



Appendix A1

Equality Impact Assessment Form

2023/24 Revenue Budget – Finance & Change Plan Savings

Step 1

Name of proposal - CASH 2 - Further phase of on-line Payment Facilities

Step 2

Is this a full Equality Impact Assessment Yes If Yes, please complete the remainder of this form.

Step 3

(i)Lead Directorate/Service: **Finance**

(ii)Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

(iii)What is the aim of the proposal? Please give full details.

The aim of the proposal is to reduce the Council's costs from handling and processing cash by moving customers including internal services within the Council to alternative means of payment. The proposal may also consider passing on transactions costs currently incurred by the Council to customers.

(iv)Is it a new proposal? Yes/No Please indicate OR

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function? Yes/No Please indicate

This saving has been included in previous version of the Council's Change Programme but its implementation has been delayed.

Step 4: Which people does your proposal involve or have consequences for?

Please indicate all which apply:

Employees	Yes/No
Job Applicants	Yes/No
Service users	Yes/No
Members of the public	Yes/No

Step 5: List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:

Internal data (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

Transaction data including banking information, petty cash data and information from the Council's suppliers like Paypoint. Cost information on cash collection costs. Data on cash banking arrangements by schools and other outlets.

Internal consultation (e.g. with staff, trade unions and any other services affected).

N/a

External data (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

N/a

External consultation (e.g. partner organisations, national organisations, community groups, other councils).

N/a

Other (general information as appropriate).

Step 6: Evidence Gaps.

Are there any gaps in the equality information you currently hold? Yes/No

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

Step 7: Are there potential differential impacts on protected characteristic groups?

Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from Covid-19.

Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.

The saving is expected to be made in the cost of processing and collecting cash internally and externally so will involve some rationalisation of how cash is handled internally as

well as looking again at whether the Council continues to pay the transaction costs for customers wishing to pay in cash. The only aspects of this saving expected to impact on people with protected characteristics is in any change to existing policy on transaction costs and who pays those.

Age

Impact

Potential for negative impact for older people some of whom may prefer to pay in cash rather than electronically. Cash payment options will be retained but the Council may ask the customer to meet the transaction cost in future. Such a policy change would however be the subject of a separate report for approval by elected members.

Disability

Impact

Potential for negative impact for disabled people some of whom may prefer to pay in cash rather than electronically. Cash payment options will be retained - the Council may ask the customer to meet the transaction cost in future. Such a policy change would however be the subject of a separate report for approval by elected members. The Council will take cognisance of the duty to make reasonable adjustments for people with disabilities in considering this.

Gender reassignment

Impact

No impact expected.

Marriage and Civil Partnership

Impact

No impact expected.

Pregnancy/Maternity

Impact

No impact expected.

Race - (includes Gypsy Travellers)

Impact

No impact expected.

Religion or Belief

Impact

No impact expected.

Sex

Impact

Potential for negative impact for vulnerable women some of whom may have limited access to electronic payment methods. Cash payment options will be retained but the Council may ask the customer to meet the transaction cost in future. Such a policy change would however be the subject of a separate report for approval by elected members.

Sexual orientation

Impact

No impact expected.

Step 8: Consultation with any of the groups potentially affected

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

None

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?

Any proposed policy changes such as passing on transaction costs to customers will be the subject of a separate report for approval by elected members where further consideration of potential impacts will be given.

Step 10: If a potentially negative impact has been identified, please state below the justification.

The only negative impact considered to be likely would be a financial one – if the Council stopped its current practice of meeting the transaction cost on behalf of the customer.

Step 11: In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics

The potential changes arising will impact people with and without protected characteristics. Equality of opportunity will remain, as the facility to use cash will still be an option.

Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?

None identified

Please Note: Step 13 would normally be the FSD Assessment and is not applicable to this proposal.

Step 14: What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?

Any proposed policy changes such as passing on transaction costs to customers will be the subject of a separate report for approval by elected members where further consideration of potential impacts will be given

Step 15: Where will this Equality Impact/Fairer Scotland Duty Assessment be published?

With Council reports for budget setting meeting

Step 16: Sign off and Authorisation. Please state name, post, and date for each:

Prepared by: Ian Lorimer, Director of Finance, 6 February 2023

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Approved by: Ian Lorimer, Director of Finance, 10 February 2023