

BUDGET CUT ASSESSMENT FORM

H8

Budget Cut Assessment Form COMMUNICATIONS TEAM	Ref No H8	Responsible AD	Responsible Finance Manager	Responsible HR Manager	Responsible Lawyer	Responsible EIA Officer
---	--------------	----------------	-----------------------------	------------------------	--------------------	-------------------------

Description of Proposal:

Although this is an unknown quantity at this point in time, it is estimated that there is £46k for variable overheads in these areas which would need to be removed when the reduction in operational services is known. The costs of the services have been analysed between fixed, specific and variable costs to assist in this exercise and it is only the variable overhead cost which can be removed. The impact of the reduced budget will vary depending upon how the savings are made. The types of services that could be affected include;

- Responsive and proactive media activities (such as dealing with press enquiries, press releases, and articles for the one Darlington magazine).
- Working with partner organisations to provide communications services relating to campaigns and during civil emergencies.
- Co-ordination of marketing activities and managing design and print activities.
- Development and maintenance of Council websites and social media profiles.
- Co-ordination of internal communications and maintenance of the Intranet.

Human Resources Impacts		Asset Management Impacts	Decommissioning Costs	Cost Shunting
No. of posts to be deleted	Not known at this point in time	Detail any released buildings/building space Identify disposal or requisition issues	In addition to HR and Asset costs identify any others e.g. early contract termination costs	Is there any known or potential to increase costs elsewhere within Council budgets
No. of potential redundancies	Not known at this point in time			
Estimated Redundancy costs	Not known at this point in time £			

Financial Summary					
	2016/17	2017/18	2018/19	2019/20	2020/21
Estimated reduction to budget	15,334	37,410	41,862	45,541	45,541
Redundancy Costs					
Asset Implication					
Decommissioning Costs					
Known Cost Shunting					
Overheads					
NET Budget Reduction	15,334	37,410	41,862	45,541	45,541

Equality Impacts

Overview is EIA needed?			Protected Characteristics						
Put 'x' in relevant box if the proposal:			<ul style="list-style-type: none"> • Put 'x' in the box in the Impact column if there are positive (P) or negative (N) equality impacts. Leave box blank if there are no potential equality impacts • Put L, M, H or ? in relevant column using following descriptions: L = sustainable adjustment in daily routine M = significant reorganisation or change H = life changing or limiting impact on quality of life ? = not known at this stage. 	Impact		Level	Explain decision, level of impact and any change across the options	Yes	Brief Details
		'x'							
Affects	Service users	X	May reduce our ability to communicate with service users.						
	Employees	X	May reduce our ability to communicate with staff.	P	N	L/M/H/?			Have Cumulative Impacts been identified?
	The wider community	X	May reduce our ability to communicate with the wider community.	Age					Have unlawful impacts been identified?
	Significantly affects how services are delivered?			Race					Are there opportunities to advance equality?
	Have a significant effect on partner organisations?			Sex					Are there opportunities to foster good relations?
	Affect services known to be important to particular protected groups?			Gender Reassignment					Have any other options been explored and discounted?
	Affect different protected groups in different ways?			Disability					
	Relate to service areas with known inequalities			Religion or Belief					
				Sexual Orientation					
				Pregnancy or Maternity					
				Marriage/Civil Partnership					

MTFP – 2016/17 – Equality Screenings. This screening tool is to gather information on potential equality impacts to inform decision making. It is not an equality impact assessment. EIA will be done at a later stage where appropriate. All proposals must have an equality screen document. Decision makers must have equality screening information before any decision is taken. DBC is at risk of legal challenge if decision makers do not have this information.