

Assessment No	834	Owner	ajgraham	
Resource	Transformation		Service/Establishment	Budget CCF
	First Name	Surname	Job title	
Head Officer	Amanda	Graham	Chief Officer - CCF	
	(include job titles/organisation)			
Members	Amanda Graham, Chief Officer - CCF			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	CCF01 WDLT Management Fee			
	The aim, objective, purpose and intended out come of policy			
	The Council currently provides an annual management fee to WDLT for the strategic and operational management of its Sport and Leisure Facilities, Community Facilities, Sports Development, Active Schools, Outdoor Recreation facilities and for event delivery. Under this option, the management fee would be reduced. The fee reduction would be a set percentage, which for illustration purposes would equate to: • 10% reduction - £407,000 • 20% reduction - £814,000 • 30% reduction £1,221,000			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	CCF, WDLT			
Does the proposals involve the procurement of any goods or services?			Yes	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			Yes	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			Yes	
Relevance to Health Impacts (H)			Yes	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
WDLT and potentially staff and services users, dependent on how the WDLT opts to take forward the management fee reduction.				
Who will be/has been involved in the consultation process?				
Discussion with WDLT				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	

Age	The Council and WDLT, as it provides services for WDC, needs to comply with Public Sector	In determining options for addressing any funding gaps WDLT should consider	Funding options will be assessed by WDLT in terms of how they might impact services, for
------------	---	---	--

	Equality Duty (PSED).	relevant evidence for the areas listed below.	each protected group and for each of the areas below.
Cross Cutting	The Council needs to take into consideration the cumulative effects of its decisions. WDC needs to be aware of how the factors above interact for communities and individuals.	The factors above do interact. In terms of equality groups and factors above. EIAs carried out on WDLT services can be used to inform future EIAs.	Funding options to be assessed by WDLT in terms of how they might interact to impact services.
Disability	As above, and it is noted that the WDLT and the Council have a duty to make services accessible to disabled people.	As above, and it is noted that, Disabled people are more likely to be income deprived than non disabled people.	As above.
Social & Economic Impact	WDC needs to take into account the Fairer Scotland Duty when making Strategic funding decisions.	WDLT will have to look at economies or other means to fill the funding gap.	Funding options to be assessed by WDLT in terms of how they might impact services.
Sex	As above.	As above and it is noted that women are more likely to be income deprived than men.	As above.
Gender Reassign	As above.	As above.	As above.
Health	The Council Strategic Plan has focus on Health and Wellbeing.	The SLA in place.	Funding options to be assessed by WDLT in terms of how they might impact services.
Human Rights	The Council is a duty bearer in terms of the European Convention on Human Rights, this extends to WDLT as they provide public services on our behalf.	Human Rights considerations cross cut with equalities UNCRC rights are not yet incorporated into Scottish law, however in practice many of these cross cut with Human Rights and Equality Act considerations.	Funding options to be assessed by WDLT in terms of how they might impact services.

Marriage & Civil Partnership	As above.	As above.	As above.
Pregnancy & Maternity	As above.	As above.	As above.
Race	As above.	As above and it is noted that members	As above.

		of most BME groups are more likely to be income deprived than most white ethnic groups.	
Religion and Belief	As above.	As above.	As above.
Sexual Orientation	As above.	As above.	As above.

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing basis?

Q7 What is your recommendation for this policy?

Introduce

Please provide a meaningful summary of how you have reached the recommendation

EIA 834 - The option would see the management fee to the leisure trust reduce however it would then be for the WDLT to decide how to manage this reduction in funding. Potential impacts are not clear but potential negative impacts are possible. The Council has a service level agreement with the Trust for the delivery of core services. Any change by the Trust which impacted on this would require to be negotiated and agreed with the Council. Equality considerations, Human Rights considerations, and as a matter of good practice United Nations Convention on the Rights of the Child considerations will inform any changes.

Assessment No	850	Owner	andbrown	
Resource	Transformation		Service/Establishment	Budget Ed
	First Name	Surname	Job title	
Head Officer	Laura	Mason	Chief Education Officer	
	(include job titles/organisation)			
Members	Laura Mason - Chief Education Officer Andrew Brown - Senior Education Officer Alison Bowers - Senior Education Officer Julie McGrogan - Senior Education Officer Claire Cusick - Senior Education Officer Ellen Moran Principal Educational Psychologist			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	EDU08 - Reduce Additional Management Time in Primary Schools			
	The aim, objective, purpose and intended out come of policy			
	Primary school staffing formulas include management time as part of their basic staffing entitlement. This is calculated based on school roll. Promoted staff are entitled to non-teaching time to carry out management duties within the school. This is allocated based on the size of the school and makeup of the school leadership team and agreed through the Local Negotiating Committees for Teachers. In addition, staffing formulas allocate additional management time to most schools. This is calculated by a formula based on total classes and pupil numbers. In total, the FTE equivalent of additional management time across our schools is 24.91. This option would reduce the additional management time by 8 FTE posts, an average reduction of 0.25 FTE per school.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	There has not been consultation yet however there will be with Head Teachers, WDC Parent Forum members, pupils, TU's, Staffing, Finance Officers and Education central staff. A range of teaching and promoted teaching staff will be affected.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			Yes	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			Yes	
Relevance to Health Impacts (H)			Yes	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
All children and young people of school age in West Dunbartonshire Council. A range of teaching and promoted teaching staff.				
Who will be/has been involved in the consultation process?				

There has not been consultation yet however there will be with Head Teacher's, WDC Parent Forum members, pupils, TU's, Staffing, Finance Officers and Education central staff.

Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.

	Needs	Evidence	Impact
Age	N/A	N/A	N/A
Cross Cutting	The Council needs to be aware of how factors can interact.	Factors can and do combine to amplify the effects of income deprivation.	Some groups and combinations of groups may be more affected by reduced budgets.
Disability	The Council had a duty to make its services accessible to disabled people, including pupils. This is an anticipatory duty. We must seek to mitigate any negative impacts.	Families including families with children that have one or more disabled people in them are more likely to be income deprived.	Reduction may negatively impact on disabled pupils and their families.
Social & Economic Impact	The council is committed to examining how these factors interact.	The numbers of children with additional support needs and the complexity of their needs has increased in primary schools. Some children are adversely impacted by poverty. The nature of support required for children has intensified and requires more continuous and long term interventions. The most effective supports are based on those supported by significant relationships with a key adult.	Negative impact.

Sex	Need to assess differential impacts.	There are more females than males in primary school management roles. Single parent households are more likely to be income deprived, 90% of these are headed my women.	Employment: Women are more likely to be negatively impacted by the reduction in posts. Service users: Women who held single households more likely to be negatively affected.
Gender Reassign	N/A	N/A	N/A

Health			
Human Rights	The proposal will negatively impact on all children and young people including those with Protected Characteristics as noted above.	1. There will be less staff available in schools to support children and young people in overcoming the barriers their range of needs brings, when accessing education. 2. There will be less staff available to provide additional support to multi-agency planning to meet the needs of those most at risk or in need of support. 3. There will be less resources available to support staff who are faced with the challenges of children and young people who are dis-regulated or require alternative areas to learn away from the classroom. 4. There will be less opportunity for the personal and professional development of our employees and our service due to increased class contact of Management teams.	The negative impacts identified will not be removed, however some can be minimised in the short term by targeted use of existing and alternative resources and funding streams in some establishments. However, it needs to be noted that almost all of these alternatives rely on the additional funding of the Strategic Equity Fund which will cease in 2026.

Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy & Maternity	N/A	N/A	N/A
Race	BME families are a priority group in terms of reducing child poverty.	Families and children from BME groups are more likely to be income deprived.	Reduction may negatively impact on more on BME pupils their families.
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A
Actions			

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
The negative impacts identified will not be removed, however some can be minimised in the short term by targeted use of existing and alternative resources and funding streams in some establishments. However, it needs to be noted that almost all of these alternatives rely on the additional funding of the Strategic Equity Fund which will cease in 2026.
Will the impact of the policy be monitored and reported on an ongoing bases?
We will monitor impact of any changes on the rights of the child as a result of the reduction of the additional management time via school visits, at yearly staffing meetings, monitoring of Standards and Quality reports, ongoing consultation and interrogation of data.
Q7 What is you recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
EIA 850: Reducing additional management time in primary schools will adversely affect children in our schools, and their rights. The negative impacts identified will not be removed, however some can be minimised in the short term by targeted use of existing and alternative resources and funding streams in some establishments. However, it needs to be noted that almost all of these alternatives rely on the additional funding of the Strategic Equity Fund which will cease in 2026.

Assessment No	851	Owner	andbrown	
Resource	Transformation		Service/Establishment	Budget Ed
	First Name	Surname	Job title	
Head Officer	Laura	Mason	Chief Education Officer	
	(include job titles/organisation)			
Members	Laura Mason - Chief Education Officer Andrew Brown - Senior Education Officer Alison Bowers - Senior Education Officer Julie McGrogan - Senior Education Officer Claire Cusick - Senior Education Officer Ellen Moran - Principal Educational Psychologist			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	EDU11 - Reduce General School Budgets			
	The aim, objective ,purpose and intended out come of policy			
	West Dunbartonshire's 40 schools utilise approximately £800,000 in delegated school budgets (DMR) to fund school services such as learning and teaching resources such as paper, pencils, textbooks; health &safety resources; education activity expenditure; repairs and maintenance; fixtures and fittings; printing; and the maintenance of PE equipment. In 2022, this budget was reduced from £1,000,000 to £800,000. This proposal would see a further 10% reduction in this budget, taking the total amount remaining to £720,000.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	There has not been consultation yet however there will be with Head Teacher's, WDC Parent Forum members, pupils, TU's, Staffing, Finance Officers and Education central staff. A range of teaching and promoted teaching staff will be affected.			
Does the proposals involve the procurement of any goods or services?			Yes	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			Yes	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			Yes	
Relevance to Health Impacts (H)			Yes	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
All children and young people of school age in West Dunbartonshire Council.				
Who will be/has been involved in the consultation process?				
There has not been consultation yet however there will be with Head Teacher's, WDC Parent Forum members, pupils, TU's, Staffing, Finance Officers and Education central staff.				

Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.

	Needs	Evidence	Impact
Age			
Cross Cutting	We need to take account intersectional concerns in terms of impacts.	Factors can and do combine to amplify the effects of income deprivation.	Some groups and combinations of groups may be more affected by reduced budgets.
Disability	We have legal duty to make services accessible to disabled people. Priority group for tackling child poverty/e.g. reducing cost of the school day.	Households containing a disabled person are more likely to be income deprived.	Negative.

<p>Social & Economic Impact</p>	<p>(1) Impact of a reduced devolved budget on the capacity of schools to: -make a positive impact on outcomes for children and young people; -make decisions closest to the learner wherever possible and in line with the Education Reform programme; - support excellence and equity - ensuring every child and young person has the same opportunity to succeed; and -ensure budget allocation is sufficient to place the needs of all children and young people at the centre.</p> <p>2. Manage to plan ahead with certainty</p>	<p>Factors can and do combine to amplify the effects of income deprivation.</p>	<p>Negative Impact. 1. There will be less staff available in schools to support children and young people in overcoming the barriers deprivation brings, when accessing education. There will be less staff available to provide an educational experience which is personalised to the needs of our children and young people in our most deprived areas. There will be less resources available to support establishments in narrowing the attainment and opportunity gap between our most and least deprived pupils. Less resource available for children to use in learning (e.g. jotters, textbooks, chromebooks, paper, pens). Reduced opportunity to</p>
--	--	---	---

			<p>provide creative and cultural experiences (e.g. school concerts, theatre shows, seasonal events Halloween Parties/ Christmas Concerts); increased expectation on families to provide funding for these events. 2. Failure to retain staff on short term contracts causing change and disruption to learning in schools due to staff leaving for permanent positions.</p>
Sex	Women/single parents; Priority group in terms of child poverty.	<p>Around 90% of single parents are women. They would be disproportionately affected by the introduction of this policy, as they would need to provide suitable clothing and footwear for walking longer distances to school. A greater number of single parent households would also have to manage the challenge of potentially getting children to multiple locations (ie one child at nursery, and one at primary school) each day.</p>	Negative.
Gender Reassign			
Health			
Human Rights	Impact of a reduced devolved budget on the capacity of schools to: -make a positive impact on outcomes for children and young	Provision can impact on fulfillment of human rights.	<p>Negative Impact There will be less staff available in schools to support children and young people in overcoming the</p>

	<p>people; -make decisions closest to the learner wherever possible and in line with the Education Reform programme; - support excellence and equity - ensuring every child and young person has the same opportunity to succeed; and -ensure budget allocation is sufficient to place the needs of all children and young people at the centre.</p> <p>We need comply with the ECHR for example article 8, Private/family life</p>		<p>barriers deprivation brings, when accessing education.</p> <p>There will be less staff available to provide an educational experience which is personalised to the needs of our children and young people in our most deprived areas.</p> <p>There will be less resources available to support establishments in narrowing the attainment and opportunity gap between our most and least deprived pupils. Less resource available for children to use in learning (e.g. jotters, textbooks, chromebooks, paper, pens) Reduced opportunity to provide creative and cultural experiences (e.g. school concerts, theatre shows, seasonal events Halloween Parties/ Christmas Concerts); increased expectation on families to provide funding for these events.</p>
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race	<p>BME families are a priority group for tackling child poverty/e.g. reducing cost of the school day.</p>	<p>People from BME groups are more likely to be income deprived.</p>	<p>Negative.</p>
Religion and Belief	<p>We are required to</p>	<p>The introduction of</p>	<p>Negative.</p>

	provide access to denominational and non-denominational schools for children and young people living in our catchment areas.	this change in policy would adversely affect choice of school, due to some non-denominational schools being easier to access than denominational schools.	
Sexual Orientation			

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

The negative impacts identified will not be removed, however some can be minimised in the short term by targeted use of existing and alternative resources and funding streams in some establishments. However, it needs to be noted that almost all of these alternatives rely on the additional funding of the Strategic Equity Fund which will cease in 2026.

Will the impact of the policy be monitored and reported on an ongoing bases?

We will monitor impact of any changes on the rights of the child as a result of the reduced devolved school management funding via school visits, monitoring of Standards and Quality reports, ongoing consultation and interrogation of data. Monitoring will be carried out on a termly basis. HR monitoring of range and demographic of staff potentially affected.

Q7 What is your recommendation for this policy?

Introduce

Please provide a meaningful summary of how you have reached the recommendation

EIA 851: This budget proposal provides funding for essential school services: learning and teaching resources e.g. paper, pencils, textbooks, health & safety resources, education activity expenditure, repairs and maintenance, fixtures and fittings, printing and the maintenance of PE equipment. The DMR budget has been reduced annually in recent years following the recurring variance exercise, and then budget saving exercise of 2022. This has resulted in an overall reduction of the devolved school budget by over £275k in the past two years. This saving proposal would reduce that budget by a further £80k (10%). If £80k was considered to be excessive it would also be an option to reduce the delegated budget by a lower percentage. Research has been carried out in consultation with the following: Devolved school management: guidelines - gov.scot (www.gov.scot) National Improvement Framework Education Scotland Scottish Attainment Challenge UNCRC

Assessment No	843	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Michelle Lynn, Assets Coordinator			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 07 Two week Christmas closedown bar delivery of essential services			
	The aim, objective, purpose and intended out come of policy			
	The purpose of this paper is to propose the closure of Council office accommodation and depots on the days between the public holidays of Christmas and New Year whilst keeping open sufficient office capacity to accommodate key statutory functions and essential service requirements identified by Chief Officers. There are two options to consider (3 day closure and 6 day closure). The exact closure days will vary year on year based on when weekends and bank holidays fall. Staff would be required to take the above dates as part of their annual leave entitlement with the exception of those staff who carry out functions that are required by statute or are essential during this period.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	WDC Staff Members/Chief Officers. No extra travel arrangements required for staff for the purpose of this proposal as accommodation will be available across the authority for those required to carry out essential services.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			Yes	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
WDC staff members				
Who will be/has been involved in the consultation process?				
Chief Officers and Service Managers				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				

	Needs	Evidence	Impact	
Age	The council has duty	The Council's age	Those with less	

	of care toward all its workers, and in terms of the Public Sector Equality Duty.	profile confirms that the highest percentage of employees remain clustered in the age groups 50-59.	annual leave, because they have worked with the Council a smaller amount to time, and this may include younger workers may be more impacted.	
Cross Cutting	It is important that the Council takes into account factors that might cross cut.	The Council has legitimate business reasons for the proposal Some people may not want to take extra annual leave at this time of year.	Those who do not want to take an extended break at this time of year may feel disadvantaged. The Councils support of flexible working can help mitigate the lost flexibility at this time of year.	
Disability	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	The Council's disability profile confirms 1.38% of employees have declared a disability.	There is no specific impact in relation to disability.	
Social & Economic Impact	N/A	N/A	N/A	

<p>Sex</p>	<p>The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty.</p>	<p>Women are more likely to have caring responsibilities than men. It is well documented and reported that males typically earn more than females with greater opportunity to access enhancements through overtime and allowances. Equal Pay Audit 2017. Workforce profile concludes 71% female and 29% male. The pay data for 21/22 used identifies that more males access overtime than females and that females typically work overtime</p>	<p>A small loss of flexibility in terms of when leave is taken across the year may affect women more than men.</p>	
-------------------	--	--	--	--

		<p>attract the rate at plain time, which is due to the majority working in a part-time role. It is well understood that females are main caregivers and benefit from flexibility to support the balance of working and home life.</p>		
<p>Gender Reassign</p>	<p>The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty.</p>	<p>The Council's transgender profile confirms that 0.15% have declared transgender and 19.01% not transgender and 80.71% unknown.</p>	<p>There is no specific impact in relation to gender reassignment.</p>	
<p>Health</p>	<p>Health and well being of staff is a focus of the Council.</p>	<p>An extended break may be of benefit to staff's health.</p>	<p>Potentially positive some colleagues.</p>	
<p>Human Rights</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	

Marriage & Civil Partnership	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty.	No information reported on marital status/civil partnership. It is well documented and reported that males typically earn more than females with greater opportunity to access enhancements through overtime and allowances.	There is no specific impact in relation to marriage & civil partnership.
Pregnancy & Maternity	Cross-Cutting with Sex.	Cross-Cutting with Sex.	There is no specific impact in relation to pregnancy and maternity.
Race	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty.	The Council's race profile confirms 0.58% of the workforce are BAME.	There is no specific impact in relation to race.
Religion and Belief	The Council should follow ACAS guidance in relation to Religion and belief.	Not all people celebrate Xmas, and some on the basis of religion and belief. Some people may	Those who do not want to take an extended break at this time of year may feel disadvantaged,

		not want to take extra annual leave at this time of year The Council's religion and belief provide confirms that 1.45% are Christian, 0.89% other and 8.56% none.	however the Council has legitimate aims that may be met by the proposal.
Sexual Orientation	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty.	The Council's sexual orientation profile concludes that 0.81% of the workforce have declared LGB and 18.26% as heterosexual with 80.41% unknown.	There is no specific impact in relation to sexual orientation.

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Provision will be provided for any individual who has specific requirements over the proposal period and can discuss directly with their line manager.

Will the impact of the policy be monitored and reported on an ongoing bases?
Yes, continued monitoring of staff accommodation is monitored via SAMG and service managers meetings.
Q7 What is you recommendation for this policy?
Don't Introduce
Please provide a meaningful summary of how you have reached the recommendation
EIA 843; There will be a small loss in flexibility of when annual leave is taken across the year. Those who do not want to take an extended break at this time of year, because of religion and belief or other reasons may be disadvantaged. Women are more likely to be carers than men. Those with less annual leave, because they have worked with the Council a smaller amount to time, and this may include younger workers may be more impacted. Flexible working practices across the Council can provide mitigation in terms of flexibility across the year. There are potential positive impacts in terms of health by having a longer break in place.

Assessment No	855	Owner	GHAWTHORN	
Resource	Regeneration, Environment and Growth		Service/Establishment	Budget R and R
	First Name	Surname	Job title	
Head Officer	George	Hawthorn	Manager of Democratic and Registration Services	
	(include job titles/organisation)			
Members	Alan Douglas			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RR 03 Removal of Hybrid Meetings from Council/Committee Meetings			
	The aim, objective, purpose and intended out come of policy			
	To stop the provision of hybrid council and committee meetings thus requiring all members and officers to travel to the meeting venue to participate in council/committee meetings.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Elected Members and Officers of the Council.			
Does the proposals involve the procurement of any goods or services?				No
If yes please confirm that you have contacted our procurement services to discuss your requirements.				No
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)				Yes
Relevance to Human Rights (HR)				No
Relevance to Health Impacts (H)				Yes
Relevance to Social Economic Impacts (SE)				No
Who will be affected by this policy?				
Elected Members, Officer of the Council and press.				
Who will be/has been involved in the consultation process?				
No consultation as such but all elected members will take part in the decision to remove or to keep hybrid council/committee meetings.				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	

Age	Those elected members and officers who are elderly will no longer be able to attend meetings from the comfort of their homes. Elderly	Recent attendance at meetings suggests that elderly elected members make more use of the hybrid facility than younger persons. However, this often	Some elected members may miss out on the opportunity to participate in some meetings due to age related issues.
------------	---	--	---

	elected members and officers are more likely to become ill and are therefore less able to attend in person than younger persons. However, this often through preference and not necessity.	through preference and not necessity.		
Cross Cutting	It is important to take into account any cross cutting factors	Elements above can cross cut e.g. sex, disability etc.	Impacts above may cross cut	
Disability	The Council has a duty to ensure that meetings are accessible. Those elected members and officers who have disabilities or a short term disabling illness will no longer be able to attend meetings from the comfort of their homes. However, this often through preference and not necessity.	Recent attendance at meetings suggests that elected members with disabilities make more use of the hybrid facility than younger elected members. However, this often through preference and not necessity. All council officers are accessible.	Some elected members may miss out on the opportunity to participate in some meetings due to a disability or illness.	
Social & Economic Impact	n/a	n/a	no impact	

Sex	We need to consider the different commitment that men and women tend to have.	Women are more likely to have caring responsibilities than men No hard evidence to support this in terms of attendance information but it is reasonable to assume that this could have more impact on females who are pregnant and should not attend for health reasons.	Loss of flexibility may affect women more than men.
Gender Reassign	n/a	n/a	no impact
Health	Those elected members and officers who have	Recent attendance at meetings suggests that elected	Some elected members may miss out on the

	disabilities or a short term disabling illness will no longer be able to attend meetings from the comfort of their homes.	members with disabilities or in poor health make more use of the hybrid facility than those in good health.	opportunity to participate in some meetings due to a disability or poor health.
Human Rights	n/a	n/a	no impact
Marriage & Civil Partnership	n/a	n/a	no impact
Pregnancy & Maternity	Those female elected members and officers who are pregnant will no longer be able to attend meetings from the comfort of their homes. There could be occasions during a pregnancy when it is unadvisable for health reasons to travel to a meeting	No hard evidence to support this in terms of attendance information but it is reasonable to assume that this could have more impact on someone who is pregnant .	An elected member or officer who is pregnant may not be able to travel to a meeting.
Race	n/a	n/a	no impact
Religion and Belief	n/a	n/a	no impact
Sexual Orientation	n/a	n/a	no impact

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Removing hybrid meetings as an option does not automatically remove the rights or opportunity of an elected member or officer to attend meetings and participate in the democratic process. Hybrid meetings were introduced through necessity during the COVID pandemic but are no longer necessary to allow the democratic process to proceed.

Will the impact of the policy be monitored and reported on an ongoing bases?

Attendance at committee meetings is recorded and monitored. Past experience has shown that most elected members are able to and do attend meetings in person. All council premises are accessible to disabled persons so this is unlikely to be a barrier to attendance. If ill, members can be offered leave of absence up to six months, if they so choose. Officers are not obliged to attend their workplace if ill.

Q7 What is you recommendation for this policy?

Introduce

Please provide a meaningful summary of how you have reached the recommendation

EIA 855: It is possible that some elected members may miss out on the opportunity to participate in some meetings. Loss of flexibility may affect women more than men. Attendance at committee meetings is recorded and monitored. Past experience has shown that most elected members are able to and do attend meetings in person. All council premises are accessible to disabled persons so this is unlikely to be a barrier to attendance. If seriously ill, members can be offered leave of absence up to six months, if they so choose. Officers are not obliged to attend their workplace if ill.

Assessment No	823	Owner	kconnelly2	
Resource	Transformation		Service/Establishment	Budget CCF
	First Name	Surname	Job title	
Head Officer	Amanda	Graham	Chief Officer - CCF	
	(include job titles/organisation)			
Members	Amanda Graham, Chief Officer - CCF			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	CCF 09 FM restructure			
	The aim, objective, purpose and intended outcome of policy			
	The Facilities Management (FM) Service was restructured earlier this year creating additional support for frontline employees. There is a vacancy (G6 post) which is out with the core management team and a number of the duties had previously been subsumed into the newly created posts. The option will see the G6 vacancy removed from the structure.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	FM employees			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability				
Social & Economic Impact				

Sex				
Gender Reassign				
Health				
Human Rights				

Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing bases?

Q7 What is you recommendation for this policy?

Introduce

Please provide a meaningful summary of how you have reached the recommendation

Screening 823: The saving would be achieved via a vacancy therefore the screening has not identified an assessment as being required.

Assessment No	812	Owner	rrea	
Resource	Transformation		Service/Establishment	Budget CCF
	First Name	Surname	Job title	
Head Officer	Amanda	Graham	Chief Officer Citizen, Culture and Facilities	
	(include job titles/organisation)			
Members	Citizen, Culture and Facilities			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	CCF 10 Reduction of two posts in Communications			
	The aim, objective, purpose and intended out come of policy			
	Post one: This post is currently vacant and the key task of delivering marketing campaigns is no longer being undertaken. In addition the number of council events, which the officer lead on, has reduced. Minor duties will be added to a currently vacant post with a new job description created and the position advertised. Post two: This post is currently vacant and will be removed from the structure. External design support will be used if required for the small number of tasks which require design.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	None			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability				

Social & Economic Impact				
Sex				
Gender Reassign				

Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing basis?
Q7 What is your recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 812: The proposal is not relevant for assessment, as changes are minor and staff the reduction is voluntary, therefore no assessment is required.

Assessment No	857	Owner	jokerr	
Resource	Regeneration, Environment and Growth		Service/Establishment	HE Budget
	First Name	Surname	Job title	
Head Officer	John	Kerr	Housing Development and Homelessness Manager	
	(include job titles/organisation)			
Members	Peter Barry Claire McKay Joanne Sutherland			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	HE07 White Good in Homelessness Accommodation			
	The aim, objective, purpose and intended out come of policy			
	Financial Decision - Management Adjustment			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	None			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability				
Social & Economic Impact				
Sex				
Gender Reassign				
Health				

Human Rights			
Marriage & Civil Partnership			

Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing bases?

Q7 What is your recommendation for this policy?

Please provide a meaningful summary of how you have reached the recommendation

Screening 857; screened and found not relevant so no EIA under taken as service delivery will not be affected.

Assessment No	849	Owner	JGALLACHER	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	James	Gallacher	ICT Manager	
	(include job titles/organisation)			
Members	James Gallacher - ICT Manager Victoria Rogers - Chief Officer People & Technology Ric Rea - Performance & Strategy Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	Rightsize ICT Budget (PT 01)			
	The aim, objective, purpose and intended out come of policy			
	A review of ICT budgets has identified two areas where savings can be made. A saving of £16,000 can be made by reducing the required budget for Geographic Information System software and an additional £30,000 can be saved by correcting a general ICT inflationary increase applied in 2023/24 which duplicates the specific ICT inflation cost already accounted for in the budget.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	ICT Performance & Strategy			
Does the proposals involve the procurement of any goods or services?			Yes	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
None – this is a management adjustment to rightsize budgets.				
Who will be/has been involved in the consultation process?				
Chief Officers				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting	We look at areas that might cross cut in terms of impact.	No indication of review of any negative impacts.	Neutral for both employees and service users.	
Disability				

Social & Economic Impact	The Council has a duty to obtain best value. The Council	Reducing the costs associated with technology. .	Positive impact for Council financesz.	
-------------------------------------	--	--	--	--

	must keep in mind the Fairer Scotland Duty when making strategic financial decisions.			
Sex				
Gender Reassign				
Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is your recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
EIA 849: There is a positive impact in terms of the Council's finances. In terms of the Fairer Scotland Duty there is no opportunity to address social-economic inequalities in West Dunbartonshire.

Assessment No	787	Owner	Imair	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	Alison	McBride	People &Change Manager	
	(include job titles/organisation)			
Members	Alison McBride, People &Change Manager Victoria Rogers, Chief Officer, People &Technology			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	PT02 VivUp Employee Benefits			
	The aim, objective,purpose and intended out come of policy			
	The Council has implemented Vivup, an employee health and wellbeing solution that delivers a single employee benefits platform which enables employees to more easily access the benefits available to them.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Strategic HR team			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			Yes	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			Yes	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
All employees can benefit from this if they choose to.				
Who will be/has been involved in the consultation process?				
Consultation has been undertaken via the TU convener meetings				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age	VivUp is an online platform, requiring basic digital skills to access. All employees, regardless of age have access to a range of supports for digital skills	The WDC workforce has a completely age diverse workforce with a spectrum of digital skills ability and interest.	VivUp delivers a single employee benefits platform which enables employees to more easily access the benefits available to them. The platform enables employees	

	development.		<p>to order goods with payment through the means of salary sacrifice or deduction.</p> <p>Repayments are on a 12, 24, 36 month basis directly through the employee's salary.</p> <p>This creates an opportunity to generate savings for employees and the Council through reductions in National Insurance and Pension Contributions</p>
Cross Cutting	All employees need support from time to time, and WDC provides a wide range of employee benefits and supports that some employees are either not aware of, or are not accessing.	With improved access to the benefits and supports through VivUp, the aim is that more employees will be able to take advantage of what is available to them	WDC are committed to ensuring that all employees are supported and have access to benefits that will impact positively on their wellbeing - financial, health and mental health
Disability	Employees with disabilities will already have adjustments in place to enable equality of access to systems and supports.	The WDC workforce contains colleagues with a range of different impairments including hearing loss, visual impairment and dyslexia. Adjustments are in place for each individual.	Whilst the the benefits of Vivup for each employee will vary depending on how they choose to use it, impact on disabled people should be neutral.
Social & Economic Impact	Maintaining and supporting the health and wellbeing of our workforce is very important. The majority of our employees live and work in the local area.	VivUp aims to support health and wellbeing, providing easy access to benefits and support in times of need. It can help people to maintain good financial, physical and mental health, which has a positive impact on keeping	VivUp provides easier access for employees and in doing so also aims to increase uptake of all benefits available, resulting in better health and wellbeing impacts for more employees.

		people in work.	
Sex	N/A	N/A	N/A
Gender Reassign	N/A	N/A	N/A
Health	Employee Wellbeing is of paramount concern and WDC aim to ensure that all relevant supports are in place to help employees who need support and to help them maintain good health.	The main aim of VivUp is to enable employees to more easily access the benefits available to them. The platform enables employees to order goods with payment through the means of salary sacrifice or deduction. Repayments are on a 12,24,36 month basis directly through the employee's salary. This creates an opportunity to generate savings for employees and the Council through reductions in National Insurance and Pension Contributions	The opportunity to pay direct from salary, while also saving on NI and Pension contributions can impact on financial wellbeing as well as overall health and mental health.
Human Rights	N/A	N/A	N/A
Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy & Maternity	Employees on maternity leave will continue to benefit from access to VivUp.	VivUp is an externally hosted site, easily accessed via a range of digital devices such as smartphones and laptops.	Employees will be able to access employee benefits through VivUp during maternity leave.
Race	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A
Actions			
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.			
No negative impact			
Will the impact of the policy be monitored and reported on an ongoing bases?			
Yes, use of VivUp will be monitored and reported as part of Employee Wellbeing updates			
Q7 What is your recommendation for this policy?			
Introduce			

Please provide a meaningful summary of how you have reached the recommendation

EIA 787: Introducing VivUp is a management adjustment as the decision to go ahead has been taken and it will have been implemented although additional employee opportunities that will be added over the 23/24 year. We will ensure that the system is accessible, and that where needed, any adjustments are made for disabled colleagues. The platform enables employees to order goods with payment through the means of salary sacrifice or deduction. Repayments are on a 12/24/36 month basis directly through the employee's salary. This create an opportunity to generate savings for employees and the Council through reductions in National Insurance and Pension Contributions. The platform is being rolled out incrementally and it is expected that savings will increase, however a conservative estimate of £50,000 has been assumed for 2024/25 (employee opportunities implemented from August so savings reduced by 1/3) and future years initially. This figure will be updated when data on actual employee uptake is available.

Assessment No	788	Owner	Imair	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	Alison	McBride	People and Change Manager	
	(include job titles/organisation)			
Members	Victoria Rogers, Chief Officer People & Technology			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	PT05 Restriction in office equipment spend			
	The aim, objective, purpose and intended out come of policy			
	<p>Restricting choice in equipment, office furniture and supports to pre-agreed catalogue items and, or amounts. Collecting equipment from leavers and ensuring recycling and sustainability. This option is cost avoidance rather than a saving as usually not budgeted at the level spent. Impact will be less choice for individuals but with less waste. The risk is that the spend levels sit with individual managers with a lack of consistent approach, results in significant cost for individual items and is not aligned to the council's sustainability aims. Reduction in the choice available will reduce the scope for individual managers to purchase equipment which is more expensive and out with the recommended scope. However, where additional or specialised equipment is required for accessibility or reasonable adjustments, sourcing the most appropriate equipment will be treated as a priority, with managers directed to contact the WeBuy Team to source the most suitable and cost-effective equipment. This option is cost avoidance and services will be charged for the cost involved in recycling of equipment. As returns and recycling opportunities increase due to the improved process, the saving opportunity will grow.</p>			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Management Adjustment - P and T			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				

Who will be/has been involved in the consultation process?
Please outline any particular need/barriers which equality groups may have in

relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.

	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability	The Council has a duty to make reasonable adjustments for employees.	Reasonable adjustment can include equipment; Reduction in the choice available will reduce the scope for individual managers to purchase kit which is more expensive and outwith recommended scope. However, where additional or specialised kit is required for accessibility or reasonable adjustment, sourcing the most appropriate kit will be treated as a priority with managers directed to contact the WeBuy Team to source the most suitable and cost-effective kit.	Neutral	
Social & Economic Impact				
Sex				
Gender Reassign				
Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				

Race			
Religion and Belief			
Sexual Orientation			

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
EIA 788: Reduction in the choice available will reduce the scope for individual managers to purchase equipment which is more expensive and out with the recommended scope. However, where additional or specialised equipment is required for accessibility or reasonable adjustments, sourcing the most appropriate equipment will be treated as a priority with managers directed to contact the WeBuy Team to source the most suitable and cost-effective items. This is a management adjustment to avoid unnecessary cost and maximise recycling and sustainability of office equipment.

Assessment No	782	Owner	JGALLACHER	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	James	Gallacher	ICT Manager	
	(include job titles/organisation)			
Members	James Gallacher - ICT Manager Victoria Rogers - Chief Officer People & Technology Ric Rea - Performance & Strategy Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	PT 06 Reduction in Mobile Phone usage			
	The aim, objective, purpose and intended out come of policy			
	Reduce mobile phone usage across all service areas by restricting mobile phone usage to essential business use only.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	ICT Performance & Strategy			
Does the proposals involve the procurement of any goods or services?				Yes
If yes please confirm that you have contacted our procurement services to discuss your requirements.				No
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)				No
Relevance to Human Rights (HR)				No
Relevance to Health Impacts (H)				No
Relevance to Social Economic Impacts (SE)				Yes
Who will be affected by this policy?				
This policy will have an impact on council employees who are mobile phones users.				
Who will be/has been involved in the consultation process?				
Chief Officers, ICT and employees with line management responsibility. ICT has identified a large volume of mobile phones (approx. 1100) that have had no outgoing usage in the last 6 months from period Jan 23 to June 23. Outgoing usage means no outgoing calls, no outgoing SMS text or data usage. There is a rigorous process in place to identify employee mobile phones that are not in use, and managers will review the usage of these devices and business case to retain a device before termination is agreed. There may be some Council mobiles phones in use for incoming calls only and these will be identified through line management review/discussion.				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				

	Needs	Evidence	Impact
Age			
Cross Cutting	We look at areas that might cross cut in terms of impact.	No indication of review of any negative impacts.	Neutral for both employees and service users.

Disability	The Council has a duty to ensure that we make reasonable adjustment for disabled people. The Council has a anticipatory duty to ensure that services and devices are accessible to disabled people. The Council has a duty to make reasonable adjustments for employees.	The way the exercise will be carried out will ensure that if access to a mobile phone is part of an adjustment for examples this will not be affected.	Neutral for both employees and service users.
Social & Economic Impact	The Council has a duty to obtain best value. The Council must keep in mind the Fairer Scotland Duty when making strategic financial decisions.	Reducing the costs associated with mobile technology. Reducing environmental impact of mobile phone use.	Positive impact for Council finances. Positive impact for the environment.
Sex			
Gender Reassign			
Health			
Human Rights			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing bases?

Q7 What is you recommendation for this policy?

Introduce
Please provide a meaningful summary of how you have reached the recommendation
EIA 782: There will be no impact on any protected group. The way the exercise will be conducted will ensure that, for example, loan workers and disabled employees who need mobile phones will still have access to these. Home workers will continue to have access to calls via MS Teams, and can also utilize Jabber for calls outside the organization. There is a positive impact in terms of the Council's finances.

Assessment No	789	Owner	Imair	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	Alison	McBride	People &Change Manager	
	(include job titles/organisation)			
Members	Alison McBride, People &Change Manager Victoria Rogers, People and Technology Chief Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	PT07 Reducing Corporate Training Budget			
	The aim, objective, purpose and intended out come of policy			
	Reducing the training budget will mean that we cover corporate requirements only in terms of I-learn system, hosting, licenses and essential up-skilling i.e. of new products/technology. This will mean withdrawing sponsorship, attendance at events and reducing succession planning/workforce planning training requirements. It is suggested that this could be taken as a management adjustment and implemented start of 24/25.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	P&T management team			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Employees				
Who will be/has been involved in the consultation process?				
P&T management team				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				

Disability	The Council has a duty to make reasonable adjustments for employees	Disabled people may have different training needs.	Neutral impact, we will ensure that adjustments and design of training meet needs.
-------------------	---	--	--

Social & Economic Impact			
Sex			
Gender Reassign			
Health			
Human Rights			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
EIA 789: Reducing the training budget will mean that only essential training spend will be possible e.g. I-learn provision, statutory training etc. and meeting any reasonable adjustments for disabled people. We will ensure that our suite of training is accessible. It is suggested that this could be taken as a management adjustment and implemented start of 24/25. Impact and Risk Associated with Proposed Savings Impact will be no provision out-with the current corporate offer on L&D The risk is that this impacts on employee skills development, limits resilience opportunities as there is little budget available to support succession planning and ultimately impacts upon employee retention, current annual budget is 70k, proposal would reduce to 60k for 24/25, and then a 55k annual budget from 25/26 and ongoing.

Assessment No	819	Owner	JGALLACHER	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	James	Gallacher	ICT Manager	
	(include job titles/organisation)			
Members	James Gallacher - ICT Manager Victoria Rogers - Chief Officer People & Technology Ric Rea - Performance & Strategy Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	PT 11 SIP Trunking			
	The aim, objective, purpose and intended out come of policy			
	Implementation of a SIP cloud telephony solution to facilitate the transition from ISDN30 telephone lines & Virgin Media Centrex lines. This is necessary due to the national decommissioning of legacy copper cabling by 2025.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	ICT Performance & Strategy			
Does the proposals involve the procurement of any goods or services?			Yes	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
This policy will have an impact on council employees who are telephony users.				
Who will be/has been involved in the consultation process?				
Chief Officers & ICT Employees. ICT has identified an opportunity to deliver savings with the move to cloud/internet telephone lines. The projected annual savings are, estimated minimum based on previous rental and call charges of the existing ISDN lines, compared to the rental costs of SIP and calling charges. The rental values are very similar between ISDN and SIP, however, the savings will be delivered due to zero cost for local, national and mobiles calls.				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				

	Needs	Evidence	Impact	
Age				
Cross Cutting	We look at areas that might cross cut in terms of impact.	No indication of review of any negative impacts.	Neutral for both employees and service users.	

Disability				
Social & Economic Impact	The Council has a duty to obtain best value. The Council must keep in mind the Fairer Scotland Duty when making strategic financial decisions.	Reducing the costs associated with telephony technology. Reducing Environmental impact of mobile phone use.	Positive impact for Council finances. Positive impact for the environment.	
Sex				
Gender Reassign				
Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
Screening 819; The proposal has been screened and is not relevant to any of the impact areas, including the Fairer Scotland Duty.

Assessment No	820	Owner	JGALLACHER	
Resource	Transformation		Service/Establishment	Budget P and T
	First Name	Surname	Job title	
Head Officer	James	Gallacher	ICT Manager	
	(include job titles/organisation)			
Members	James Gallacher - ICT Manager Victoria Rogers - Chief Officer People & Technology Ric Rea - Performance & Strategy Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	PT 12 Citrix Replacement			
	The aim, objective, purpose and intended out come of policy			
	WDC's Citrix application and remote access solution is nearing the end of life. This technology delivers application and remote access services to WDC employees. The aim of the project is to improve the digital workplace experience for employees and deliver savings for the Council. Reducing the costs associated with telephony technology. Reducing Environmental impact of mobile phone use.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	ICT Performance & Strategy			
Does the proposals involve the procurement of any goods or services?			Yes	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
The change will affect all network users.				
Who will be/has been involved in the consultation process?				
Chief Officers & ICT Employees.				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				

Cross Cutting	We look at areas that might cross cut in terms of impact.	No indication of review of any negative impacts.	Neutral for both employees and service users.
Disability	The accessibility needs of disabled staff must be catered	User experience should be similar to that of Citrix in	Neutral in terms of accessibility.

	for during any changes to technology and process.	terms of accessibility, a trial is underway. User's will no longer be able to use their own devices to access the whole system, (though users are still able to use their own device for Email and MS teams). If this causes any issues in terms of accessibility, reasonable adjustments will be put in place.		
Social & Economic Impact	The Council has a duty to obtain best value. The Council must keep in mind the Fairer Scotland Duty when making strategic financial decisions.	Reducing the costs associated with telephony technology. Reducing Environmental impact of mobile phone use.	Positive impact for Council finances Positive impact for the environment.	
Sex				
Gender Reassign				
Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				
Actions				
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.				

Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
EIA 820: Accessibility will be maintained for example for disabled users. There will be a positive impact for computer users in terms of reliability. There is a positive impact in terms of the Council's finances. In terms of the Fairer Scotland Duty there is no opportunity to to address socio-economic inequalities in West Dunbartonshire.

Assessment No	844	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Laurence Slavin - Chief Officer, Resources			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 05 Water Direct Scheme			
	The aim, objective, purpose and intended out come of policy			
	The Council is responsible for collecting Water and Sewerage charges on behalf of Scottish Water, alongside Council Tax (CT). Although many people on low incomes will be entitled to Council Tax Reduction almost everyone has to pay at least 75% of the water and sewerage charges. This option is to implement the Water Direct Scheme (the Scheme) which facilitates the collection of water and sewerage debt from residents, direct from their benefits at source by the Department of Work and Pension (DWP). This will meet ongoing liability and help stop arrears from arising, and prevent the imposition of extra charges added when summary warrants are obtained.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	WDC residents.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
WDC residents.				
Who will be/has been involved in the consultation process?				
Chief Officers and Service Managers. This scheme had been adopted by other Local Authorities for example Glasgow City Council.				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				

	Needs	Evidence	Impact	
Age				
Cross Cutting	We need to be aware of how membership of different groups	People can be members of several groups that are more	Some positive effect on people who are members of several	

	can interact.	likely to be income deprived.	groups that are more likely to be income deprived who may have trouble paying charges.	
Disability	We need to consider potential impacts.	Disabled people more likely to be income deprived.	Potential positive impact in reducing level of debt.	
Social & Economic Impact	The Council has a focus on reducing poverty.	The current situation means that charges are added when summary warrants are obtained, this would not be the case under the proposal to move to Water Direct.	Some positive effect on income deprived groups who may have trouble paying charges.	
Sex	We need to consider potential impacts.	Women are more likely to be income deprived.	Potential positive impact in reducing level of debt.	
Gender Reassign				
Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race	We need to consider potential impacts.	Some ethnic groups are more likely to be income deprived than others e.g. many BME groups and Gypsy/Travellers.	Potential positive impact in reducing level of debt.	
Religion and Belief				
Sexual Orientation				

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Proposal does not have a negative impact with any group.

means no further charges are added.
Will the impact of the policy be monitored and reported on an ongoing bases?
Yes continued monitoring of scheme.
Q7 What is you recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
EIA 844; Some potential benefit to people who are income deprived and especially for groups more likely to be in this position (e.g. women, disabled people, people from BME communities). The Water Direct scheme allows the Council to request deductions for ongoing Water and Waste Water charges avoiding the need to obtain a Summary Warrant which

Assessment No	799	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Michelle Lynn, Assets Coordinator Laurence Slavin, Chief Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 11 Review of Royal Mail costs			
	The aim, objective, purpose and intended out come of policy			
	<p>Currently the Council requires to pay £8000 per annum for the lease of franking machines for first class mail. Both machines were out of use for 18 months due to building closures during the COVID19 Pandemic. It is proposed to end the lease with immediate effect given we are no longer under contract. Since 2016 Council mail is sent second class other than by exception and this has been the case. It would be proposed that any service which requires exceptional first class or recorded mail, could be transferred a small amount of budget to fund this, and as is the case now, would make their own internal arrangement to post. Second class mail has a target arrival time of two days and since the Council moved to this approach a number of years ago, there have not been any occasions reported to the service of delays with second class mail arriving at its destination timeously.</p>			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	No staff members will be displaced as a result of this proposal. Should opportunities arise for additional income a further assessment of the impact will be produced for that purpose.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				

Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.			
	Needs	Evidence	Impact

Age	N/A	N/A	N/A	
Cross Cutting	N/A	N/A	N/A	
Disability	N/A	N/A	N/A	
Social & Economic Impact	N/A	N/A	N/A	
Sex	N/A	N/A	N/A	
Gender Reassign	N/A	N/A	N/A	
Health	N/A	N/A	N/A	
Human Rights	N/A	N/A	N/A	
Marriage & Civil Partnership	N/A	N/A	N/A	
Pregnancy & Maternity	N/A	N/A	N/A	
Race	N/A	N/A	N/A	
Religion and Belief	N/A	N/A	N/A	
Sexual Orientation	N/A	N/A	N/A	

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is your recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 799 concludes that the proposal is not relevant in terms of any of the areas covered in our assessments, and therefore does not require an impact assessment. It builds on successful existing arrangements and does not introduce significant changes.

Assessment No	798	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Michelle Lynn, Assets Coordinator Laurence Slavin, Chief Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 12 Income Generation (Balloch)			
	The aim, objective, purpose and intended out come of policy			
	An initial review of all property related assets has been undertaken with a number of areas which generate additional income and associated revenue saving. These have not been assumed in any other savings exercise and are deliverable within the financial years. New income opportunities for Balloch Park Kiosk and associated land for activity purposes via transfer to non-operational estate.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	No staff members will be displaced as a result of this proposal. Should opportunities arise for additional income a further EIA will be produced for that purpose.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age	N/A	N/A	N/A	

Cross Cutting	N/A	N/A	N/A
Disability	N/A	N/A	N/A
Social & Economic Impact	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Gender Reassign	N/A	N/A	N/A

Health	N/A	N/A	N/A
Human Rights	N/A	N/A	N/A
Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy & Maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing bases?

Q7 What is you recommendation for this policy?

Please provide a meaningful summary of how you have reached the recommendation

Screening 798 concludes that the proposal is not relevant and therefore does not require an impact assessment, as it builds on successful existing arrangements and does not introduce significant changes.

Assessment No	845	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Laurence Slavin, Chief Officer - Resources			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 14 Rightsizing Budgets			
	The aim, objective, purpose and intended out come of policy			
	A review of budget lines in Resources / Sundry Services / Chief Executive and Chief Officer Expenditure identified some areas where the budgeted spend can be reduced.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Chief Executive/Chief Officers			
Does the proposals involve the procurement of any goods or services?				No
If yes please confirm that you have contacted our procurement services to discuss your requirements.				No
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)				No
Relevance to Human Rights (HR)				No
Relevance to Health Impacts (H)				No
Relevance to Social Economic Impacts (SE)				No
Who will be affected by this policy?				
Resources / Sundry Services / Chief Executive				
Who will be/has been involved in the consultation process?				
Chief Officers and Service Managers				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age	N/A	N/A	N/A	
Cross Cutting	N/A	N/A	N/A	
Disability	N/A	N/A	N/A	
Social & Economic Impact	N/A	N/A	N/A	
Sex	N/A	N/A	N/A	

Gender Reassign	N/A	N/A	N/A
Health	N/A	N/A	N/A
Human Rights	N/A	N/A	N/A
Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy &	N/A	N/A	N/A

Maternity			
Race	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Proposal does not have a negative impact with any group.
Will the impact of the policy be monitored and reported on an ongoing bases?
No monitoring will be required.
Q7 What is you recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 845 concludes that the proposal is not relevant and does not require an impact assessment.

Assessment No	797	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Michelle Lynn Assets Coordinator Laurence Slavin, Chief Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 15 Historical lease review			
	The aim, objective, purpose and intended out come of policy			
	An initial review of all property related assets has been undertaken with a number of areas which generates a new capital receipt, additional income and associated revenue saving. These have not been assumed in any other savings exercise and are deliverable within the financial years listed. Review of historical leases by previous district/regional authorities (31 properties) was reviewed as part of savings exercise 23/24 which were offered at below market rent values or no rent.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	No staff members will be displaced as a result of this proposal. Should opportunities arise for additional income a further EIA will be produced for those proposals.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			Yes	
Who will be affected by this policy?				
Tenants of commercial properties				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				

	Needs	Evidence	Impact	
Age				
Cross Cutting	We need to take into account any equality and other linked implications of	We evaluate impacts based on evidence and take account of how factors interact.	We will examine potential impacts of any proposed changes to ensure	

	proposals.		consideration on potential impacts and how these interact.	
Disability				
Social & Economic Impact	We need to take into account the Fairer Scotland Duty when considering Strategic financial decisions and follow the statutory guidance relating to this.	We evaluate impacts based on evidence.	We will examine potential impacts of any proposed changes to ensure consideration on potential impacts.	
Sex				
Gender Reassign				
Health				
Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing basis?

Q7 What is your recommendation for this policy?

Please provide a meaningful summary of how you have reached the recommendation

Screening 797: increasing charges may have equality and socio-economic impacts. We are therefore committed to impact assessing any and all future proposals that would increase these.

Assessment No	846	Owner	mlynn2	
Resource	Regeneration, Environment and Growth		Service/Establishment	Budget Regen'
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Laurence Slavin, Chief Officer - Resources			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 19 Dumbarton Common Good Support Service Costs			
	The aim, objective, purpose and intended outcome of policy			
	The Council currently provides support services such as Finance and Legal to the Dumbarton Common Good. In recognition of the increased cost to the Council due to inflation and the impact of pay awards, it is necessary to increase the charge for these services.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	WDC Staff members/Chief Officers			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
WDC residents				
Who will be/has been involved in the consultation process?				
Chief Officers and Service Managers				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age	N/A	N/A	N/A	
Cross Cutting	N/A	N/A	N/A	

Disability	N/A	N/A	N/A
Social & Economic Impact	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Gender Reassign	N/A	N/A	N/A
Health	N/A	N/A	N/A

Human Rights	N/A	N/A	N/A
Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy & Maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Proposal does not have a negative impact with any group.

Will the impact of the policy be monitored and reported on an ongoing bases?

Yes continued monitoring of scheme.

Q7 What is you recommendation for this policy?

Please provide a meaningful summary of how you have reached the recommendation

Screening 846 concludes that the proposal is not relevant and therefore does not require an impact assessment, as it builds on existing arrangements.

Assessment No	847	Owner	mlynn2	
Resource	Transformation		Service/Establishment	Budget Resource
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Laurence Slavin, Chief Officer - Resources			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 20 Valuation Joint Board Support Service Costs			
	The aim, objective, purpose and intended out come of policy			
	The Council currently provides support services such as Finance, HR, IT and Legal to the Valuation Joint Board. In recognition of the increased cost of this provision due to inflation and the impact of pay awards, it is necessary to increase the charge for these services.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	WDC employees/ Chief Officers			
Does the proposals involve the procurement of any goods or services?				No
If yes please confirm that you have contacted our procurement services to discuss your requirements.				No
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)				No
Relevance to Human Rights (HR)				No
Relevance to Health Impacts (H)				No
Relevance to Social Economic Impacts (SE)				No
Who will be affected by this policy?				
N/A				
Who will be/has been involved in the consultation process?				
Chief Officers and Service Managers				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age	N/A	N/A	N/A	
Cross Cutting	N/A	N/A	N/A	
Disability	N/A	N/A	N/A	
Social & Economic Impact	N/A	N/A	N/A	

Sex	N/A	N/A	N/A
Gender Reassign	N/A	N/A	N/A
Health	N/A	N/A	N/A
Human Rights	N/A	N/A	N/A
Marriage & Civil	N/A	N/A	N/A

Partnership			
Pregnancy & Maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Proposal does not have a negative impact with any group.
Will the impact of the policy be monitored and reported on an ongoing bases?
N/A
Q7 What is you recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 847 concludes that the proposal is not relevant and therefore does not require an impact assessment, as it builds on existing arrangements.

Assessment No	848	Owner	mlynn2	
Resource	Regeneration, Environment and Growth		Service/Establishment	Budget Regen'
	First Name	Surname	Job title	
Head Officer	Laurence	Slavin	Chief Officer Resources	
	(include job titles/organisation)			
Members	Laurence Slavin			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RES 21 Reduce Revenue and Benefit Establishment			
	The aim, objective, purpose and intended out come of policy			
	A review of the Revenues and Benefits establishment has identified 3.41 FTE of vacancies providing an opportunity to permanently remove these jobs from the structure.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	WDC staff/chief officers			
Does the proposals involve the procurement of any goods or services?				No
If yes please confirm that you have contacted our procurement services to discuss your requirements.				No
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)				No
Relevance to Human Rights (HR)				No
Relevance to Health Impacts (H)				No
Relevance to Social Economic Impacts (SE)				No
Who will be affected by this policy?				
WDC Staff				
Who will be/has been involved in the consultation process?				
Chief Officers and Service Managers				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age	N/A	N/A	N/A	
Cross Cutting	N/A	N/A	N/A	
Disability	N/A	N/A	N/A	

Social & Economic Impact	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Gender Reassign	N/A	N/A	N/A
Health	N/A	N/A	N/A
Human Rights	N/A	N/A	N/A

Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy & Maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Proposal does not have a negative impact with any group.

Will the impact of the policy be monitored and reported on an ongoing bases?

A review of existing processes within the Council Tax service means the impact of removing 0.48 Council Tax FTE will be minimal.

Q7 What is you recommendation for this policy?

Please provide a meaningful summary of how you have reached the recommendation

Screening 848 concludes that the proposal is not relevant and therefore does not require an impact assessment.

Assessment No	838	Owner	GMacfarlane2	
Resource	Regeneration , Environment and Growth		Service/Establishment	Budget R and N
	First Name	Surname	Job title	
Head Officer	Gail	Macfarlane	Chief Officer - Roads &Neighbourhood	
	(include job titles/organisation)			
Members	Capital and Fleet Manager, Fleet Coordinator			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	R&N17 Saving Option Reduction in Hire Cars			
	The aim, objective, purpose and intended out come of policy			
	The purpose of the saving option is to reduce the reliance on the use of hire cars by the council and to prioritizes the procurement of fleet vehicles where vehicles are required. The change applies to small vehicles .			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Fleet Service, procurement, service users			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			Yes	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Service users within the council				
Who will be/has been involved in the consultation process?				
Fleet Service, procurement team, service users				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability				

Social & Economic Impact				
Sex				
Gender Reassign				
Health				
Human Rights				

Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions

Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

Will the impact of the policy be monitored and reported on an ongoing bases?

Fleet use will be monitored to maximise use of vehicles

Q7 What is you recommendation for this policy?

Please provide a meaningful summary of how you have reached the recommendation

Screening 838: The proposal has been screened and is not relevant to any of the impact areas, therefore no impact assessment is required.

Assessment No	852	Owner	GHAWTHORN	
Resource	Regeneration , Environment and Growth		Service/Establishment	Budget R and R
	First Name	Surname	Job title	
Head Officer	George	Hawthorn	Manager of Democratic and Registration Services	
	(include job titles/organisation)			
Members	Alan Douglas			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RR 02 Loss of Area Officer/Registrar post.			
	The aim, objective, purpose and intended out come of policy			
	The part-time post of Area Officer/Registrar is vacant and is no longer required as part of the registration service structure.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Clydebank Library staff were consulted when the registration office transferred to the Clydebank Library. There have been no issue since the move was implemented.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				

Disability			
Social & Economic Impact			
Sex			
Gender Reassign			
Health			
Human Rights			

Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 852: This proposal is not relevant for impact assessment, in terms of either staff or service users, as there will be no practical changes or effects for either group.

Assessment No	853	Owner	GHAETHORN	
Resource	Regeneration , Environment and Growth		Service/Establishment	Budget R and R
	First Name	Surname	Job title	
Head Officer	George	Hawthorn	Manager of Democratic and Registration Services	
	(include job titles/organisation)			
Members	Alan Douglas			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RR 04 Restructuring of Leadership Support Team			
	The aim, objective, purpose and intended out come of policy			
	A reduction in the number of Chief Officers has prompted a review of the Leadership Support Team. There is currently a vacancy within the team and it therefore proposed that the post is not filled and the workload within the team to re-allocated on a 2 to1 ratio that is 2 Chief Officers to share 1 Leadership Support Officer.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Chief Officers have been consulted on the restructuring proposals.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				

Cross Cutting			
Disability			
Social & Economic Impact			
Sex			
Gender Reassign			

Health			
Human Rights			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 853: This proposal is not relevant for impact assessment, in terms of either staff or leadership officers, as there will be no practical changes or effects for either group.

Assessment No	854	Owner	GHAWTHORN	
Resource	Regeneration , Environment and Growth		Service/Establishment	Budget R and R
	First Name	Surname	Job title	
Head Officer	George	Hawthorn	Manager of Democratic and Registration Services	
	(include job titles/organisation)			
Members	Alan Douglas			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RR 05 Reduction in Members' Services Support			
	The aim, objective, purpose and intended out come of policy			
	Following a review of secretarial support required for elected members it was proposed that the hours of one post be reduced from five days per week to three days per week. This arrangement has now been in place since January 2023 without any issue being raised.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Elected members.			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				

Disability			
Social & Economic Impact			
Sex			
Gender Reassign			
Health			

Human Rights			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing bases?
Q7 What is you recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
Screening 854: This proposal is not relevant for impact assessment, in terms of either staff or elected members, as there will be no practical changes or effects for either group.

Assessment No	861	Owner	ADouglas	
Resource	Regeneration, Environment and Growth		Service/Establishment	Budget R and R
	First Name	Surname	Job title	
Head Officer	Alan	Douglas	Chief Officer of Regulatory and Regeneration Services	
	(include job titles/organisation)			
Members	Alan Douglas- George Hawthorn			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RR07 Manager of Democratic and Registration Services. Remove the sum equivalent to one day from the establishment budget			
	The aim, objective, purpose and intended out come of policy			
	To achieve savings by removing the sum equivalent to one day from the establishment budget to reflect the reduction in the number of days worked due to flexible retirement.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Manager of Democratic and Registration Services			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			No	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				

Disability				
Social & Economic Impact				
Sex				
Gender Reassign				
Health				

Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing basis?
Q7 What is your recommendation for this policy?
Please provide a meaningful summary of how you have reached the recommendation
Screening 861: proposal screening and not relevant to impact areas we assess on therefore no Impact assessment is needed.

Assessment No	862	Owner	ADouglas	
Resource	Regeneration, Environment and Growth		Service/Establishment	Budget R and R
	First Name	Surname	Job title	
Head Officer	Alan	Douglas	Chief Officer of Regulatory and Regeneration Services	
	(include job titles/organisation)			
Members	Alan Douglas - Chief Officer of Regulatory and Regeneration George Hawthorn Manager of Democratic and Registration Services			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	RR12 Increase the fee target in a number of areas within Regulatory and Regeneration Services.			
	The aim, objective, purpose and intended out come of policy			
	To increase the fee target in a number of areas within Regulatory and Regeneration Services.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Regulatory and Regeneration Services			
Does the proposals involve the procurement of any goods or services?				No
If yes please confirm that you have contacted our procurement services to discuss your requirements.				No
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)				No
Relevance to Human Rights (HR)				No
Relevance to Health Impacts (H)				No
Relevance to Social Economic Impacts (SE)				No
Who will be affected by this policy?				
Who will be/has been involved in the consultation process?				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability				

Social & Economic Impact				
Sex				
Gender Reassign				
Health				

Human Rights				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion and Belief				
Sexual Orientation				

Actions
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.
Will the impact of the policy be monitored and reported on an ongoing basis?
Q7 What is your recommendation for this policy?
Introduce
Please provide a meaningful summary of how you have reached the recommendation
Screening 862: proposal screening and not relevant to impact areas we assess on therefore no Impact assessment is needed.