

Service and Community Impact Assessment (SCIA)

Front Sheet:

**Directorate and Service Area:
Resources**

**What is being assessed (e.g. name of policy, procedure, project, service or proposed service change):
Charges for ICT provision to organisations outside OCC**

**Responsible owner / senior officer:
Graham Shaw**

**Date of assessment:
4th Dec 2017**

Summary of judgement:

Provision of ICT to partner organisations has been reviewed on the basis that the cost of provision should be recovered. All organisations have been contacted and charges discussed. In all cases, organisations have a choice to continue taking a service from OCC or not.
This exercise is still in progress.

Detail of Assessment:

Purpose of assessment:

Change to service delivery for ICT and charging approach.

Section 149 of the Equalities Act 2010 (“the 2010 Act”) imposes a duty on the Council to give due regard to three needs in exercising its functions. This proposal is such a function. The three needs are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic, and those who do not.

Complying with section 149 may involve treating some people more favourably than others, but only to the extent that that does not amount to conduct which is otherwise unlawful under the new Act.

The need to advance equality of opportunity involves having due regard to the need to:

- remove or minimise disadvantages which are connected to a relevant protected characteristic and which are suffered by persons who share that characteristic,
- take steps to meet the needs of persons who share a relevant protected characteristic and which are different from the needs other people, and
- encourage those who share a relevant characteristic to take part in public life or in any other activity in which participation by such people is disproportionately low.
- take steps to meet the needs of disabled people which are different from the needs of people who are not disabled and include steps to take account of a person’s disabilities.

The need to foster good relations between different groups involves having due regard to the need to tackle prejudice and promote understanding.

These protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

Context / Background:

Over many years, the Council has offered ICT provision to other organisations largely schools and other public sector bodies. In most cases, ICT provision is part of broader relationship but there has been no cost recovery.

In a recent review more than 1000 potential users were identified whose ICT provision is effectively being subsidised.

Proposals:

It is not reasonable for this level of subsidy to continue and organisations have been approached to discuss whether they wish to cease OCC ICT provision or to continue the service at a charge based on full cost recovery. Charges vary depending on the services drawn, from £500 to £1500 per annum.

Evidence / Intelligence:

All organisations are being approached individually to understand the situation and to set out the choice available. In some cases e.g. Academy conversion, it is not possible for the Council to continue to provide a service.

Alternatives considered / rejected:

Alternatives considered were:

Do nothing – not acceptable due to cost and complexity of provision to so many organisations and whether in some cases eg Academy conversion, the Council can continue to offer a service at all.

Levy a much smaller or token charge – this effectively maintains a burden on the Council's ICT service provision at a time when resources are under pressure and anything less than full cost recovery was not considered acceptable.

Impact Assessment:

Impact Assessment on Groups

As noted, all groups are being approached and the situation discussed. Thus far there have been no issues raised. Some groups recognise this situation has evolved and is not necessarily the best approach for them and therefore are happy to adopt their own ICT provision. A number of groups are those who are in the process of separation from OCC run support services, these include schools who are transitioning to Academy status.

Ceased or in process of ceasing by agreement

- Mill Arts
- ACE centre
- Headington Partnership
- Southern Health - Knights Court

- Southern Health - Abbey House
- Hill End, Yenworthy, Kilvrough, Woodlands
- OHS move to Academy
- Experience Oxfordshire

Ongoing (either because they are an integral part of core Council business or, where indicated by * = they have agreed to pay a charge)

- NHS users of the OCC Adult Social Care system
- Multi-Agency Safeguarding Hub* - charge applies to other public sector bodies
- Local Enterprise Partnership*
- Oxfordshire Pensions*
- Oxfordshire Fire and Rescue* – part of OCC for which there is no charge but charge relates to FRS Berkshire and central control centre accessed by Bucks, Berks & Oxon
- National Citizens Service*
- Victoria County History

Undetermined i.e. review and contact still in progress

- Skanska – (expected to cease, awaiting final confirmation)
- Probation Service (except where MASH users)
- TVERC
- TVP
- BBC Oxford
- City Council Contractor Cowley Marsh
- Amey
- Lower Windrush Valley Project
- Wychwood Project
- Aquarius Workers
- Ridgeway and Thames Path National Trails Team
- HCC Schools support (Abbey House)
- Unison

Impact on Individuals and Communities:

Community / Group being assessed (as per list above – e.g. age, rural communities – do an assessment for each one on the list)

Summarise the specific requirements and/or potential impact on this community / group, and then highlight the most significant risks and mitigating action that has been or will be taken.

| Risks | Mitigations |
|---|--|
| Key risk is to the organisations continuing business delivery | Discussion with each organisation on an individual basis to set out the choices. No withdrawal of service until there is a clear |

| | |
|--|---|
| | <p>outcome 31st March 2018 has been given as a deadline for completion of this exercise.</p> <p>Escalation to internal OCC stakeholders in the event of any dispute.</p> |
| | |

Impact on Staff: none

Summarise the specific requirements and/or potential impact on staff, and then highlight the most significant risks and mitigating action that has been or will be taken.

| Risks | Mitigations |
|-------|-------------|
| | |
| | |

Impact on other Council services: none

Summarise the specific requirements and/or potential impact on other council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

| Risks | Mitigations |
|-------|-------------|
| | |
| | |

Impact on providers: none

Summarise the specific requirements and/or potential impact on providers of council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

| Risks | Mitigations |
|-------|-------------|
| | |
| | |

Action plan:

Summarise the actions that will be taken as a result of the assessment, including when they will be completed and who will be responsible. It is important that the officer leading on the assessment follows up to make sure the actions are completed, and updates the assessment as appropriate. Any significant risks identified should also be added to the appropriate service or directorate risk register, to ensure they are appropriately managed and reviewed.

| Action | By When | Person responsible |
|--|--|--|
| Continue to assess each group individually | By end of Dec '17 | Mike Ibbitson, Interim ICT Service Manager |
| Group decides not to continue with OCC service | Service will cease by 31 ^s March 2018 | |

Monitoring and review:

Try to be as specific as possible about when the assessment will be reviewed and updated, linking to key dates (for example when consultation outcomes will be available, before a Cabinet decision, at a key milestone in implementation)

Person responsible for assessment:

| Version | Date | Notes (e.g. Initial draft, amended following consultation) |
|---------|----------|--|
| 1.0 | 04/12/17 | Initial document. |
| 2.0 | 31/01/18 | Review following updates and feedback from Strategic Directors |
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