

EQUALITY AND DIVERSITY IMPACT ASSESSMENTS
On grounds of age, disability, gender, race, religion, sexual orientation

YOUR FUNCTION OR POLICY AREA: FINANCIAL SERVICES
BUSINESS UNIT: FINANCE

DATE: MARCH 2008

Part One	GENERAL
1	<p>Please provide a brief description of the main function and/or policy(ies) including its aims and objectives</p> <p>The purpose of the division is to provide a comprehensive financial management service to all Directorates and Members of the council. This includes:</p> <ul style="list-style-type: none"> • providing financial advice to all elected Members and service managers; • providing financial advice for strategic planning and policy making to ensure the efficient and effective use of resources; • provision of financial management information to all service managers; • co-ordination and preparation of the council's statutory accounts; • co-ordination and preparation of revenue and capital budgets; • providing a creditor payment's function for all council business units. <p>The main procedures and documentation produced by the division are:</p> <ul style="list-style-type: none"> • Budget Digest • Council Tax Leaflet (part) • Statement of Accounts • Capital Strategy • Closedown Procedures • Annual Audit Letter • Annual Closure of Accounts Letter • FIMS procedures and training manuals • Creditor Payment procedures • Scheme for Financing Schools • Schools Standards Fund Guidance • Schools Costing and Budget Preparation procedures • LATS Strategy • VAT manual • Treasury Management Strategy • Resource Management Procedures

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2	Please list the main stakeholders/beneficiaries in terms of the recipients of the function or the target group at whom the policy is aimed
	<p>Internal</p> <ul style="list-style-type: none"> • Members • Commissioners • Business Unit Managers • Service Managers • All officers • Schools <p>External</p> <ul style="list-style-type: none"> • External Auditors • Audit Commission • Stakeholders • Local residents and members of the public • External Suppliers & Council Creditors • Government Departments • External Funding Agencies e.g. RDA, Lottery
3	If the function is provided by another partner, organisation, contractor or agency on behalf of the Authority, please give the names of these organisations/agencies (see question 19)
	n/a
4	Do you have any research data, about traditionally excluded groups? Does this research highlight any disparities or adverse impact?
	Not in relation to the services we provide, however, consideration is given to any excluded groups as identified by the council.
5	Have you compared your policy/function with similar local authorities, if so with what results?
	<p>The services provided by Financial Services will be similar for all local authorities i.e. financial advice, budget monitoring, production of statement of accounts etc.</p> <p>Financial Services is part of the CIPFA benching club.</p> <p>No detailed comparison has been made with other local authorities comparing the impact of the service upon customers in relation to equalities.</p>

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6	Does this policy area have high medium or low potential impact on traditionally excluded groups.?
	Due to the nature of the service provided the policies and functions have a low impact on excluded groups.

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	<p>IF THE POLICY OR FUNCTION HAS A HIGH OR MEDIUM POTENTIAL IMPACT ON RACIAL MINORITIES OR OTHER TRADITIONALLY EXCLUDED GROUPS PLEASE CONTINUE WITH Part 2 of the assessment</p> <p>Financial Services are not required to complete part 2 – however some general comments are included.</p>
Part Two	CONSULTATION
7	Please list any consultation activity with internal or external customers carried out over the last year or two: e.g. satisfaction surveys, focus groups, Citizens Panel exercises etc and how the results are publicised?
	n/a
8	Please list any alternative arrangements you have made or are planning for consulting with hard-to-reach groups within the community
	n/a
9	Please state how you consult with members of your staff about your function/policy
	n/a
10	Please list any changes to your function or policy that you have made, or you plan to make as a result of consultation with different groups (Include future ones in your improvement plan summary attached)
	n/a
	DISCRIMINATION
11	Please list any evidence you have of the function or policy having an adverse impact on different groups or relations between groups – this can be internal or external
	n/a
12	Have you received any complaints about your function/policy in respect of equality issues? If so, please give a brief description
	n/a

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SERVICE DELIVERY	
13	Please list any alternative ways designed to improve access to or use of your service by different groups, (and include this in your improvement plan summary attached)
	n/a
14	Please list any alternative ways designed to improve access to information about your service by different groups (and include this in your improvement plan summary attached)
	n/a
MONITORING	
15	Please describe how you carry out monitoring of take up of your function/policy by equality group?
	n/a
16	How are the results of any monitoring analysed, reported and publicised?
	n/a
17	Does an analysis of your customer base against baseline population figures for the borough show that you are reaching all groups within your remit? If not, which groups are adversely affected? --
	n/a
18	Please list any changes to your function or policy that you have made or plan to make as a result of monitoring
	n/a
MISCELLANEOUS	
19	If your function is provided by a private sector or voluntary sector organisation on a contract basis, (see q 3) please list any arrangements have you made or plan to make to ensure that these comply with equality
	n/a
20	Does your function or policy result in any financial support being given to community groups within the voluntary and community sector. If yes, please list organisations and amounts, including the equality monitoring on nature of the groups
	n/a

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IMPROVEMENT PLAN List any recommendations for action as a result of this impact assessment. **INCLUDE IN BUSINESS PLANS**

ISSUE	ACTION REQUIRED	LEAD	TIMESCALE	COSTS	COMMENTS
Continue to review EIA's and ensure a full review is undertaken by March 2011	EIA monitored as part of management team meetings	PL	Ongoing – with full review completed by March 2011	Within existing resources	
Ensure staff have a mechanism to raise issues of concern in relation to equalities	Equalities are considered as part of management team meetings	PL	Quarterly review at FSMT	Within existing resources	
Ensure all new staff attend have Equalities training	Mandatory training provided to all new staff and raised at their induction	PL and Finance Managers	Ongoing	Within existing resources	
Ensure the continued availability of all publications in different languages	Monitoring of requests	PL	Ongoing	Within existing resources	