	0
Lesbian / Gay Woman	0	0	100.00
Bisexual	0	100.00	0
Prefer Not to Say	57.14	14.29	14.29

Q4. Providing the maximum discount for vulnerable disability groups

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	65.18	10.06	11.41
Gay Man	100.00	0	0
Lesbian / Gay Woman	100.00	0	0
Bisexual	100.00	0	0
Prefer Not to Say	57.14	28.57	14.29

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair or were equivocal.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	69.80	14.10	11.40
Gay Man	100.00	0	0
Lesbian / Gay Woman	0	0	0
Bisexual	50.00	50.00	0
Prefer Not to Say	71.43	14.29	14.29

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair or were equivocal. Only those describing themselves as Bisexual thought it was either unfair or were equivocal, and there were only 2 respondents in this group

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	46.31	17.45	20.82
Gay Man	33.33	0	33.33
Lesbian / Gay Woman	0	0	0
Bisexual	0	50.00	50.00
Prefer Not to Say	57.16	14.29	0.00

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

Most respondents, regardless of sexual orientation thought this suggestion was definitely fair or were equivocal. Only those describing themselves as Bisexual thought it was either unfair or were equivocal, and there were only 2 respondents in this group.

Sexual Orientation	Fair %	Neither Fair nor Unfair %	Unfair %
Heterosexual / Straight	55.04	10.07	26.84
Gay Man	33.33	33.33	33.33
Lesbian / Gay Woman	100.00	0	0
Bisexual	50.00	0	50.00
Prefer Not to Say	57.14	0	28.58

Health Problem or Disability Lasting or Expected to Last for 12 Months or More

6 respondents or 3.51% chose not to say whether or not they had a long term disability or health condition.

35 or 20.475 of respondents said they had a long term health condition or disability and 130 or 76.02% said that they did not.

Proposal 1

Q1 The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

Most respondents either agreed with this proposal or were equivocal. Interestingly people without a long term disability or health problem were more likely to agree with this proposal than those with a disability or long term health problem.

Have a Health Problem or Disability	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Yes	37.14	37.14	25.71
No	64.62	21.54	13.84

Proposal 2

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount.

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands.

Overall the majority of respondents considered this proposal fair or were equivocal and whether or not the respondent had a disability or health problem only a minority considered the proposal to be definitely unfair.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	51.43	8.57	34.30
No	51.97	18.89	23.62

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

Overall the majority of respondents considered this proposal fair or were equivocal and whether or not the respondent had a disability or health problem only a minority considered the proposal to be definitely unfair.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	45.71	14.29	40.00
No	52.31	13.85	33.85

Q4. Providing the maximum discount for vulnerable disability groups.

Overwhelmingly respondents considered this to be a fair suggestion regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	85.72	8.57	5.71
No	74.61	10.77	13.09

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Overwhelmingly respondents considered this to be a fair suggestion regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	82.85	8.57	5.71
No	66.15	16.16	12.31

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit

Most respondents considered this to be a fair suggestion or were equivocal regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	45.71	11.43	25.72
No	46.16	19.24	18.46

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

Most respondents considered this to be a fair suggestion or were equivocal regardless of whether or not they themselves had a disability or long term health problem.

Have a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	59.99	0	33.43
No	53.08	13.85	25.38

Day to Day Activities are Limited Because of Respondent's Health Problem or Disability

28 people or 16.37% of respondents considered that their day-to-day activities were impaired by a health problem or disability; 136 people said that their day to day activities were not impaired and 7 people, 4.09% did not say whether or not their day to day activities were impaired by a health problem or disability.

Proposal 1

Q1 The Council should balance the amount spent on Council Tax Discount scheme compared with what it spends on other services.

The majority of respondents agreed with this suggestion or were equivocal regardless of whether or not their day to day activities were limited by health or disability.

Only a minority in each case disagreed with the proposal.

Day to Day Activities are Limited by a Health Problem or Disability	Agreed %	Neither Agreed nor Disagreed %	Disagreed %
Yes	42.85	28.57	27.57
No	61.76	24.26	13.97

Proposal 2

The proposed change would mean that a claimant's net income and that of their partner would determine their entitlement to a Council Tax Discount.

Households with a net income above £440.00 per week would not be entitled to a discount

Households qualifying for a Council Tax Discount based upon their income where the claimant or their partner also qualify for a Disability Premium will be placed in Band A and will be entitled to the maximum Council Tax Discount of 80%.

All other households qualifying for a Council Tax Discount will be placed in one of seven bands based upon their net income.

Q2. Creating a model with seven income bands with a difference of 10% discount between bands.

The majority of respondents either considered this to be a fair proposal or were equivocal regardless of whether or not their day to day activities were limited by disability or a long term health problem.

Day to Day Activities are Limited by a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	46.43	17.86	32.14
No	52.63	17.29	20.10

Q3. Creating a scheme based on the net income of the claimant and their partner rather than upon needs

The majority of respondents either considered this to be a fair proposal or were equivocal regardless of whether or not their day to day activities were limited by disability or a long term health problem.

Day to Day Activities are Limited by a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	46.43	10.71	42.85
No	47.06	14.71	33.83

Q4. Providing the maximum discount for vulnerable disability groups

Regardless of whether or not respondents' day to day activities were limited by disability or a long term health problem, the overwhelming majority considered this proposal to be either fair or were equivocal.

Day to Day Activities are Limited by a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	85.71	3.57	10.71
No	75.00	11.76	11.77

Q5. Allowing households to retain their discount as long as their income remains in the relevant band

Regardless of whether or not respondents' day to day activities were limited by disability or a long term health problem, the overwhelming majority considered this proposal to be either fair or were equivocal

Day to Day Activities are Limited by a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	78.57	7.14	14.28
No	67.65	16.17	10.26

Q6. Allowing households with passported claims to be placed in Band 1 during the first year and then placing them in the appropriate net income band when they are reviewed or moved to Universal Credit.

The majority of respondents either considered this to be a fair proposal or were equivocal regardless of whether or not their day to day activities were limited by disability or a long term health problem.

Day to Day Activities are Limited by a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	49.99	14.29	28.57
No	46.33	16.92	18.38

Proposal 3:

Q7. Disregarding Carer's Allowance, currently £62.10 per week for those providing 35 hours per week or more care and earning £110.00 or less net per week, from the calculation of net income for banding.

The majority of respondents either considered this to be a fair proposal or were equivocal regardless of whether or not their day to day activities were limited by disability or a long term health problem.

Day to Day Activities are Limited by a Health Problem or Disability	Fair %	Neither Fair nor Unfair %	Unfair %
Yes	53.57	0	39.29
No	54.41	13.23	24.26

Further Comments

58 respondents had provided further comments by 28 October. These included 2 respondents who said they had no further comments or not applicable.

The responses from the remaining 56 respondents are shown in the table below. Note that some respondents made more than one comment to make and the total number of comments therefore exceeds 56.

	Type of Comment						
	General Support	General Disagreement	Encourages People to Live on Benefits	Penalises those who Work / Provide Incentive to Work	Support for People with Severe disabilities / Pensioners	Not clear about how it will work/ Want more Evidence	Other
Number	8	15	8	8	7	13	14

The most frequent comments were related to disincentivising those who work and rewarding those who do not

Conclusions

Most of the respondents were either broadly in favour of the proposed Council Tax Discount Scheme regardless of their protected characteristics.

Two proposals were considered to be fair by less than 50% of respondents:

- that the scheme be based upon net income of the claimant and partner and
- that households with passported benefits remain in Band 1 for the first year or until re-assessed or moved to universal Credit

Where the proposal was considered to be unfair it was nevertheless considered to be so by fewer than 40% of respondents.

The proposals considered to be most fair were that the maximum discount should be provided for vulnerable disabled groups and that the discount should be retained providing that net income remains within the banding group.

The numbers of respondents in some of the categories of protected groups are very small and so although 100% of a particular group might consider a proposal to be unfair there were generally only 1 or 2 members of this particular protected group. The largest subgroup where 100% thought a proposal unfair were those describing their religion as "Other" and there were 6 respondents in this group, comprising 3.51% of the total number of respondents.

Whilst it may be possible to provide more definitive statistical analysis when the consultation has closed the very small numbers of respondents to date in most of the categories within each protected group suggest that there is no specific group defined as a protected group who could definitely be said to consider any of the proposals to be unfair.

Voluntary Sector Core Grants Full Equality Impact Assessment Report



1. Introduction

Following the local government finance settlement announced in December 2015 Bracknell Forest Council had to find additional revenue savings of £1.601m. This included a proposed 10% reduction in the core grants awarded by the council to the voluntary sector. These grants go to five organisations; Involve, Citizens Advice Bureau, Shopmobility, Victim Support and Berkshire Community Foundation.

The aim of this proposal is to make a saving of £38,181. The proposal is consistent with the messages in the Council Plan and the new narrative that the council must live within its means. It is also consistent with the guidelines within the DCLG Revised Best Value Guidance which says that authorities should seek to avoid passing on disproportionate reductions by not passing on larger reductions to the voluntary and community sector and small businesses than they take on themselves.

This Full Equality Impact Assessment Report looks at the issues, considerations and conclusions around the proposed 10% reduction to the voluntary sector core revenue grants. Each voluntary organisation has been asked to respond to the consultation and offered the opportunity for a meeting to discuss any concerns further.

This report shows that for the most part there will be a neutral impact on equalities. Where there are impacts it is anticipated that any of those that are adverse can be mitigated.

2. Background

Bracknell Forest Council is facing a very difficult budget with savings of £11m needed in the financial year 2016/17, and further savings of £26m needed over the next four years. In order to meet this challenge the council will be reviewing the cost, quality and delivery mechanism of all its services over the next 3 years.

Currently the core grant budget is £381,810 and this is awarded to five voluntary sector organisations:

- Citizens Advice Bureau (CAB) (**£185,880**)
- Involve Community Services (**£141,010**)
- Bracknell Shopmobility (**£32,800**)
- Victim Support (**£17,000**)
- Berkshire Community Foundation (BCF) (**£5,120**)

All the organisations effected have been consulted and have set out the impact on their organisation in the response to the consultation.

A brief overview of each organisation is set out below;

Involve Community Services

Involve are the central support organisation for voluntary, community and faith groups in Bracknell Forest. They provide this support in a number of ways:

- Infrastructure support: providing new and existing Voluntary Community and Faith Sector (VCFS) organisations with constitutional, management, administrative, developmental and networking information and working as an activist and advocate of the sector.
- Training support: sourcing, brokering and providing training for volunteers and VCFS organisations.
- Funding support: on sources of grant funding and with applications
- Volunteer support: recruiting and matching volunteers to volunteering opportunities.

Citizen's Advice (CAB)

Bracknell and District Citizens Advice is an independent, voluntary organisation. They provide comprehensive advice to help people with a variety of problems, including benefits, work, debt and money, consumer, relationships, housing, discrimination, law and rights, tax, healthcare and education. They also offer specialist help in the areas of benefits, debt, employment and tax.

Shopmobility

Bracknell Shopmobility are a charity based in Bracknell town centre. Their aim is to assist people with mobility impairments, whether temporary or permanent to get around the town centre. They have a range of scooters and wheelchairs available for hire.

Berkshire Community Foundation (BCF)

Berkshire Community Foundation raises funds to support small voluntary and community groups. BCF grants totalled £902,000 in 2014/15, across Berkshire. Approximately £50,000 of that was awarded to groups in Bracknell Forest.

In March 2015, the Foundation's Community Capital Fund stood at £8,251,000.

Victim Support

Victim Support is the independent charity for people affected by crime and traumatic events in England and Wales. Their teams provide individual, independent, emotional and practical help to enable people to cope and recover from the effects of crime. Thames Valley Victim Support has a three year contract between Berkshire, Surrey and Sussex from the Police and Crime Commissioner, who is their main funder.

3. Methodology and Sources of Data

In order to understand the impact of the proposal a full 12 week consultation has been undertaken. A consultation questionnaire was developed and made available on line via the council's consultation software (Objective). A paper copy was provided to Shopmobility who have limited online access.

In addition to the questionnaire all the organisations were offered the opportunity for a meeting with the Head of Performance and Partnerships. This offer was taken up by BCF and CAB and meetings were held on 13 April and 14 April 2016 respectively. CAB also requested that the Assistant Chief Executive attend the meeting and this was arranged.

This was a targeted consultation aimed at the five organisations affected by the proposal; therefore access to the questionnaire was made available via a web link supplied directly to the organisations and was not available to the public.

The consultation ran between 24 February 2016 and 17 May 2016.

4. Assessment of Impact on Equality strands

It is expected that most protected characteristics will not be adversely or positively affected however CAB reported that they did not record information relating to all groups so some could still be affected disproportionately but they did not have specific evidence. The impact on the protected characteristics of a potential reduction of funding by 10% has been identified as follows:

Disability Equality

We have no evidence of an adverse impact on this group at this time however CAB reported that in 2014/15 22% of their clients identified as being disabled or having a long term health problem. This is larger than the 4.9% in the overall population but there are no specific negative impacts detailed. Shopmobility highlighted that people with disabilities might be affected as they are their core clients but did not specify how.

Racial Equality

We have no evidence of an adverse impact on this group at this time.

Gender Equality

We have no evidence of an adverse impact on this group at this time. CAB reported that 57% of their clients are female in comparison to 50.3% in the wider population but there are no specific negative impacts detailed.

Sexual Orientation Equality

We have no evidence of an adverse impact on this group at this time.

Gender Re-assignment Equality

We have no evidence of an adverse impact on this group at this time.

Age Equality

We have no evidence of an adverse impact on this group at this time. CAB reported that 20.6% of CAB clients were over 60 compared to 11.5% in the overall population but there are no specific negative impacts identified.

Religion and Belief Equality

We have no evidence of an adverse impact on this group at this time.

Pregnancy and Maternity Equality

We have no evidence of a negative impact on this group at this time.

Marriage and Civil Partnership Equality

We have no evidence of a negative impact on this group at this time.

Other groups (e.g. low income families, carers, armed forces etc)

Given the close correlation between debt and low income families, 16% of CAB client issues for 2014/15 related to debt and nearly one third of benefits queries related to working and child tax credits.

5. Monitoring Arrangements

Quarterly monitoring meetings are held with four of the five organisations, an annual meeting is held with Berkshire Community Foundation. These meetings will continue in 2016/17 and through these meetings the impact of a reduction in the grant will be monitored.

A Conditions of Grant document is agreed between the council and each organisation. This document sets out the service that the council expects to be delivered for the grant. If the decision is made to reduce the grants by 10% then these documents will need to be revised to reflect any changes the organisations need to make to accommodate the reduction.

6. Consultation & Engagement

A consultation was undertaken to fully understand the impact of the proposals for everyone concerned. There were 4 responses to the consultation, of which 1 was by email (Shopmobility), and 3 were received via the on line questionnaire (involve, BCF and CAB).

6.1 Summary of all Responses

Citizens Advice (CAB)

CAB responded to the online questionnaire saying that having considered all areas of the budget, there was little scope for finding savings in relation to non-pay costs, so to save cost savings equal to 10% would require a reduction in salary costs which could mean shorter opening hours or a reduction in services offered on some days. Fewer clients would be helped and less complex cases taken on including those requiring appeal and representation at tribunal. To help to minimise reductions in the service, in the face of the proposed cuts, the CAB are going to undertake a service review to ensure they are delivering the most effective service possible

Involve

Involve responded to the online questionnaire and explained that due to growing income in other areas they would be able to manage a 10% reduction with minimal impact on the organisation. They did highlight that the increased rental rates for accommodation in Bracknell town centre may make this more difficult to manage in the future, and the council is working with Involve to explore alternative accommodation options.

Shopmobility

An email response was received from the Chair of Shopmobility on 23 March 2016 advising that they had discussed the proposal and did not feel there would be a significant impact. However any further reductions in the future would need more serious consideration. They also returned the questionnaire by post but it did not add any information not already covered in the email.

Berkshire Community Foundation (BCF)

At the meeting held on 13 April 2016 BCF confirmed that a 10% reduction in grant from Bracknell Forest Council on its own would not have any significant impact. They did raise their concerns that they are experiencing a cumulative reduction to their core funding - specifically reductions in their core funding from Wokingham Borough Council and Royal Borough of Windsor and Maidenhead. The combined effect of these reductions may impact on their ability to award as many grants. Subsequent to the meeting BCF responded to the online survey saying that a reduction in core costs would impact on BCF's potential to award grants to small groups in Bracknell Forest.

Victim Support

No response received.

6.2 Next Steps

Should Council vote to approve this reduction in core grants on 13 July 2016 the following steps will be taken;

- 20 July 2016 – All organisations notified of the decision (following 5-day call in period after council on 13 July 2016)
- October 2016 – Q3 grant payment amounts adjusted accordingly
- January 2017 – Q4 grant payment amounts adjusted accordingly
- Ongoing – quarterly monitoring meetings with each organisation against the agreed Conditions of Grant documents.

In addition, a review of the core grants is being undertaken to identify where savings could be made for 2017/18 and beyond.

7 Publication of Equality Impact Assessment

The Freedom of Information Act 2000 aims to make public authorities more transparent, accountable and increase public debate and involvement. Under the Act the Council makes available to the public a vast amount of information via its Publication Scheme. All completed EIA screening forms are published and available to the public on a quarterly basis. The EIA's are usually published with the Executive papers.

8 Conclusions

A decision to reduce the core grants by 10% will have a largely neutral impact. For the CAB there may be some adverse impacts on disability, age and gender because of the profile of their clients but this is largely not disproportionate to the overall population of the borough

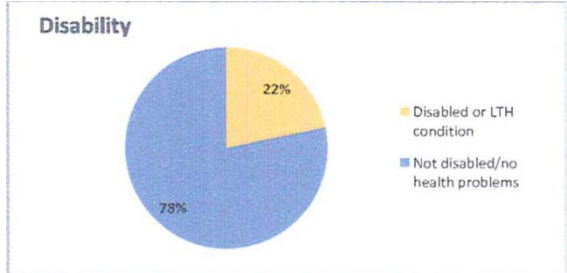
This proposal brings an anticipated annual saving of £38,181.

There may be a short term negative impact in the media, however there has been no negative coverage of the proposal and consultation. In the future, the review of core grants may generate some negative reaction.

NOTE:

For reference the initial equalities screening record forms are attached below.

Initial Equalities Screening Record Form - CAB

Date of Screening: 04/02/2016	Directorate: Chief Executive's Office	Section: Performance & Partnerships							
1. Activity to be assessed	The proposal to reduce Bracknell Forest Council's annual grant to Citizen's Advice by 10% would reduce the annual grant from £185,880 to £161,292. If approved this would be a reduction of £18,588.								
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change								
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing								
4. Officer responsible for the screening	Genny Webb								
5. Who are the members of the screening team?	Genny Webb, John Ainsworth, Kellie Williams, Vicky Kurlus								
6. What is the purpose of the activity?	Citizens Advice Bureau (CAB) help people resolve their legal, money and other problems by providing free, independent and confidential advice.								
7. Who is the activity designed to benefit/target?	CAB provide advice to help people with a variety of problems, including benefits, work, debt and money, consumer, relationships, housing, discrimination, law and rights, tax, healthcare and education.								
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data						
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	May disproportionately affect residents who receive disability related benefits and who may be affected by forthcoming benefit changes.						
		 <table border="1" style="margin-top: 10px; width: 100%;"> <caption>Disability Data</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Not disabled/no health problems</td> <td>78%</td> </tr> <tr> <td>Disabled or LTH condition</td> <td>22%</td> </tr> </tbody> </table>		Category	Percentage	Not disabled/no health problems	78%	Disabled or LTH condition	22%
Category	Percentage								
Not disabled/no health problems	78%								
Disabled or LTH condition	22%								

9. Racial equality	Y	N	No impact – CAB clients are representative of the overall makeup of the borough in terms of ethnic background.	<div><p>Ethnicity of Clients</p><table><thead><tr><th>Ethnicity</th><th>Percentage</th></tr></thead><tbody><tr><td>White</td><td>83%</td></tr><tr><td>Black or Black British</td><td>6%</td></tr><tr><td>Asian or Asian British</td><td>5%</td></tr><tr><td>Mixed</td><td>5%</td></tr><tr><td>Other</td><td>2%</td></tr></tbody></table></div>	Ethnicity	Percentage	White	83%	Black or Black British	6%	Asian or Asian British	5%	Mixed	5%	Other	2%																												
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Other	2%																																											
10. Gender equality	Y	N	Although there are a slightly larger proportion of women accessing CAB services, this is unlikely to have a disproportionate impact.	<div><p>Gender of Clients</p><table><thead><tr><th>Gender</th><th>Percentage</th></tr></thead><tbody><tr><td>Female</td><td>57%</td></tr><tr><td>Male</td><td>43%</td></tr></tbody></table></div>	Gender	Percentage	Female	57%	Male	43%																																		
Gender	Percentage																																											
Female	57%																																											
Male	43%																																											
11. Sexual orientation equality	Y	N	No impact identified at this time	No particular sexual orientation will be disproportionately affected.																																								
12. Gender re-assignment	Y	N	No impact identified at this time	Gender re-assigned people will not be disproportionately affected.																																								
13. Age equality	Y	N	No impact on a specific age group – The majority of clients using the CAB service are of working age.	<div><p>Age range of clients</p><table><thead><tr><th>Age Range</th><th>Number of Clients</th></tr></thead><tbody><tr><td>10-14</td><td>1</td></tr><tr><td>15-19</td><td>13</td></tr><tr><td>20-24</td><td>121</td></tr><tr><td>25-29</td><td>201</td></tr><tr><td>30-34</td><td>200</td></tr><tr><td>35-39</td><td>244</td></tr><tr><td>40-44</td><td>254</td></tr><tr><td>45-49</td><td>228</td></tr><tr><td>50-54</td><td>218</td></tr><tr><td>55-59</td><td>143</td></tr><tr><td>60-64</td><td>145</td></tr><tr><td>65-69</td><td>116</td></tr><tr><td>70-74</td><td>64</td></tr><tr><td>75-79</td><td>54</td></tr><tr><td>80-84</td><td>29</td></tr><tr><td>85-89</td><td>17</td></tr><tr><td>90-94</td><td>8</td></tr><tr><td>95-99</td><td>2</td></tr><tr><td>0</td><td>0</td></tr></tbody></table></div>	Age Range	Number of Clients	10-14	1	15-19	13	20-24	121	25-29	201	30-34	200	35-39	244	40-44	254	45-49	228	50-54	218	55-59	143	60-64	145	65-69	116	70-74	64	75-79	54	80-84	29	85-89	17	90-94	8	95-99	2	0	0
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85-89	17																																											
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95-99	2																																											
0	0																																											
14. Religion and belief equality	Y	N	No impact identified at this time	No particular religion or belief will be disproportionately affected.																																								

15. Pregnancy and maternity equality	Y	N	There may be an impact on clients who use CAB to access advice on maternity benefits and rights, as this can be a time when new parents face added financial pressures.	Data would need to be gathered through the consultation process with CAB.
16. Marriage and civil partnership equality	Y	N	No impact. May be some minimal regarding advice given on divorce and related financial impact.	Marriage and civil partnership will not be disproportionately affected.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Those on lower incomes may be affected as CAB provide financial information and guidance and a large proportion of their clients are people on lower incomes. Data will need to be gathered from the CAB during the consultation process.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Further data needed from CAB as identified above.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Provider information is needed regarding the impact of this proposal on the service and consultation data. Assessment of whether there are other services or organisations available to the affected service users that provide a similar service.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	<p>This funding reduction may have an impact on one or more groups with protected characteristics and therefore needs a full impact assessment.</p> <p>The council will carry out a full impact assessment and a 12 week consultation to determine the impact of this budget reduction on people with protected characteristics.</p>	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action		Timescale	Person Responsible	Milestone/Success Criteria

Conduct a 12 week consultation and produce a full impact assessment	Feb-May 2016	Head of P&P	Production of full EIA report.
24. Which service, business or work plan will these actions be included in?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A		
26. Chief Officers signature.	Signature:	Genny Webb	Date: 16/02/2016

Initial Equalities Screening Record Form - Involve

Date of Screening: 04/02/2016	Directorate: Chief Executive's Office	Section: Performance & Partnerships		
1. Activity to be assessed	The proposal to reduce Bracknell Forest Council's annual grant to Involve by 10% would reduce the annual grant from £141,010 to £126,909. If approved this would be a reduction of £14,101.			
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Genny Webb			
5. Who are the members of the screening team?	Genny Webb, John Ainsworth, Kellie Williams, Vicky Kurlus			
6. What is the purpose of the activity?	Involve are the central support organisation for voluntary, community and faith groups in Bracknell Forest.			
7. Who is the activity designed to benefit/target?	Involve work to empower and strengthen Community Capacity in Bracknell Forest by promoting and supporting the development of the voluntary, community and faith sector. They aim to promote any charitable purposes for the benefit of the community.			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	We need to look at the membership list regarding organisations dealing with disabilities. Involve run a supported volunteering service for people with disabilities that may be affected.	Data would need to be gathered through the consultation process with Involve.
9. Racial equality	Y	N	May have an impact – depends which services are affected.	Data would need to be gathered through the consultation process with Involve.

10. Gender equality	Y	N	May have an impact – depends on member organisations and the services that will be affected.	Data would need to be gathered through the consultation process with Involve.
11. Sexual orientation equality	Y	N	May have an impact depending of data.	Data would need to be gathered through the consultation process with Involve.
12. Gender re-assignment	Y	N	No impact identified at this time– numbers are very small.	Gender re-assigned people will not be disproportionately affected.
13. Age equality	Y	N	Potential impact on volunteering – Significant proportion of volunteers are older.	Data on volunteering would need to be gathered through the consultation process with Involve.
14. Religion and belief equality	Y	N	Potential impact if the support provided to the Faith and belief forum is affected.	Information on how this may be affected would need to be gathered through the consultation process with Involve.
15. Pregnancy and maternity equality	Y	N	No impact identified at this time.	Pregnancy and maternity will not be disproportionately affected.
16. Marriage and civil partnership equality	Y	N	No impact identified at this time.	Marriage and civil partnership will not be disproportionately affected.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Carers may be affected – more data would need to be gathered through the consultation process with Involve.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Further data is needed from Involve as identified above.			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Provider information is needed regarding the impact of this proposal on the service and consultation data.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	<p>This funding reduction may have an impact on one or more groups with protected characterises and therefore needs a full impact assessment.</p> <p>The council will carry out a full impact assessment and a 12 week consultation to determine the impact of this budget reduction on people with protected characteristics.</p>
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Conduct a 12 week consultation and produce a full impact assessment	Feb-May 2016	Head of P&P	Production of full EIA report.
24. Which service, business or work plan will these actions be included in?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A		
26. Chief Officers signature.	Signature: Genny Webb		Date: 16/02/2016

Initial Equalities Screening Record Form - Shopmobility

Date of Screening: 04/02/2016	Directorate: Chief Executive's Office	Section: Performance & Partnerships		
1. Activity to be assessed	The proposal to reduce Bracknell Forest Council's annual grant to Shopmobility by 10% would reduce the annual grant from £32,800 to £29,520. If approved this would be a reduction of £3,280.			
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Genny Webb			
5. Who are the members of the screening team?	Genny Webb, John Ainsworth, Kellie Williams, Vicky Kurlus			
6. What is the purpose of the activity?	Bracknell Shopmobility is based in Bracknell Town Centre. They assist people with mobility impairments, temporary or permanent, to get around the locality.			
7. Who is the activity designed to benefit/target?	Shopmobility is designed to benefit individuals with mobility impairments so they are able to get around the town centre area using motorised scooters or wheelchairs.			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	Adverse impact	Shopmobility's clients all have a physical disability. Potential reduction in service availability.
9. Racial equality	Y	N	No impact identified at this time.	No particular ethnic group will be disproportionately affected.
10. Gender equality	Y	N	No impact identified at this time.	Data would need to be gathered through the consultation process to demonstrate the service is used equally by all genders.

11. Sexual orientation equality	Y	N	No impact identified at this time.	No particular sexual orientation will be disproportionately affected.
12. Gender re-assignment	Y	N	No impact identified at this time.	Gender re-assigned people will not be disproportionately affected.
13. Age equality	Y	N	Adverse impact	Most clients are older people
14. Religion and belief equality	Y	N	No impact identified at this time.	No particular religion or belief will be disproportionately affected.
15. Pregnancy and maternity equality	Y	N	No impact identified at this time.	Pregnancy and maternity will not be disproportionately affected.
16. Marriage and civil partnership equality	Y	N	No impact identified at this time.	Marriage and civil partnership will not be disproportionately affected.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Further data needed from Shopmobility as identified above.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Proportion of service users by gender. Proportion of service users by age group. Provider information is needed regarding the impact of this proposal on service and consultation data.			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	<p>Shopmobility has a total estimated income of £52,600 in 2016/17 and a total estimated expenditure of £54,950. A loss of 3,280 represents 6.2% of the total estimated budget for Shopmobility. A reduction in funding may have an impact on one or more groups with protected characteristics and therefore needs a full impact assessment.</p> <p>The council will carry out a full impact assessment and a 12 week consultation to determine the impact of this budget reduction on people with protected characteristics.</p>	
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
Conduct a 12 week consultation and produce a full impact assessment	Feb-May 2016	Head of P&P	Production of full EIA report.	
24. Which service, business or work plan will these actions be included in?	N/A			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A			
26. Chief Officers signature.	Signature: Genny Webb			Date: 16/02/2016

Initial Equalities Screening Record Form - BCF

Date of Screening: 04/02/16	Directorate: Chief Executive's Office	Section: Performance & Partnerships	
1. Activity to be assessed	The proposal to reduce Bracknell Forest Council's annual grant to Berkshire Community Foundation by 10% would reduce the annual grant from £5,120 to £4,608. If approved this would be a reduction of £512.		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Genny Webb		
5. Who are the members of the screening team?	Genny Webb, John Ainsworth, Kellie Williams, Vicky Kurlus		
6. What is the purpose of the activity?	Berkshire Community Foundation (BCF) raise funds for, and make grants to, local charities and community groups across Berkshire.		
7. Who is the activity designed to benefit/target?	BCF use their local knowledge to connect supporters to the groups and communities they want to help, to try and make sure their donations bring the greatest benefit to those most in need. Last year BCF supported a range of projects in Berkshire, addressing issues such as child poverty, unemployment, social isolation and homelessness.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	No impact identified at this time. People with a disability will not be disproportionately affected.
9. Racial equality	Y	N	No impact identified at this time. No particular ethnic group will be disproportionately affected.
10. Gender equality	Y	N	No impact identified at this time. No particular gender group will be disproportionately affected.

11. Sexual orientation equality	Y	N	No impact identified at this time.	No particular sexual orientation will be disproportionately affected.
12. Gender re-assignment	Y	N	No impact identified at this time.	Gender re-assigned people will not be disproportionately affected.
13. Age equality	Y	N	No impact identified at this time.	No particular age group will be disproportionately affected.
14. Religion and belief equality	Y	N	No impact identified at this time.	No particular religion or belief will be disproportionately affected.
15. Pregnancy and maternity equality	Y	N	No impact identified at this time.	Pregnancy and maternity will not be disproportionately affected.
16. Marriage and civil partnership equality	Y	N	No impact identified at this time.	Marriage and civil partnership will not be disproportionately affected.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None identified at this time.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	None			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	<p>A £512 reduction to the annual grant will not significantly impact on BCF's capacity to award grants to community groups. In March 2015, the Foundation's Community Capital Fund stood at £8,251,000 and grants totalled £902,000 in 2014/15, across Berkshire.</p> <p>The council will carry out a full impact assessment and a 12 week consultation to determine the impact of this budget reduction on people with protected characteristics.</p>	
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
Conduct a 12 week consultation and produce a full impact assessment.	Feb-May 2016	Head of P&P	Production of full EIA report.	
24. Which service, business or work plan will these actions be included in?	N/A			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A			
26. Chief Officers signature.	Signature: Genny Webb			Date: 16/02/2016

Initial Equalities Screening Record Form – Victim Support

Date of Screening: 04/02/2016	Directorate: Chief Executive's Office	Section: Performance & Partnerships	
1. Activity to be assessed	The proposal to reduce Bracknell Forest Council's annual grant to Victim Support by 10% would reduce the annual grant from £17,000 to £15,300. If approved this would be a reduction of £1,700.		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Genny Webb		
5. Who are the members of the screening team?	Genny Webb, John Ainsworth, Kellie Williams, Vicky Kurlus		
6. What is the purpose of the activity?	Victim Support is a national charity that works to support people who have been victims of crime. The office in Bracknell provides support to the Thames Valley area.		
7. Who is the activity designed to benefit/target?	The service is designed to benefit people who have been victims of crime.		
Protected Characteristics	Please tick	yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
			What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	No impact identified at this time. People with a disability will not be disproportionately affected.
9. Racial equality	Y	N	No impact identified at this time. No particular ethnic group will be disproportionately affected.
10. Gender equality	Y	N	Depending on the type of crime, women could be disproportionately affected. Data would need to be gathered through the consultation process with Victim Support to show if the service is used predominantly by women.

11. Sexual orientation equality	Y	N	No impact identified at this time.	No particular sexual orientation will be disproportionately affected.
12. Gender re-assignment	Y	N	No impact identified at this time.	Gender re-assigned people will not be disproportionately affected.
13. Age equality	Y	N	Depending on the type of crime, older people may be disproportionately affected.	Data would need to be gathered through the consultation process with Victim Support to show if the service is used predominantly by a particular age group.
14. Religion and belief equality	Y	N	No impact identified at this time.	No particular religion or belief will be disproportionately affected.
15. Pregnancy and maternity equality	Y	N	No impact identified at this time.	Pregnancy and maternity will not be disproportionately affected.
16. Marriage and civil partnership equality	Y	N	No impact identified at this time.	Marriage and civil partnership will not be disproportionately affected.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Further data needed from Victim Support as identified above.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Proportion of service users who are female Proportion of service users who are older			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	<p>Victim Support had a budgeted income of £40,522,000 and a budgeted expenditure of £45,663,000 nationally. Victim Support in Thames Valley is primarily funded by a contract with the Police and Crime Commissioner. Given the national context and financial position of the charity, a reduction of £1,700 may not have a significant impact on Victim Support services in Bracknell Forest, however more information is needed.</p> <p>The council will carry out a full impact assessment and a 12 week consultation to determine the impact of this budget reduction on people with protected characteristics.</p>	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
Conduct a 12 week consultation and produce a full impact assessment	Feb-May 2016	Head of P&P	Production of full EIA report	
24. Which service, business or work plan will these actions be included in?	N/A			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A			
26. Chief Officers signature.	Signature: Genny Webb			Date: 16/02/2016

Equalities Screening Record Form

Date of Screening: June 2016	Directorate: Adult Social Care & Health	Section: Commissioning & Resources
1. Activity to be assessed	Drug & Alcohol Recovery Service	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Jillian Hunt	
5. Who are the members of the EIA team?	Neil Haddock, Alison Cronin, Jillian Hunt	
6. What is the purpose of the activity?	The current drug & alcohol service is due to be recommissioned. The service being commissioned will support residents of Bracknell Forest to access suitable and stable accommodation, remain in or return to education employment and training, support families to build resilience and avoid family breakdown, improve their health and well being and divert adults and young people from engaging in criminal behaviour. In this commissioning round, for the first time, young peoples services will be included making this an integrated service. This impact assessment will ensure that the changes to service delivery will not adversely impact any person using the services who falls into one of the nine Protected Characteristics Group as outlines in The Equality Act 2010.	
7. Who is the activity designed to benefit/target?	Any resident of Bracknell Forest who misuses drugs and/or alcohol, their families, friends or carers.	
8. a Racial equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	N There is neither a positive or neutral impact related to Racial Equality in respect of this activity. People from other racial backgrounds already access the current services and steps are taken to ensure that they do not feel excluded.
8. b What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc.	Nationally the ethnicity of people using our services is monitored. In 2015/16 90.6% of adults in treatment were white British. In previous years the percentage of white British has been higher at 93% which is more reflective of the ethnic breakdown of the population generally. People who use our services from other ethnic backgrounds have been involved in consultations.	
9. a Gender equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y √	N Women are already an under represented group within our treatment population. The impact of this activity should have a positive impact on this as the new service provider will be expected to increase the number of options for outreach services and also extend the opening hours for the service which will benefit all of the people who use our services.
9. b What evidence do you have to support this?	Only 29.9 % of the adults in treatment were female which is similar to the National picture in 2015/16. However this was an increase over the previous year when only 26% were female. For young people there are fewer females in treatment (19%).	
10. a Disability equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	N There is a neutral impact related to disability equality in respect of this activity. The current services take into account learning, physical, sensory, and mental health disabilities when delivering services and this will continue to be the case.
10. b What evidence do you have to support this?	Information is available in a range of mediums, the building is accessible to people with physical disabilities and there is a mental health practitioner within the team. The new service provider will be expected to continue to ensure that this is the case. Currently less than 1% of our treatment population are disabled.	

	People who experience difficulties in accessing the service may be visited at home and transport is provided to allow them to access New Hope		
11. a Age equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	N	There is a neutral impact in relation to age equality in respect of this activity. This service is for people who live in Bracknell and misuse drugs and/or alcohol. There is no upper age limit to using the services.
11. b What evidence do you have to support this?	Parents with young children who do not have child care arrangements in place can be seen in a separate building to ensure that children do not come into contact with the wider treatment population. Integrating the service will build more resilience. Nationally the drug using population is ageing and this is also the case locally. In 2015/16 8.9% of the adult treatment population were aged between 18 and 24 60.9 % 25-44, 20.4% were aged 45- 59 and 6.7 % were over 60. Of the young people in treatment during the same year 26% were 13 -14, 25% were 15, 32% were 16 and 18% were 17.		
12. a Religion and belief equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	N	There is a neutral impact in relation to religion and belief equality in respect of this activity. Service providers are required to ensure that they take into account the differing needs in respect of religion or belief.
12. b What evidence do you have to support this?	As a service we celebrate different religions festivals with events which people who use the services can attend and learn more about customs and beliefs. Each year we hold an event to celebrate Dwali as this is a festival celebrated by staff members. Members of staff prepare authentic Indian food for people to sample and provide information on Dwali. We also ensure that the diaries that we provide to people who use the services contain the dates of all the major religious festivals.		
13. a Sexual orientation equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	N	There is neither a positive or negative impact in relation to sexual orientation in respect of this activity. People are not excluded from services due to their sexual orientation.
13. b What evidence do you have to support this?	National data is collected in respect of sexual orientation to ensure that there is equality of access.		
14. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	There are specific services for carers and these will continue to form part of the new contract. There are specific outcomes in respect of reducing offending/re-offending.		
15. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The focus on increasing the number of women in treatment as women are underrepresented in treatment which is a national trend.		
16. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	There is no difference in the impact on any of the nine protected characteristics groups as a result of the launch of this pilot.		
17. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N √	No
18. What further information or data is required to better understand the impact? Where and how can that information be obtained?			

19. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N √	There is a neutral impact on eight of the nine protected characteristic group. There will be a positive impact in respect of female services users but there will not be an adverse impact related to this.	
20. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
Increase the number of outreach option available to increase the number of women accessing the service.	April 2017 – contract end	Commissioner/Service provider	An increase in the percentage of women accessing the service	
Continue to ensure that the service providers provide the Council with equality monitoring data by protected characteristics.	Ongoing	Commissioner/Service provider	Regular equality monitoring reports	
21. Which service, business or work plan will these actions be included in?	Adult Social Care & Health, Substance Misuse Strategy			
22. Have any current actions to address issues for any of the groups or examples of good practice been identified as part of the screening?	No			
23. Chief Officers signature.	Signature:		Date:	
24. Which PMR will this screening be reported in?				

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.