

Template for Impact Assessment Level 1: Initial screening assessment

Subject of assessment:	Review of the Strategic Partnership			
Coverage:	Service Specific			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input checked="" type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>
Description:	<p>Insert short description, using the following as sub-headings:</p> <ul style="list-style-type: none"> Key aims, objectives and activities <p>To agree the return of the Revenue and Benefits service to the Council and an approach to managing the remaining elements currently within the partnership agreement.</p> <ul style="list-style-type: none"> Statutory drivers (set out exact reference) <p>There are no Statutory drivers relating to the returning of the Revenues and Benefits services, there are however statutory drivers in relation to the delivery of the service including the Social Security and Benefits Act 1992 and Council Tax (Administration and Enforcement) Regulations 1992.</p> <ul style="list-style-type: none"> Differences from any previous approach <p>Currently Revenues and Benefits services, Pension Admin and payroll are delivered by Kier. If approved, that contract would cease, Revenues and Benefits would return in house, Kier would have the ability to sell the Pension Admin service and negotiations would be undertaken to return Payroll if it can be delivered within an agreed cost window.</p> <ul style="list-style-type: none"> Key stakeholders and intended beneficiaries (internal and external as appropriate) <p>Staff both within the Council and in Kier, Trade Unions, Customers and Kier.</p> <ul style="list-style-type: none"> Intended outcomes. <p>To ensure that the Council is well placed to be able to respond to the changes in delivery required as a result of the continued roll out of Universal Credit.</p>			
Live date:	Implementation to commence on 6 August 2018, with transfer by 1 December 2018			
Lifespan:	Not applicable			

Date of next review:	Not applicable
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Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p>Human Rights</p> <p>Could the decision impact negatively on individual Human Rights as enshrined in UK legislation? *</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The purpose of this proposal is purely to return the services currently administered by Kier Property Design and Business services to the Council. No individuals will have their Human Rights affected as a result the transfer of services back to the Council.</p>
<p>Equality</p> <p>Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups? *</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Public Sector Equality Duty (PSED) requires that when exercising its functions the Councils must have due regard to the need to:-</p> <ul style="list-style-type: none"> • eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; • advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and • foster good relations between persons who share a relevant protected characteristic and persons who do not share it. <p>In having due regard to the need to advance equality of opportunity, the Council must consider, as part of a single equality duty:</p> <ul style="list-style-type: none"> • removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic; • taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it; and • encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low. <p>The proposal is relevant to staff and the public. There are no concerns that the proposal could result in a disproportionate adverse impact on any groups or individuals with characteristics protected in UK equity law.</p> <p>Alternative arrangements for claiming Council Tax Support and Housing Benefit are already in place for those who hold a protected characteristic such as being pregnant / on maternity leave or have language barriers. There will be no change to this should the administration of these services return to the Council. Residents are also able to apply for Local Council Tax Support and Housing Benefit 24 hours per day, 7 days per week through the Council's website therefore allowing all residents the same level of access. This will also continue, therefore meaning no resident adversely suffers as a result of this proposal.</p> <p>Kier Staff within the scope of the proposal will be transferred back to the Council, this process will be managed in line with the prescribed TUPE process.</p> <p>Given the evidence above, it is not anticipated that there will be any disproportionate adverse impact on any groups or individuals with characteristics protected in UK equity law.</p> <p>Evidence used to inform this assessment includes analysis of this proposal and engagement to date with Kier.</p>

* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

Screening questions	Response			Evidence
Community cohesion Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town? *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no negative impacts on any different groups as a result of this proposal. The return of the Revenues and Benefits services does not discriminate against any groups and both services will be sensitive at all times to the needs of all applicants. Evidence used to inform this assessment includes analysis of the proposal and feedback from engagement to date with Kier.
Next steps: ↻ If the answer to all of the above screening questions is No then the process is completed. ↻ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.				

Assessment completed by:	Martin Barker	Head of Service:	John Shiel
Date:	20.07.18	Date:	23.07.18