

Stage 1: Scope of the Equality Impact Assessment

1. What is being assessed? (Title or description of the policy, strategy, service, function)
And who implements this policy, strategy, service or function?

The Accountancy Team (excluding Corporate Debt Management)
The Accountancy Team consists of internal resources of 8 fte's.

2. What is the purpose? (A short statement about its aim or objectives)

The Accountancy Team provide a range of key financial services including advisory, financial planning, training, monitoring and act as the prime interface with the Council's appointed External Auditors. These services are provided to individual services, but also from a corporate perspective to ensure that the Council's overall aims, objectives and legal obligations are met – the corporate responsibility always takes precedent over individual service objectives

3. Who is affected? (The people it covers)

All officers and Members involved in the delivery of Accountancy Services

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector)

Indirectly but always through a contract / lead officer in Accountancy, e.g. CEDAR, Netstore who provide key support for the Council's Financial System.

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

Financial / Budget position of the Council requires a continuous review of the way that services are delivered to ensure practice remains relevant and up to date.

Legislation / Accounting Rules require regular review of the way accounting information is recorded and reported on, e.g. International Financial Reporting Standards, Statement of Recommended Practice, Best Value Accounting Code of Practice and Audit and Accounts Regulations

Economic Risk / Environment – continuous review of policies and practice to minimise financial risk to the Council, e.g. Glitnir Investment, reducing income and cost pressures impact on our approach to budgeting / budget monitoring.

External Scrutiny and Inspection – Constant need to improve and meet higher standards on an annual basis e.g. CAA, Use of Resources and change to External Auditors (different approaches / expectations)

6. Does the service affect the public or staff directly?

Not directly and the work carried out by Accountancy is used to help inform and shape

decision making. It has a significant influence on decision making but actual decisions are taken within Service areas or more significant decisions by Members.

7. Does it affect how other services are provided?

Accountancy provide information and decision support in terms of helping managers / members make decisions. This can obviously lead to changes to the way that service might be delivered. However, any changes to service delivery are the responsibility of individual services and we would expect them to ensure that they have considered all necessary impacts / issues prior to implementing any changes.

8. Is there information e.g. survey data or complaints that suggest that it is affecting particular groups of people?

Accountancy do not proactively collect survey data on its performance. No complaints have been received about the service over the past 12 months

9. Does it have employment implications?

No. All existing staff have attended equalities training and new staff will attend equalities training as part of their induction process.

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will need to carry out a full Equality Impact Assessment.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out?

No – The service works internally to support decision making on a wide range of areas. Only in very extreme circumstances (Section 151) would there be an occasion to directly intervene in decisions on service delivery. This has never happened before and is very rare in Local Government.

11. What is the justification for the decision about full assessment?

N/A.

If the answer to Q10 is 'yes' stage 4 of the assessment must be completed within 3 months.

12. Who undertook this assessment?

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Please send this form to your Equality Champion (See Corporate, Equality and Young People on WySpace for a current list) and copy it to Claire Hook, Equalities Officer at claire_hook@wycombe.gov.uk. You must do this before final sign off by the Head of Service to enable the challenge process to be applied effectively.

The following Head of Service approved this preliminary impact assessment:

Name:

Date: