

Report to: Cabinet

Date: 4th July 2016

Report of: Assistant Director of Place

Report No: C1/16a

Contact Officer: Sarah Schofield

Tel No: 01204 336718

Report Title: **Neighbourhood Management, Area Working and Community Safety – Post Consultation Report**

**Confidential /
Non Confidential:**

(Confidential Not for Publication)

This report is exempt from publication by virtue of Paragraph 1 of Schedule 12A to the Local Government Act 1972.

Purpose:

To set out the results of consultation on proposals to achieve £100,000 of efficiencies, through a review of Neighbourhood Management, Area Working and Community Safety.

To seek approval from the Executive Cabinet Member to implement the final proposals.

Recommendations:

The Cabinet is recommended to:

- Approve the final proposals; and to reduce the staffing establishment by 2 FTEs from 20.22 FTEs to 18.22 FTEs.
- Subject to the approval of the Head of Paid Service in consultation with the Leader, delegate implementation of the new structure, including voluntary early retirement, to the Director of Place.

Decision:

Background Doc(s):

Proposed Review of Neighbourhood Management, Area Working and Community Safety Consultation Report 2015-2017.

(for use on Exec Rep)

Signed:

Leader / Executive Cabinet
Member

Monitoring Officer

Date:

Summary:

An Executive Summary is set out within the report below which includes the following appendices:

- Appendix 1 Current Organisational Structure
- Appendix 2 Final Organisational Structure
- Appendix 3 Summary of Consultation Responses
- Appendix 4 Trade Unions' Responses
- Appendix 5 Equality Impact Assessment

Please note that relevant Job Descriptions and Person Specifications are available on request.

1.0 Executive Summary

- 1.1 At its meeting on the 10th November 2014, the Council's Cabinet approved the start of the consultation process on a programme of savings covering the years 2015/16 and 2016/17. The Council subsequently approved savings options in February 2015, following the December 2014 Local Government Settlement, in order to meet an increased savings target of £43.4m for the 2015/17 period.
- 1.2 £250k of savings in total has been identified from Neighbourhood Management, Area Working and Community Safety. £150k from project/devolved budgets has already been recognised and approved as part of a separate report.
- 1.3 This report sets out the results of the formal consultation process on a review of Neighbourhood Management, Area Working and Community Safety, to achieve £100,000 of efficiencies, and contains the final proposals in response. The proposals indicate a potential overall reduction in staff establishment by 2 FTEs from 20.22 FTEs to 18.22 FTEs.

2.0 Background to the Review

- 2.1 On 18th January 2016, the Executive Cabinet approved a report setting out the need for a review of Neighbourhood Management, Area Working and Community Safety, and draft proposals for changes to the service's structure and operations, for consultation with Trades Unions, staff and service users.
- 2.2 Neighbourhood Management, Area Working and Community Safety sit within the newly created Department of Place. The service brings together a number of functions that provide leadership and support across a range of important corporate priorities. The service provides leadership and management of an integrated approach to Community Safety, Neighbourhood Renewal, Neighbourhood Management and Area Working. Importantly, within the Council led Neighbourhood Management areas, the Neighbourhood Manager leads Area Working and Area Forums to avoid duplication with Area Co-ordinators.
- 2.3 The budget allocated to neighbourhood renewal areas at its inception in 2008/09 was in excess of £2 million per year. This has reduced significantly, to the point where its value in 2015/16 is £300,000 per year. Therefore, as there are already low staff numbers and budgets, the scope for savings options is limited and there will be a further impact on service levels.
- 2.4 This review has concentrated on the viability of area forums and the current Neighbourhood Renewal Manager functions, and the creation of more generic Neighbourhood Development Managers. There will be a reduction in the number of meetings, area forums, and levels of officer support, and expectations of all parties will need to be managed.
- 2.4 The proposals as set out in this report put forward recommendations to implement a revised model of service delivery through a neighbourhood management and area working realignment, adjustments to the frequency of area forums, and the creation of more generic job descriptions to ensure resilience within the service.
- 2.5 The proposals indicate a potential overall reduction within the staff establishment of 2 FTEs from 20.22 FTEs to 18.22 FTEs. The proposals, if agreed, would make a contribution of £100,000 to the budget option identified in the November budget consultation report. As a result of the new service delivery model, business re-engineering, and the vacant post and voluntary early retirement request already received, compulsory redundancies will not be necessary.

- 2.5 Staff budget savings will be achieved by deleting a vacant Community Safety Officer post and the Neighbourhood Renewal Manager post.

Post	£
Community Safety Officer (Vacant)	40,483
Neighbourhood Manager (VER)	59,517
Total	100,000

- 2.7 The current organisational structure is attached at Appendix 1. The Service has an establishment of 21 posts, equating to 20.22 full time employees (FTEs).

3.0 Consultation Process

- 3.1 On 21st January 2016, following approval of the consultation report on 18th January 2016, “at risk” letters were issued to affected staff. Formal consultation on the proposals expired on 18th March 2016.

- 3.2 Key elements of the formal consultation have included:

Staff

- A formal briefing session and presentation for all staff on 19th November;
- Maintenance of a staff teamsite using SharePoint, for staff to access information, and a dedicated email address to contact the project team.

Trades Unions

- Meetings with trades unions and a Question and Response Log completed and shared with trades unions;
- Responding to specific requests for information from the trades unions;
- Access to all job descriptions, person specifications and job evaluation information.

Stakeholders

- An on-line questionnaire with a link to the cabinet report was sent to over 1500 people on the Area Forum mailing list, which includes residents, third sector groups, elected members and the Bolton News to inform them of the proposals and to invite comments and response.

4.0 Key issues raised through formal consultation

Trade Unions

- 4.1 The formal trade unions’ responses to the proposals are set out in full at Appendix 4, along with the corresponding management responses. In summary, the main issues raised by the trade unions were:

- Concerns regarding CSO workloads and clarification on how this will be managed;
- Clarification on the new ICT systems and agile working;

- Acknowledgment of significant savings made in previous reviews;
- Discussions regarding additional duties taken on by the Area Coordinators and reporting lines;
- Discussions concerning workloads of the proposed Neighbourhood Development Managers.

4.2 A copy of the full consultation log and associated documentation is available on request.

Stakeholders

4.3 There were 127 responses received from stakeholders.

4.4 A summary of the issues raised by stakeholders can be found at appendix 5.

5.0 Proposed Changes Arising

5.1 Following consultation, management considered the points made and have agreed the following amendments within the final proposals:

- Identified job descriptions adjusted;
- the proposed structure chart was amended to reflect changes within the management reporting lines for Area Coordinators.

5.2 In addition, management will monitor implementation via 1:1s and team meetings, to ensure that the new structure is being successfully embedded.

6.0 Staffing Implications

6.1 The proposed new staffing structure is provided at Appendix 2. Tables 1 to 3 below set out the detail of the changes proposed to the current structure. Subject to approval of the proposals, staff in a VER situation will be managed and supported in line with the Council's restructure, redundancy and redeployment policy framework. All new/amended posts have been evaluated through the Council's pay and grading process in line with HR policy. The main areas that are being realigned, and which have implications for the staffing structure, are highlighted below. All other posts will remain unchanged.

6.3 **Table 1** - The following post would be disestablished from the current structure by approving the VER request of the permanent post holder:

FTE	Existing Job Title
1.0	Neighbourhood Manager Rumworth / Area Working Lead - Grade 12

6.4 **Table 2** - The following posts (currently held vacant) would be disestablished:

FTE	Existing Job Title
1.0	Community Safety Officer (Grade 8)

6.5 **Table 3** - The following posts would be disestablished from the current structure, but there is a directly comparable position for the all the post holders affected:

FTE	Existing Job Title	No of posts in proposed structure (FTE)	Proposed Job Title
1	Neighbourhood Renewal Manager (Grade 12)	3	Neighbourhood Development Manager Grade 12
1	Neighbourhood Manager Crompton/Halliwell – Grade 12		
1	Neighbourhood Manager Farnworth/Great Lever – Grade 12		

7.0 Timetable

Timescale	Activity
July 2016 onwards	Phased implementation of new structure
December 2016	VER implemented

8.0 Equality Impact Assessment

8.1 Under the Equality Act 2010, the council must have due regard to:

- Eliminating unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act
- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it
- Fostering good relations between people who share a protected characteristic and people who do not share it

8.2 It is therefore important to consider how the proposals contained within this report may positively or negatively affect this work. To support this analysis, an Equality Impact Assessment (EIA) has been carried out on the proposals outlined in this report, and is attached at Appendix 6.

8.3 The EIA looks at the anticipated (positive and/or negative) impacts of the proposal on people from Bolton's diverse communities, and whether any group (or groups) is likely to be directly or indirectly differentially affected. This Equality Impact Assessment builds on the equality screening which was completed on the initial review options, and summarises the stakeholder consultation which has been completed as part of this review.

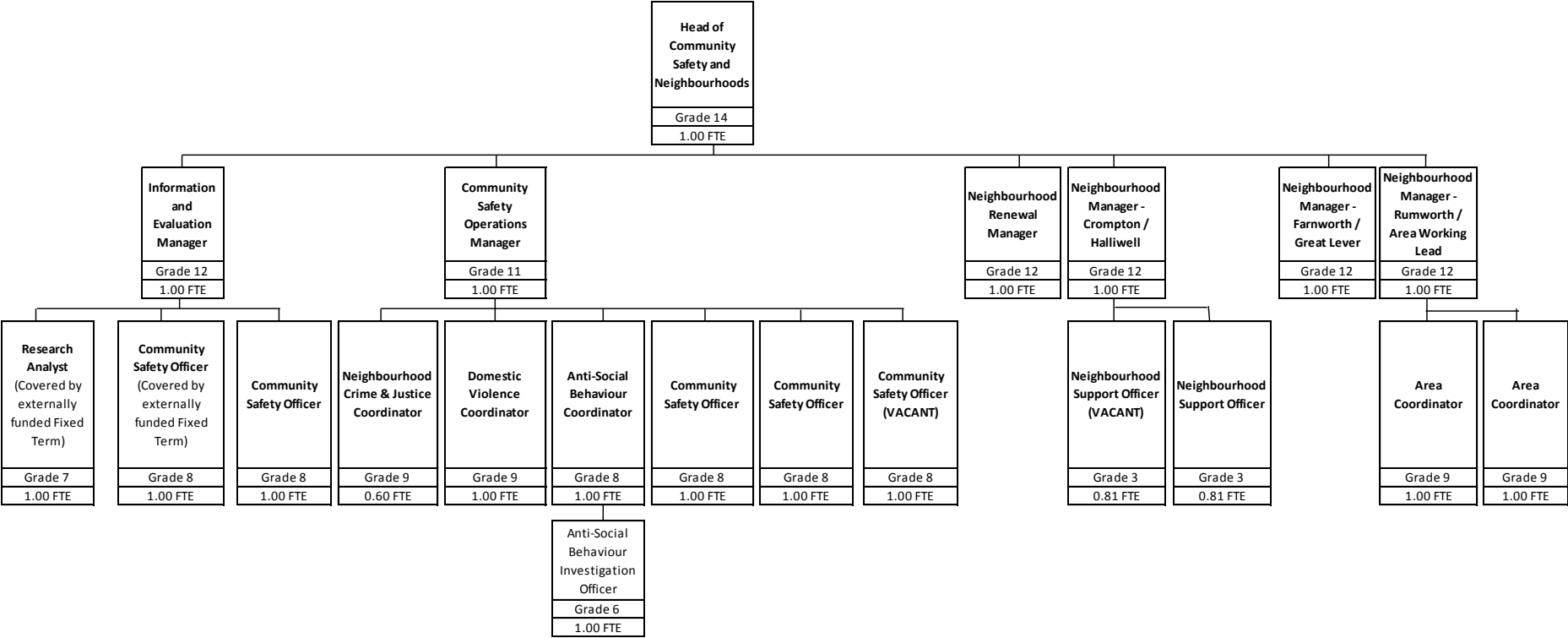
8.4 It is not anticipated that the proposals will have a differential effect on any of Bolton's diversity groups. However, should the proposals be approved by the Executive Cabinet Member, they will be kept under review as part of the overall budget process.

9.0 Recommendations

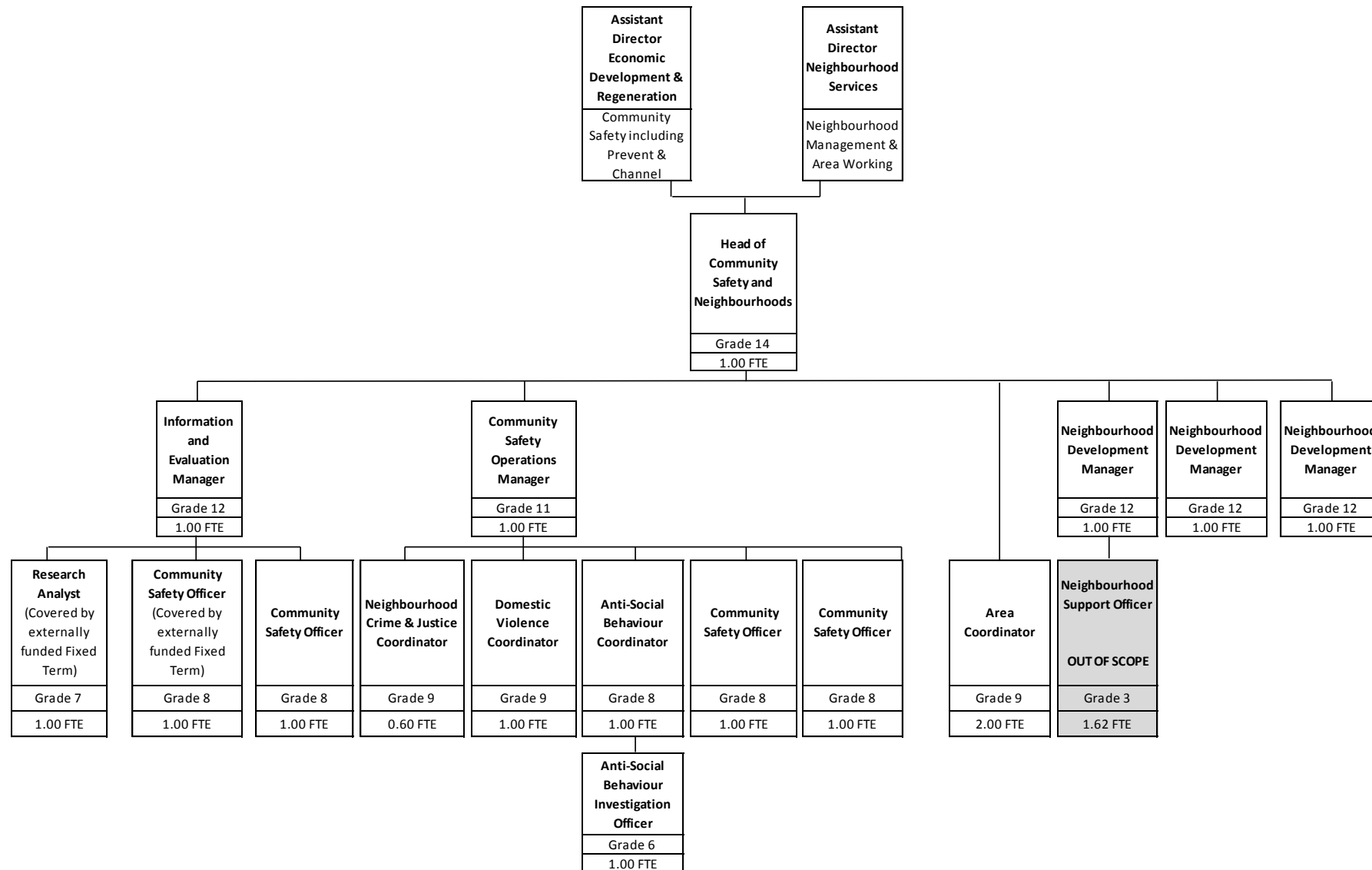
9.1 The Cabinet is recommended to:

- (i) Approve the final proposals; and to reduce the staffing establishment by 2 FTEs from 20.22 FTEs to 18.22 FTEs.
- (ii) Subject to the approval of the Head of Paid Service in consultation with the Leader, delegate implementation of the new structure, including voluntary early retirement to the Director of Place.

Appendix 1 - Current Organisational Structure Chart



Appendix 2 - Final Organisational Structure Chart



Appendix 3 - Summary of Consultation Responses

TU= Trade Unions (Unison and GMB) S = Staff

No.	Raised by	Query/Issue Raised	Management Response
1	TU	Reduction of CSOs may cause workload concerns.	Work will be allocated and prioritised in discussions with line management and in 1:1s.
2	TU	Changes foreseen in Police working patterns may impact on CSOs	Community Support Officers will not be expected to pick up GMP responsibilities. This will be monitored.
3	TU	CCTV duties can be very time consuming	The deployment of Bolton at Home CCTV has been handed back to them. GMP are now able to review images at NCP control room.
4	TU	Acknowledgement of significant savings made in previous reviews	It is noted and appreciated that the remaining area co-ordinators have always worked flexibly and demonstrated a huge commitment to working in new ways and accepting changing ways of working.
5	TU	Clarification on the new ICT systems and agile working	Initially there may be parallel systems whilst new ICT is introduced.
6	TU	Further information on Agile working	Staff to be invited to Regulatory Services away day as they are already working on solving issues that may rise.
7	TU	Discussion around additional duties taken on by the Area Coordinators and reporting lines.	Management have agreed that line management of the Area Coordinators will sit with the Head of Community Safety and Neighbourhoods.
8	TU	Neighbourhood managers raised concerns around workloads	This will be managed through 1:1's.
9	TU	The possibility of the Bolton at Home review impacting on the service.	Any additional duties allocated within the generic job descriptions will be by collective and individual agreement with line management.

Appendix 4 – Trade Unions’ Response



Response to Neighbourhood Management, Area Working and Community Safety Consultation Report – Staffing Budgets 2015 - 2017

1.0 Introduction

This response is based on the feedback from Unison members, it does not take into account any queries made directly to management.

UNISON have engaged in meetings with management and Unison believe that the process management have adopted to consult with the unions has been professional and courteous and information has been shared and provided promptly.

1.1 UNISON acknowledges and appreciates the full cooperation of management to allow UNISON representatives to meet to consult with our members during the consultation process.

1.2 Consultation –UNISON reiterates that the agreed consultation period is currently 60 days however UNISON will endeavor to complete the process quickly and efficiently when possible.

2. Areas of Concern

2.1 Workload – Community Safety Officers (Geographical)

These Community Safety Officers liaise with the public, partner agencies and elected members dealing with issues around community issues, crime and disorder and antisocial behaviour.

In 4.1 of the document it is proposed to delete a vacant Community Safety Officer post reducing the overall number of Community Safety Officers from 5 to 4.

Of the current 5 CSO's 3 of these are "geographical" working in specific areas of the borough - the current vacant Community Safety Officer role is a geographical post therefore if this post is deleted from the current structure the workload from this role will affect the 2 remaining geographical CSO's.

Recently Greater Manchester Police carried out their own service provision review. Previously the Police had organised the borough into 3 Policing areas this was mirrored by Bolton Council with the 3 geographical CSO's covering the same areas. In the recent Policing review the Police will reorganise the Borough into 2 geographical policing areas. Again these areas will be adopted by Bolton Council with the 2 remaining geographical CSO's covering the 2 areas.

Although the areas will reduce from 3 to 2 and the CSO's staffing structure will reduce from 3 geographical CSO's to 2 the current workload will remain the same.

UNISON brought forward these workload concerns to the consultation process and also highlighted further concerns around the prioritising of service demand. UNISON have also reported through the consultation process that the cease and diminish list for the geographical CSO's provided by management does not adequately identify a reduction in their workload.

The workload/service demand issue was discussed at length during the consultation process, it was agreed to continue to hold the current monthly meetings between the Community Safety Officers and management to discuss ongoing workload and work priorities and if necessary increase these discussions to ensure there is a joint agreement on service demand and that workload is kept to a manageable level.

In Conclusion

A reduction in the staffing structure will impact on the workload on some members of the remaining Community Safety Services team. Any ongoing concerns can be taken via the JOG/DJCC Process.

UNISON Representatives:
John Pye – Deputy Convenor
Jackie Peploe – Senior Steward

18th March 2016

Management Response:

The 4 remaining Community Safety Officers are on a generic job description. 2 CSOs are geographically focussed and 2 have a central policy lead.

Work will be allocated and prioritised in discussions with line management and will be picked up in 1:1s which are currently monthly but can be arranged more frequently if required.

Community Safety Officers will not be expected to pick up GMP responsibilities and any impact of the Local Policing Review will be monitored and if necessary, reviewed later in 2016.



Response to neighbourhood management area

Working and community safety consultation report- staff budgets-2015-2017

1. GMB response is based on feedback from GMB members and does not take into account direct queries to management. GMB have engaged with management in various meetings and where happy that the process management adopted with consultation and information provided has been courteous and professional.
2. **Consultation**
A period of 60 days was agreed but as with other review GMB have stipulated if the period could be achieved in less time this would be taken into account.
3. **Areas of concern**

Our concerns lie within the role of the neighbourhood renewal manager post, the (NRM) to continue to do various duties with a recognition that the area of work (including other recently added work) continues to grow considerably, particularly with the introduction of the new duties. Because of this it is felt that the NRM does not have the capacity to take on area based work which is different from the NM co-ordination role. The cease and diminish list has very little impact on the role of the current NRM.

The NRM would like to continue to do NM co-ordination to contribute to this service. If this was removed from the service it would mean that this work would need to be picked up by someone else and would mean a further reduction in capacity in the NM/AC service.

(GMB) have brought forward these workload concerns to the consultation meetings and have also have highlighted concerns around service demand. Meetings have been suggested on a monthly basis between the community safety officers and management to discuss ongoing problems with regards to workloads and service demand of which GMB are glad that these proposals are to be put in place.

In conclusion

Any reduction in the structure will obviously impact on the remaining staff we would hope these concerns if any can be taken to the JOG/DJCC meetings.

GMB Stephen .Dickinson
Branch secretary Bolton 23.

Management Response:

Work will be allocated and prioritised in discussions with line management and a phased implementation is planned to enable management to monitor workloads via 1:1s and team meetings, to ensure that the new structure is being successfully embedded.

Appendix 5 – Stakeholder Response

Consultation responses on the proposals to reduce Area Forums to annual meetings per area.

On 18 January 2016, the Council's Cabinet approved a report which included consultation on a proposal to changes to Area Forums. Whilst retaining the current 18 areas, it was proposed that meetings be held annually instead of bi-annually in order to contribute to the required savings.

Consultation method

An on-line questionnaire with a link to the Cabinet report was sent to over 1500 people on the Area Forum mailing list, which includes residents, third sector groups, elected members and the Bolton News. The latter carried an article around the proposals, with information on how to take part in the consultation. The consultation was also included on the current consultations and Area Forum sections of the Council's website, and paper copies were available on request.

Responses

- 127 responses were received in total; all but one were completed online.

Profile of respondents [respondents could select more than one option]

- 88% - Resident of Bolton
- 2% - Bolton Council staff
- 14% - Elected Member
- 6% - Partner organisation
[Specified as: Greater Manchester Police; Farnworth Baptist Church, The Well; Governor Royal Bolton Hospital; FT]
- 9% - Other
[Specified as: Community outreach project; Home Watch co-ordinator; Lead minister of a group of local churches; Local Residents' Association; Local Road Safety Group Organiser; Member of political party and prospective candidate; Member St Paul's Church Astley Bridge and representative of its Community Group; Moorgate school; Quarry / Landfill Operator and employer; Resident Group representative; Resident of Blackrod; Volunteer at The Courtyard, Farnworth project]

Question Responses

Have you ever attended your local area forum?

Attendance at Area Forum	Respondents
Attended in the last 12 months	80%
Attended but not in last 12 months	15%
Never attended	5%
Base	124

Are you likely to attend an area forum in the next 12 months?

Attendance at future Area Forums	Respondents
Yes	80%
Maybe	16%
No	4%
Base	121

What, if any, impact (positive or negative) is this proposal likely to have on you or the organisation you are representing?

Categorised comments	Number of respondents
Will affect communication / consultation with council / with Councillors	50
Residents / Council will lose knowledge of issues and events in the area	34
Opportunity for residents to discuss matters with other residents will be lost	25
Area Forums will be ineffective if only held once a year	24
Will take longer to get a response or an update on issues discussed at previous forum	20
Ensure that Council / Councillors can be contacted another way	19
Current frequency makes Councillors / staff accountable	17
Need more Area Forums, not less	14
Area Forums are not well attended / need to encourage more attendees	11
No / little impact	10
Difficult to attend / haven't attended often	8
Area Forums are effective	6
Area Forums are not cost effective / good to save money	6
Proposals undemocratic	6
Proposals will affect perception / reputation of council	5
Current costs / savings unclear	5

Comments have been categorised; table shows categories with 5 respondents

Comments were also analysed to determine whether respondents agreed or disagreed with the proposals:

- 62% disagreed with / would be impacted by proposal
- 21% agreed with proposal / felt that it would have little or no impact
- 18% either gave a mixed response or it was unclear whether they agreed or disagreed with the proposal

[% based on 112 respondents who commented]

Comparing those who currently attend an Area Forum with those who have not attended in the last 12 months or have never attended –

- 67% of attendees v 40% of non-attendees disagreed with / would be impacted by proposal

- 18% of attendees v 25% of non-attendees agreed with proposal / felt that it would have little or no impact
- 15% of attendees v 35% of non-attendees either gave a mixed response or it was unclear whether they agreed or disagreed with the proposal
- [% based on 89 attendees / 20 non-attendees who commented]

Do you have any other comments about the proposals within the report or can you think of any alternative solutions?

Categorised comments	Number of respondents
Ensure Councillors / Council can be contacted another way	21
Keep same / increase number of Area Forums	13
Hold joint forums / merge areas	11
Costs / savings unclear	9
General cuts - reduce number of Cllrs / expenses, make cuts elsewhere	7
Ad hoc meetings as required	6
Will be ineffective if only once a year	5

Area Forums

Proposal

On 18 January 2016, the council's Cabinet approved a report for consultation about changes to Neighbourhood Management, Area Working and Community Safety. Within the report is a proposal to retain the current model of 18 area forums but **reduce the frequency of meetings from two times a year to once a year** in view of the need to make savings and reduced capacity within the service.

Area forums are free events providing an opportunity to find out what is going on in the community, share your views and ask questions about services in your local area. The area forum is made up of the local ward councillors and people can speak directly to the councillors and officers present. Area forum discussions are fed back to the council for appropriate action.

The impact

The proposal is to reduce the number of area forum meetings from two per year to once a year. What, if any, impact (positive or negative) is this proposal likely to have on you or the organisation you are representing?

Other comments or alternative solutions

Do you have any other comments about the proposals within the report or can you think of any alternative solutions?

About you

Please be assured that your personal details will be kept strictly confidential and that no individual or organisation will be identified in the reporting of results.

Have you ever attended your local area forum?

- ☐ Yes I've attended in the last 12 months
- ☐ Yes I've attended but not in the last 12 months
- ☐ No I've never attended

Are you likely to attend an area forum in the next 12 months?

☐ Yes ☐ Maybe ☐ No

Are you a...? (tick all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Resident of Bolton | <input type="checkbox"/> Partner organisation (please specify) |
| <input type="checkbox"/> Bolton Council staff member | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Elected Member | |

**Thank you for completing this survey, your views are important to us.
Now please press the 'submit' button to send us your views.**

Part 1: Screening Form

Title of report or proposal:
Community Safety, Neighbourhood Management & Area Working – Savings and Efficiency Review

Department:	Environmental Services
Section/SIAP unit:	Community Safety, Neighbourhood Management & Area Working
Date:	January 2016

This report is for decision and is therefore subject to an Equality Impact Assessment. The following questions have been completed to ensure that this proposal, procedure or working practice does not discriminate against any particular social group. Details of the outcome of the Equality Impact Assessment have also been included in the main body of the report.

Equality Impact Assessment Questions

1. Describe in summary the aims, objectives and purpose of the proposal, including desired outcomes:

The proposals as set out in this report for consultation indicate a potential overall reduction in staff establishment by an estimated 2 FTE from 20.22 FTE and would make a contribution of £100k to the budget option identified in the November budget consultation report.

£250k of savings in total has been identified from Neighbourhood Management, Area Working and Community Safety. £150k from project/devolved budgets have already been recognised and approved as part of a separate report.

Given the low staff numbers and budgets, the scope for savings options within Community Safety, Neighbourhood Management and Area Working is very limited and the report sets out proposals for a reduced level of service.

Clearly it will not be possible to make such significant savings without impacting on service levels. In particular, there will need to be a reduction in the number of meetings, area forums, levels of officer support and expectations of all parties will need to be managed.

There will be a need to ensure that capacity and demand remain aligned. In summary, the savings

will be achieved by:

- Reducing the number of Community Safety Officers by one from 5 to 4 by deleting a vacant post saving £40,922.
- Agreeing the VER request from the current Neighbourhood Manager for Rumworth/Area Working lead officer by reorganising/ reallocating the duties saving £59,957 and disestablish the post.
- Creating the generic post of Neighbourhood Development Manager.
- Agreeing to disestablish the post of Neighbourhood Renewal Manager and the 2 remaining Neighbourhood Manager posts and slot the staff into the new positions of Neighbourhood Development Manager which is broadly comparable.

2. Who are the main stakeholders in relation to the proposal?

- Staff
- Members
- Trade Unions
- Residents of Bolton / wider public
- GMP

3. In summary, what are the anticipated (positive or negative) impacts of the proposal?

Clearly it will not be possible to make such significant savings without impacting on service levels. In particular, there will need to be a reduction in the number of meetings, area forums, levels of officer support and expectations of all parties will need to be managed.

The proposals involve changes to staff numbers and roles within a relatively small team. This will be managed sensitively to minimise the impact on the existing staff, who have worked hard to provide a well-regarded service. The potential reduction in staff posts will be managed in accordance with council policy and may be offset by a number of positive measures including:

- Reprioritisation of workloads and priorities
- New IT case management systems and central reporting mechanism
- Agile working arrangements
- Reduction of area forums
- Training programme to build resilience within the team
- Working alongside other similar teams within the council
- Any other reasonable changes identified through consultation

4. With regard to the stakeholders identified above and the diversity groups set out below:

	Is there any potential for (positive or negative) differential impact?	Could this lead to adverse impact and if so what?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason?	Please detail what measures or changes you will put in place to remedy any identified adverse impact
Race	We are mindful that many of the borough's most deprived areas have some of the highest populations of Bolton's BME communities. As such, it is possible that these communities may experience a greater impact from the proposals, although it must be stressed that this impact is predominantly related to geography and issues around socio-economic disadvantage, rather than particular issues around race	No specific impacts in relation to race have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration. While the proposals will have an impact on service delivery and officer support to elected members the proposals have been designed to target the greatest proportion of support to the borough's most deprived communities, in line with the council's agreed approach towards savings and efficiencies
Religion	It is not anticipated that the proposals will result in a particular impact on the basis of religion. However, we are mindful of the link which often exists between people's faith and their ethnic background, and recognise that this can have some relevance to issues of socio-economic	No specific impacts in relation to religion have been identified.	N/A	See 'race' section above for similar considerations.

	disadvantage, as set out above			
Disability	There may be some impact if changes to area forum venues results in barriers to engagement for residents with a physical frailty or disability.	Attendees at area forums may experience problems accessing their local venue if there is a change to their geographical location and/or building type.	Area forum venues which are free or result in reduced costs to the service will result in important savings for the service and the Council.	All venues chosen to host a forum will be DDA compliant and officers and elected members will take into account the accessibility of their venue when planning forum meetings Anything relevant to this area raised in the consultation process will be taken into consideration.
Gender (including gender reassignment)	No specific impacts in relation to gender have been identified.	No specific impacts in relation to gender have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Age	No specific impacts in relation to age have been identified.	No specific impacts in relation to age have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Sexuality	No specific impacts in sexuality to race have been identified.	No specific impacts in relation to sexuality have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Caring status (including pregnancy & maternity)	No specific impacts in relation to caring status have been identified.	No specific impacts in relation to caring status have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.

Marriage and civil partnership	No specific impacts in relation to marriage and civil partnerships have been identified.	No specific impacts in relation to marriage and civil partnerships have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Socio-economic	<p>The proposals may have an impact on the council's capacity to help narrow the gap within the Borough's most deprived communities.</p> <p>Changes to the frequency of area forums may have an impact on some residents</p>	<p>The proposals in this report ensure that the council continues to maintain a focus on tackling disadvantage in the Borough's most deprived communities whilst delivering the savings required, although capacity will be reduced.</p> <p>Proposed changes to the frequency of area forum meetings and officer support may have an impact on all residents' engagements with local issues in Bolton.</p>	<p>The reduction in capacity across this activity is driven by a significant loss of targeted grant funding from government. However, in line with the council's philosophy, the proposals seek as far as possible to ensure that remaining resources can be targeted to the areas of greatest need within the borough.</p>	<p>While the proposals will have an impact on service delivery and officer support to elected members the proposals have been designed to target the greatest proportion of support to the borough's most deprived communities, in line with the council's agreed approach towards savings and efficiencies</p> <p>It is proposed that area forums meet annually and will continue to be focused on community involvement e.g. the open forum part of the meeting in which residents can ask about local issues will remain. Other engagement mechanisms including ward member surgeries, responding to case work will continue. Council officers will also continue to engage with residents regarding specific issues such as planning or capital investment schemes.</p>

<p>Other comments or issues</p>	<p>As part of this review there is a reduction of 2 posts. Any potential redundancies that may result from the proposal will comply with the council's Human Resource procedures which are designed to treat all staff equally and do not discriminate against any group of people.</p> <p>If a redundancy situation is identified, the council will endeavour to address this through the agreed restructuring procedure, including corporate redeployment, consideration of voluntary severance, voluntary redundancy or voluntary early retirement (VER) and all other practical measures e.g. reduced working hours. In the event of compulsory redundancy, our policy for selection for redundancy is based on work performance, (via agreed objective selection process assessing required skills and competences) disciplinary record and attendance record.</p> <p>It is likely that the support Elected Members receive from officers, particularly regarding support to their area forum will reduce. However, work will continue to ensure that elected members are supported in their role of identifying local issues.</p> <p>We also recognise that these proposals will have an impact on partner organisations. The reduction in a Community Safety Officer could have an impact on GMP. However, GMP have recently reorganised their four geographical areas which will limit this impact.</p>
<p>Please provide a list of the evidence used to inform this EIA, such as the results of consultation, service take-up, service monitoring, surveys, stakeholder comments and complaints where appropriate.</p> <p>If you have undertaken consultation as part of the proposal, the consultation manager will upload it on to the corporate database.</p>	<p><i>Evidence used:</i></p> <ul style="list-style-type: none"> • <i>Information from consultation</i> • <i>Service Management Information</i>

5.a Are there any gaps in your evidence or conclusions that make it difficult for you to quantify the potential adverse impact?

Consultation will be undertaken with key stakeholders including staff and their Trade Unions to seek views on any potential impacts. Regular reviews will need to be undertaken in the future to monitor impact.

5.b If so, please explain how you will explore the proposal in greater depth or please explain why no further action is required at this time.

As above.

You may wish to consider undertaking secondary data analysis, further consultation or research or investigating best practice. If you are planning to undertake further consultation or research as a result of this EIA, please contact the Consultation Manager on ext. 1083.

This EIA form and report has been checked and countersigned by the Departmental Equalities Officer before proceeding to Executive Member(s)

Please confirm the outcome of this EIA:

No major impact identified, therefore no major changes required – proceed	<input type="checkbox"/>
Adjustments to remove barriers / promote equality (mitigate impact) have been identified – proceed	<input checked="" type="checkbox"/>
Continue despite having identified potential for adverse impact/missed opportunities for promoting equality – this requires a strong justification	<input type="checkbox"/>
Stop and rethink - the EIA identifies actual or potential unlawful discrimination	<input type="checkbox"/>

Report Officer

Name: Sarah Schofield

Signature: Sarah Schofield

Date and Contact No: 11.04.16

Departmental Equalities Lead Officer

Name: Tammy Tatman

Signature: Tammy Tatman

Date and Contact No: 11.04.16

Part 2: Consultation Form

(To be completed where consultation has been undertaken)

This report is for decision and is therefore subject to an Equality Impact Assessment. The proposal was also subject to consultation and this Equality Impact Assessment (Consultation Form) provides details of the consultation results. The following questions have been completed to ensure that this proposal, procedure or working practice does not discriminate against any particular social group. This has been ensured by undertaking consultation. Details of the outcome of the consultation have also been included in the main body of the report.

This form asks you to provide details of all the consultation undertaken specific to the proposal you are making, either prior to the EIA or as part of it and the results of this.

Consultation with staff

Please summarise the consultation undertaken with staff and their Trades Unions regarding this proposal.

On 21st January 2016, after approval of the consultation report on 18th January 2016, “at risk” letters were issued to affected staff. Formal consultation on the proposals expired on 18th March 2016.

Key elements of the formal consultation have included:

Staff

- A formal briefing session and presentation for all staff on 19th November;
- Maintenance of a staff teamsite using SharePoint, for staff to access information and a dedicated email address to contact the project team;

Trades Unions

- Meetings with trades unions and a Question and Response Log completed and shared with trades unions;
- Responding to specific requests for information from the trades unions;
- Access to all job descriptions, person specifications and job evaluation information;

Please summarise the results of this consultation, including key issues arising and any changes being made to the proposal as a result of the consultation.

Trade Unions

The formal Trade Unions’ responses to the proposals are set out in full at Appendix 4, along with the corresponding management responses. In summary, the main issues raised by the Trade Unions where:

- Concerns regarding CSO workloads and clarification on how this will be managed
- Clarification on the new IT systems and agile working
- Acknowledgment of significant savings made in previous reviews
- Discussions regarding additional duties taken on by the Area Coordinators and reporting lines
- Discussions concerning workloads of the proposed Neighbourhood Development Managers

Following consultation, Management considered the points made and have agreed the following amendments within the final proposals:

- Identified job descriptions adjusted
- Amended the proposed structure chart to reflect changes within the management reporting lines

Please summarise the consultation undertaken with customers and other stakeholders regarding this proposal (refer back to the stakeholders identified in your screening form).

Stakeholders

- An on-line questionnaire with a link to the cabinet report was sent to over 1500 people on the Area Forum mailing list, which includes residents, third sector groups, elected members and the Bolton News to inform them of the proposals and to invite comments and response.

Please summarise the results of this consultation, including key issues arising and any changes being made to the proposal as a result of the consultation.

The final proposals do not include a change following consultation with stakeholders.

4. With regard to the stakeholders identified above and the diversity groups set out below:

	Is there any potential for (positive or negative) differential impact?	Could this lead to adverse impact and if so what?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason?	Please detail what measures or changes you will put in place to remedy any identified adverse impact
Race	We are mindful that many of the borough's most deprived areas have some of the highest populations of Bolton's BME communities. As such, it is possible that these communities may experience a greater impact from the proposals, although it must be stressed that this impact is predominantly related to geography and issues around socio-economic disadvantage, rather than particular issues around race	No specific impacts in relation to race have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration. While the proposals will have an impact on service delivery and officer support to elected members the proposals have been designed to target the greatest proportion of support to the borough's most deprived communities, in line with the council's agreed approach towards savings and efficiencies
Religion	It is not anticipated that the proposals will result in a particular impact on the basis of religion. However, we are mindful of the link which often exists between people's faith and their ethnic background, and recognise that this can have some relevance to issues of socio-economic	No specific impacts in relation to religion have been identified.	N/A	See 'race' section above for similar considerations.

	disadvantage, as set out above			
Disability	There may be some impact if changes to area forum venues results in barriers to engagement for residents with a physical frailty or disability.	Attendees at area forums may experience problems accessing their local venue if there is a change to their geographical location and/or building type.	Area forum venues which are free or result in reduced costs to the service will result in important savings for the service and the Council.	All venues chosen to host a forum will be DDA compliant and officers and elected members will take into account the accessibility of their venue when planning forum meetings Anything relevant to this area raised in the consultation process will be taken into consideration.
Gender (including gender reassignment)	No specific impacts in relation to gender have been identified.	No specific impacts in relation to gender have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Age	No specific impacts in relation to age have been identified.	No specific impacts in relation to age have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Sexuality	No specific impacts in sexuality to race have been identified.	No specific impacts in relation to sexuality have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
Caring status (including pregnancy & maternity)	No specific impacts in relation to caring status have been identified.	No specific impacts in relation to caring status have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.

Marriage and civil partnership	No specific impacts in relation to marriage and civil partnerships have been identified.	No specific impacts in relation to marriage and civil partnerships have been identified.	N/A	Anything relevant to this area raised in the consultation process will be taken into consideration.
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Continue despite having identified potential for adverse impact/missed opportunities for promoting equality – this requires a strong justification	<input type="checkbox"/>
Stop and rethink - the EIA identifies actual or potential unlawful discrimination	<input type="checkbox"/>

Report Officer

Name: Sarah Schofield

Signature: Sarah Schofield

Date and Contact No: 20.06.16 Ext 6718

Departmental Equalities Lead Officer

Name: Tammy Tatman

Signature: Tammy Tatman

Date and Contact No: 20.06.16 Ext 6724
