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Date: 11th December 2018

Dear Sir/Madam,

A Special meeting of the **Education for Life Scrutiny Committee** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Monday, 17th December, 2018** at **5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

Christina Harrhy
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

A greener place Man gwyrddach



Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To receive and consider the following Scrutiny reports: -

- | | | |
|---|--|----------|
| 3 | Draft Budget Proposals for 2019/20 | 1 - 16 |
| 4 | Medium Term Financial Plan - Savings Proposals for 2019/20 | 17 - 104 |

Circulation:

Councillors C. Andrews (Vice Chair), P.J. Bevan, A. Collis, S. Cook, W. David, A. Farina-Childs, D.T. Hardacre, D. Havard (Chair), M.P. James, B. Miles, Mrs G.D. Oliver, Mrs T. Parry, J.E. Roberts, R. Saralis, J. Simmonds and R. Whiting

Co-opted Members:

Cardiff ROC Archdiocesan Commission for Education Representative (with voting rights on educational matters)
Mr M. Western

Parent Governor Representatives (with voting rights on educational matters) Mr M Barry and Mr R Morgan

Outside Body Representatives (without voting rights)
Mrs J. Havard (NEU) and Mrs P. Ireland (NEU)

Caerphilly Governors Association (without voting rights)
Mr D Davies

And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

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SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE – 17TH DECEMBER 2018

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE
SERVICES**

- 1.1 The attached report setting out details of draft revenue budget proposals for the 2019/20 financial year was presented to Cabinet at its meeting on the 14th November 2018.
- 1.2 As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report.

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Appendices:
Appendix Cabinet Report 14/11/18 – Draft Budget Proposals for 2019/20



CABINET - 14TH NOVEMBER 2018

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20

REPORT BY: DIRECTOR OF EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To present Cabinet with details of draft budget proposals for the 2019/20 financial year to allow for a period of consultation prior to a final decision by Council on the 21st February 2019.

2. SUMMARY

- 2.1 The report provides details of draft budget proposals based on the Welsh Government (WG) Provisional 2019/20 Local Government Financial Settlement.
- 2.2 The report also provides details of draft savings proposals along with a higher than forecast council tax rise, that provide a set of proposals to cover a savings target of £15.6m for 2019/20 to enable the Authority to set a balanced budget.

3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 3.2 Effective financial planning and the setting of a balanced budget support the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -
- A prosperous Wales.
 - A resilient Wales.
 - A healthier Wales.
 - A more equal Wales.
 - A Wales of cohesive communities.
 - A Wales of vibrant culture and thriving Welsh Language.
 - A globally responsible Wales.

4. THE REPORT

4.1 Headline Issues in the Provisional Settlement

- 4.1.1 Published on the 9th October 2018, the key points of the WG Provisional 2019/20 Local Government Financial Settlement are the following: -
- An overall net cash decrease of 0.3% in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) on an all-Wales basis compared to 2018/19. This includes additional funding for Free School Meals of £7m, Social Care of £20m and Teachers Pay of £13.7m. These are all cost pressures that need to be funded.

- The headline All Wales average Aggregate External Finance (AEF) reduction includes a range across authorities. This is due to the funding formula. There is a range from a 1% decrease to a 0.4% increase for 2019/20.
- For Caerphilly CBC there is a cash decrease of £560k which is a 0.21% reduction in the AEF compared to the 2018/19 financial year.
- WG have not provided an all-Wales indicative percentage reduction/increase in AEF for the 2020/21 financial year.
- The Capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant have decreased by £23k from the 2018/19 financial year.

4.1.2 As in previous years there is still uncertainty in respect of WG grant funding for 2019/20. It is anticipated that grant funding will reduce.

4.2 2019/20 Draft Budget Proposals

4.2.1 The proposals contained within this report will deliver a balanced budget for 2019/20, along with some savings in advance, on the basis that Council Tax is increased by 6.95%. Table 1 provides a summary: -

Table 1 – Summary

Paragraph	Description	£m	£m
4.2.3 – 4.2.9	Whole-Authority cost pressures	14.106	
4.2.12 – 4.2.18	Inescapable service pressures	4.130	
4.1.1	Reduction in WG funding	0.560	
4.3.1	Draft savings proposals 2019/20		14.660
4.3.3	Savings in advance	0.251	
4.4.1 – 4.4.2	Council Tax uplift (6.95%)		4.387
	TOTAL	19.047	19.047

4.2.2 Cabinet should note that the draft budget proposals include growth for Schools in 2019/20 to cover all pay related, non-pay and demographic growth pressures. There is no requirement in the Provisional Settlement to protect Schools. Appendix 2 proposes a savings target for schools of £2.1m. This in effect equates to a real terms cut of circa 2%. However, this needs to be considered alongside the need to deliver savings of £15.6m for 2019/20. Schools spend is approximately 30% of net available budgetary spend. Hence the £2.1m savings proposal i.e. 13% of the total savings required does provide relative protection to schools from the full extent of savings required to deliver a balanced budget.

4.2.3 The whole Authority cost pressures totalling £14.106m are set out in Table 2 below -

Table 2 – Whole Authority Cost Pressures

	£m
Pay – APT&C and Teachers	5.332
Foundation Living Wage	0.070
Employer pension contributions – APT&C, Teachers and Fire Service	4.517
Non-pay inflation at 2.4%	3.526
School service pressures(including schools new pay and grading)	0.621
Other passported grants	0.040
TOTAL	14.106

4.2.4 **Pay – 2.2% APT&C and 3.5% Teachers** - The pay award for the 2019/20 financial year has been fully funded as a growth pressure for both APT&C staff and Teachers. The increased costs are split in Appendix 1 between Schools and General Fund. A grant will be made available from WG to fund the increase in Teachers pay from 1st September 2018 to 31st March 2019; this grant funding has then been transferred into the RSG for 2019/20.

- 4.2.5 **Foundation Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals to allow for annual increases in the Foundation Living Wage hourly rate compared to the National Living Wage hourly rate that is now factored into the new Pay and Grading's growth detailed below in para 4.2.17.
- 4.2.6 **Employer pension contributions(APT&C staff)** – Following the outcome of the most recent triennial valuation of the Pension Fund, Caerphilly CBC is required to increase its pension contribution by £1,007k (1.0%) for the 2019/20 financial year.
- 4.2.7 **Employer pension contributions (Teachers and Fire Service)** – A significant additional growth pressure has presented itself in the last few months in respect of increased employer pension contributions for Teachers (£3,205k) and the Fire Service (£305k). These are 'unfunded' schemes, the Authority has no choice but to pay over the increase in employers costs in accordance with the rate as determined by Central Government. There is likely to be a 'one off' payment made by Treasury to cover these 2019/20 costs, albeit that this has not been confirmed. Furthermore there is no certainty that the 'one off' funding will cover the actual costs for 2019/20. The overall total increased costs in respect of these employer pension contribution increases will then roll into 2020/21 and be considered for funding by Central Government as part of the comprehensive spending review in 2019. It must be emphasised that there is much uncertainty around the funding of this significant growth pressure both for 2019/20 and on-going.
- 4.2.8 **Non-pay inflation at 2.4%** - The Consumer Prices Index (CPI) inflation rate was 2.4% in August 2018, in September it fell to 2.2%. The situation will remain under review prior to final budget proposals, but members are reminded that this area was not fully funded for 2018/19.
- 4.2.9 **Schools Service Pressures** – this includes funding for pupil demographic growth and formula funding growth required in the main for premises related costs. There is also an amount of £230k for growth for the new Pay and Grading's structure in respect of school based staff.
- 4.2.10 **Other Passported Grants** –There is a transfer in of £242k that represents anticipated growth in free school meal numbers as a consequence of changes to eligibility criteria as a result of the introduction of Universal Credit. There is a reduction of £202k primarily relating to PFI funding that was anticipated.
- 4.2.11 It is incumbent upon Council to set a realistic budget each year. Table 3 provides details of the 2019/20 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 3 – Inescapable Service Pressures and Other Service Commitments

	£M
CTRS Additional Liability	0.958
Social Services cost pressures	1.500
City Deal partnership revenue contribution and Debt charges	0.067
EOTAS	0.800
Dry Recycling	0.400
New pay and Grading's Structure	0.405
TOTAL	4.130

- 4.2.12 **CTRS Additional Liability** – the Authority is required to fund a Council Tax Reduction Scheme (CTRS). This replaced Council Tax Benefit a few years ago. The CTRS is a means tested benefit that assists in full or part towards a resident's council tax bills.
- 4.2.13 **Social Services cost pressures** - Cabinet will recall that the 2018/19 budget included additional funding of £1.5m for Social Services cost pressures. This has been necessary to fund increases in fees for external care providers due in the main to the introduction of the

National Living Wage, and additional costs arising from increasing demand for services in both Adult and Children's Services. It is proposed that a further sum of £1.5m should be allocated in the 2019/20 budget to meet ongoing financial pressures for Social Services.

- 4.2.14 **City Deal partnership revenue contribution and City Deal Debt Charges** – There is a small increase required for 2019/20 in respect of the revenue contribution of £6k for the City Deal Partnership. The City Deal includes a borrowing requirement of £120m for the ten partner Local Authorities. An additional £61k is required for 2019/20 to meet the current anticipated cost for Caerphilly CBC's share of potential borrowing that may be undertaken during the 2019/20 financial year.
- 4.2.15 **Education Other Than At School (EOTAS)** – Members will be aware of a continuing overspend in respect of costs relating to EOTAS. These have been regularly reported to Education for Life Scrutiny as part of Budget Monitoring arrangements. The spend has been reviewed and is unlikely to reduce in the short term without a thorough review of service areas that comprise EOTAS. Hence growth has been proposed of £800k to deal with the on-going pressures.
- 4.2.16 **Dry Recycling increased costs** - Members will again be aware of the increased costs relating to dry recycling. These have been previously reported to Cabinet and Scrutiny. It was hoped that the costs associated with the contracts to recycle dry tonnage would reduce. An earmarked reserve, previously approved by Council, was utilised while contracts were renegotiated and the market monitored. Unfortunately this area continues to be a growth pressure, hence growth is proposed of £800k spread evenly across 2019/20 and 2020/21. This has been possible due to the fact that there is an estimated £400k of previously agreed earmarked reserve available for 2019/20.
- 4.2.17 **New Pay and Grading Structure** - The Council as part of National Terms and conditions for APT&C staff will be required to use a new range of salary scale points from April 2019. This will mean that some grades of staff will see an increase in their salaries. The increases are predominately in the lower grade ranges. It is estimated that growth is required of £230k for schools and £405k for other services to accommodate these changes. There will be a separate report presented to cabinet on these new proposals
- 4.2.18 **Private Finance Initiative (PFI) review** – A review of the Council's PFI contracts is currently being undertaken. These contracts relate to Fleur de Lys (Ysgol Gyfun Cwm Rhymini) and Pengam (Lewis Boys) Secondary Schools, and Sirhowy Enterprise Way (SEW). To assist with this review the services of a company called Local Partnerships have been commissioned. This organisation has a proven track record in relation to supporting public sector bodies through reviews of operational PFI contracts and was recommended by WG Officers anticipate that an options appraisal in respect of these contracts will be presented to Cabinet in late Spring/early Summer 2019. In the meantime this is very much work in progress, hence the estimated growth required has been moved to the 2020/21 financial year when it will be dealt with in the report to Cabinet.

4.3 2019/20 Draft Savings Proposals

- 4.3.1 Draft savings proposals have been identified for the 2019/20 financial year totalling £14.66m as summarised in Table 4: -

Table 4 – Draft Savings Proposals 2019/20

Description	2019/20 Saving £m
Savings proposals with no public impact	4.557
Savings proposals with a public impact: -	
• Low impact	5.500
• Medium impact	3.618
• High impact	0.985
TOTAL	14.660

- 4.3.2 A summary of savings proposals by Directorate/Service Area are provided in Appendix 2 and Appendix 3. The savings proposals are split into 2 categories, those that are permanent and those that are temporary (i.e. not sustainable in the short to medium term). The temporary savings are not ideal, but have been unavoidable due to the uncertainties around funding particularly in respect of the Teachers and Fire service increased employer pension contributions.
- 4.3.3 The proposed savings in Appendix 2 of £11.298m along with the proposed temporary savings in Appendix 3 of £3.362m, with a proposed Council Tax increase of 6.95% will allow for savings in advance of £251k and provide a balanced budget position for 2019/20.

4.4 Council Tax Implications 2019/20

- 4.4.1 The draft budget proposals within this report include a proposed increase of 6.95% in Council Tax for the 2019/20 financial year. This will increase the Caerphilly CBC Band D precept from £1,057.70 to £1131.21 i.e. an annual increase of £73.51 or weekly increase of £1.41.
- 4.4.2 The proposed increase of 6.95% for 2019/20 will result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts would be added to these totals when confirmed at a later date): -

Table 5 – 2019/20 Council Tax (CCBC Element) at 6.95% Increase

Band	Council Tax (CCBC Element) £	Weekly Increase £
A	754.14	0.94
B	879.83	1.10
C	1005.52	1.26
D	1131.21	1.41
E	1382.59	1.73
F	1633.97	2.04
G	1885.35	2.36
H	2262.42	2.83
I	2639.49	3.30

4.5 Financial Outlook for Future Years

- 4.5.1 The Medium-Term Financial Plan presented to Council in February 2018 showed a potential savings requirement of £34m for the four-year period 2019/20 to 2022/23. There is currently no indicative allocation for 2020/21 provided by WG. Hence it has been assumed that the AEF will continue to reduce by 0.5% for the following 4 years after 2019/20. The revised MTFP assumptions now require savings to be achieved of £44m from 2020/21 to 2023/24.
- 4.5.2 The Autumn statement 29th October 2018 will result in additional funding to WG as a consequence of increased funding for the NHS, Social Care, Schools and Business rates. Excluding the NHS consequential this could provide an additional £57m to Wales. The Minister for LG has stated that LG will be a priority when WG considers how to allocate any additional funds coming out of this autumn statement. These 2019/20 Draft Budget proposals assume no additional funding compared to the Provisional Settlement, because at this stage nothing has been confirmed. If extra funds are made available prior to the final budget decision in 2019, further reports will be updated to reflect this additional funding. Members are reminded of the significant savings that are required in the MTFP and will need to ensure a prudent approach in respect of budget setting, which should include making savings in advance wherever possible.
- 4.5.3 In looking to develop proposals to address the significant financial challenges going forward it is widely accepted that the Council cannot continue as it is. There is a need to examine the way in which we use our resources to deliver services required by our communities across the county borough.

- 4.5.4 Through the Councils Business Improvement Programme (BIP) strategic reviews will look at how services can become more business efficient through examining how they are currently provided, exploring opportunities for greater customer focus, digital delivery, alternative delivery models, and commercial opportunities, whilst looking at preventative measures that will encourage early intervention that will ultimately allow demand for certain services to be regulated.
- 4.5.5 An updated Medium-Term Financial Plan covering the period 2019/20 to 2023/24 is attached as Appendix 1.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Effective financial planning is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities impact assessment (EIA) will be completed for all of the 2019/20 savings proposals. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process. It is anticipated that all EIA's will be available on the council's website from the 14th November 2018.
- 6.2 Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

7. FINANCIAL IMPLICATIONS

- 7.1 As detailed throughout the report.

8. PERSONNEL IMPLICATIONS

- 8.1 Where staff reductions are required as a consequence of savings proposals the Council will firstly try to achieve this through 'natural wastage' and not filling vacancies. However, where this is not possible then every opportunity will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.
- 8.2 Expressions of interest recently received from employees to leave the employment of the Council via the workforce flexibilities policies are currently being considered to determine whether they can assist service areas to achieve savings and to avoid compulsory redundancy situations. Any requests supported will require robust business cases confirming the savings and impact on service delivery.

9. CONSULTATIONS

- 9.1 Cabinet is asked to agree that the draft budget proposals for 2019/20 should now be subject to a period of consultation prior to final 2019/20 budget proposals being presented to Cabinet on the 13th February 2019 and then Council on the 21st February 2019. The consultation process will run from the 19th November 2018 to the 11th January 2019 and will consist of the following: -

- Online and paper consultation.
- Articles in Newline.
- Use of Social Media.
- Drop-In Sessions at locations across the County Borough.
- Meetings with the Viewpoint Panel, 50+ Forum, Youth Forum etc.
- Engagement with employees and the Trade Unions.
- Consultation with Town and Community Councils.
- Consultation with the Voluntary Sector.
- Posters at affected establishments.
- Other targeted stakeholder engagement as appropriate.

9.2 As part of the consultation process there will also be a series of Special Scrutiny Committees to focus on the savings proposals. In addition to considering the content of this Cabinet report the Scrutiny Committees will receive further reports providing more detail on the savings proposals that are expected to have an impact on the public. The dates of the Special Scrutiny Committee meetings are as follows: -

- 03/12/17 – Policy & Resources.
- 06/12/17 – Health, Social Care & Wellbeing.
- 17/12/17 – Education for Life.
- 18/12/17 – Regeneration & Environment.

10. RECOMMENDATIONS

10.1 Cabinet is asked to: -

- 10.1.1 Endorse the draft 2019/20 budget proposals including the proposed savings totalling £14.66m.
- 10.1.2 Support the proposal to increase Council Tax by 6.95% for the 2019/20 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1131.21).
- 10.1.3 Agree that the draft budget proposals should now be subject to consultation prior to final 2019/20 budget proposals being presented to Cabinet and Council in February 2019.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 Council is required annually to approve proposals to set a balanced budget and agree a Council Tax rate.
- 11.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

12. STATUTORY POWER

12.1 The Local Government Acts 1998 and 2003.

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Consultees: Corporate Management Team
Steve Harris, Interim Head of Business Improvement Services
Lynne Donovan, Head of People Services
Rob Tranter, Head of Legal Services and Monitoring Officer
Finance Managers
Cllr Dave Poole, Leader
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance

Background Papers:

WG Provisional 2019/20 Local Government Financial Settlement (9th October 2018).

Medium-Term Financial Strategy 2019/2024.

Appendices:

Appendix 1 Updated Medium Term Financial Plan

Appendix 2 2019/20 Permanent savings Proposals

Appendix 3 2019/20 Temporary Savings Proposals

Provisional 2019/20 Local Government Settlement (09/10/2018)

Description	2019/20 £000s	2020/21 £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s
AEF (-0.21 % ,-0.50 %,-0.50%, -0.50%,-0.5%)	(560)	(1,333)	(1,327)	(1,320)	(1,313)
Council Tax (4.52 % then 4.52% each year)	2,847	2,995	3,130	3,271	3,419
Total Funding	2,287	1,661	1,803	1,951	2,106
Schools					
Teachers Pay (3.5 % , then 2% each year)	2,431	1,502	1,572	1,603	1,635
Foundation Living Wage	0	0	0	0	0
Teachers Employers Pension Contributions (7.12 %)	2,984	2,272	0	0	0
APT&C Pay (2.2% ,2%, 2% 2%)	271	262	269	278	287
APT&C Employers Pension Contributions (1 % , 1%, 1%, 1%)	126	133	137	141	145
New Pay and Grading Structure	230	0	0	0	0
Non-Pay Inflation (2.4%)	454	439	423	432	441
Schools Service Pressures	391	181	301	364	274
Other Passported Grants - Free School Meals	242	0	0	0	0
Total Schools	7,129	4,789	2,702	2,818	2,782
General Fund Services					
Pay (2.2% ,2%, 2% 2%)	2,629	2,249	2,294	2,340	2,387
Foundation Living Wage	70	70	70	70	70
Employers Pension Contributions (1 % , 1%, 1%, 1%)	881	890	899	908	917
Teachers Employers Pension Contributions (7.21 %)	221				
Non-Pay Inflation (2.4% 2.2 % 2.1%, 2.1%)	3,072	2,753	2,845	2,943	3,046
Non-Pay Inflation (Fees and Charges) - 0%,	0	0	0	0	0
Fire Service Levy (Unfunded Pension Increase - Additional Contribution)	305	0	0	0	0
New Responsibilities	0	0	0	0	0
Other Passported Grants	(202)	0	0	0	0
Welsh Government - specific funding					
Total General Fund Services	6,977	5,962	6,108	6,261	6,419
Sub-Total	14,106	10,751	8,810	9,079	9,201
Service Pressures/Additional Funding					
CTRS Additional Liability (4.52 % than 4.52% each year)	623	651	681	712	744
Social Services Cost Pressures Contingency	1,500	1,500	1,500	1,500	1,500
City Deal (Partnership Revenue Contribution)	6	7	6	8	8
City Deal (Debt Charges)	61	44	89	122	171
EOTAS	800				
Dry Recycling	400	400			
New Pay and Grading Structure	405				
PFI Review	0	700			
Sub-Total	3,795	3,302	2,276	2,342	2,423
Reinstatement of 2019-20 temporary Savings Proposals		3,362			
Annual Shortfall	15,614	15,754	9,283	9,469	9,518
Cumulative Shortfall	15,614	31,368	40,651	50,120	59,638

2019-20 Permanent Savings Proposals

Proposed Saving	£000's	Comments	Public Impact
EDUCATION & LIFELONG LEARNING			
Planning and Strategy			
Full-year impact of closure of Cwmcarn High School	221	Closure of Cwmcarn High in October 2018. Balance of lump sum funding. £200k reduction in 2018/19, £221k is the balance following closure. Pupil related funding remains within the formula.	Nil
Reduction in Local Management of Schools (LMS) Contingency budget to reflect actual spend	40	Reduce budget based on prior years spend. If a formula issue arises in year will need to consider the use of LMS Contingency balances - subject to formal approval for use of balances.	Low
Outdoor Education - support for FSM pupils attending courses (fund through grants instead)	17	Removal of full budget - was set up many years ago to support FSM pupils in accessing outdoor education activities. In 2017-18 only 8 (out of 86) schools accessed this funding and all but 1 have an SRB. Consequently the impact will not be felt across all schools in the Authority. Other schools are using PDG funding and where the impact is linked to those in danger of an exclusion this will be picked up as part of the SRB Review.	Low
1/3rd Reduction in the School Meal Admin. Utility & Telephone Budget	10	Schools collecting significant levels of Catering income for Auth.& not funded for Catering utility costs on site. Significant staff time commitment within Schools to support this process. £10k relates to saving on telephone lines in most schools for Catering - as now using mobiles. Budget split - £252k Admin. Reimb. To Primary Schools; £162k Utilities Reimb. to Primary Schools; £10k Reimb. to Primary Schools.	Nil
5% Efficiency target P&S Mgt & Support Services	29	Opportunities with regards to additional income generation – most notably linked to grant funding	Nil
	317		
Learning, Education and Inclusion			
Rising 3's - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Reduction in School Improvement Initiatives budget	243	Proposal to remove the funding set aside to support schools in difficulty from a school improvement perspective. These situations are normally linked to inspection outcomes and more recently to national categorisation. As a result of a decreasing number of schools in higher risk categories this level of reduction is achievable at this time. There would need to be an understanding that should "emergency" funds be required, there is a potential to access funding from reserves (subject to the appropriate approval for use of balances).	Medium
Visually Impaired Service - 4.4% reduction in contribution	17	Service hosted by Torfaen CBC. The Authority will need to progress with the Lead Authority..	Medium
Education Achievement Service (EAS) - 2% reduction in contribution	48	Budget Realignment / Vacancy Management	Nil
Education Improvement Grant (EIG) - Reduction in match-funding contribution	27	Budget Realignment / Vacancy Management	Nil
14-19 Transport Initiative - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Early Years (Central Team) - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Education Welfare Service - vacancy management	46	Saving will be in place for 2019/20. Follows a re-modelling of the Service from September 2018 - EWO's compliment of 11.24 FTE's reduced to 8.45 FTE's but with a new Administrative Post to support the Team. The new model is designed to increase the flexibility of staff in the Team to support schools and to not be rigidly fixed to designated schools. Posts already vacant.	Low
Reduction in Music Service	50	Workforce requests received in the recent "letters". Need to review & work this through to establish the position going forward in respect of staff reductions.	Low
	511		
Lifelong Learning			
Community Education (Youth Service) - premises, vacant posts etc.	100	Budget Realignment / Vacancy Management	Nil
Community Education (Adult Service) - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Libraries - Reduction in premises costs, staff and books	85	Current resources budget is £355k. Reduction of £85k in Book Fund. Proposals include : Top slicing sections of the book fund to mitigate the impact of the reduction on key customer categories including children, older residents & learners; Remove 50% of the allocated funding for DVD's with the remaining allocation ring-fenced for popular customer interest areas such as children's titles; Significantly increase the proportion of paperback titles to increase the efficiency in resource spend and number of titles available; Increase use of South Wales Books4U scheme; Review free request service with the intention of reintroducing charges for rare non fiction titles which are not cost effective to elect to buy.	Medium
Libraries - Reduction in premises costs, staff and books	15	Budget Realignment / Vacancy Management	Nil
Library Service (Additional £30k to the £100k = £130k)	30	Budget Realignment / Vacancy Management	Nil
GAVO (Youth Service) - Remove contribution as service can be provided by CCBC	25	Removal of full contribution to GAVO - relating to Holiday Scheme Co-Ordinator. Implications for GAVO as this funding links to a post. No implications for public as the advice will continue to be provided through the Youth Service. [Function is to provide advice & support to any groups considering the provision of school holiday period-specific activity for children & young people between the age of 8 to 18 years].	Medium
Review of Staffing model in Libraries	50	Need to reference recent workforce requests in respect of the letter.	Low
	355		
Schools - MTFP shortfall	2,126	Schools will be required under their delegated powers to balance their own individual budgets, hence they will be required to identify their savings to cover the £2.1m. School budgets are typically 80 % staff related hence there will be a reduction in staff in schools	Medium
TOTAL Education and Lifelong Learning	3,309		

Proposed Saving	£000's	Comments	Public Impact
COMMUNITIES			
Regeneration and Planning			
Reduction in Community Regeneration Fund	50	Impact on Voluntary Organisations	Low
Business Support & Funding - vacancy management	25	Budget Realignment / Vacancy Management	Nil
Business Support & Funding - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Cwmcam Visitor Centre - increase in income	10	Budget Realignment / Vacancy Management	Nil
Events & Marketing - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Blackwood Miners Institute - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Realignment of staffing budgets at the Winding House	67	To reduce opening hours and staff resource	Low
Urban Renewal - budget realignment	4	Budget Realignment / Vacancy Management	Nil
Reduction in Town Centre budget	5	Reduction in works in Town Centres	Low
Planning Division - vacancy management	42	Budget Realignment / Vacancy Management	Nil
Staffing restructure in Regeneration and Planning	125	Mainly Vacant Posts	Nil
2% efficiency target for Arts Development budget	3	Budget Realignment / Vacancy Management	Nil
Reduction in Events Budgets	47	Reduction in some Events in Town Centres	Low
Total Regeneration and Planning	418		
Infrastructure			
Introduction of bus station departure charges	100	Impact on providers but could result in increase in public charges. Proposed increase 35p per departure	Low
32% reduction in Carriageway Resurfacing RCCO (capital budget = £750k)	53	Deterioration in road quality, increased risk insurance claims	Medium
7% reduction in Carriageway Surface Dressing budget	60	Deterioration in road quality, increased risk insurance claims	Medium
4% reduction in Highways Reactive Maintenance budget through use of Technology (Jetpatcher)	55	New technology providing efficiency	Nil
7% reduction in Highways Structures budget	36	Deterioration in infrastructure	Low
14% reduction in Traffic Management Maintenance budget	5	Reduction in maintenance and budget efficiency	Low
2% reduction in Street Lighting Non-Routine Maintenance budget	9	Reduction in maintenance as a result of new LED technology	Nil
8% reduction in other Highways Maintenance budgets	66	Deterioration in infrastructure	Medium
Reduction in other miscellaneous Highway/Land Drainage budgets	21	Increased flood risk	Medium
Reduction in Risca Canal budget	10	offset by capital enhancement	Low
Gulley Cleansing - 1 jetter to be funded from SLA agreement with Another Authority	64	MTCBC SLA Agreement if agreed	Nil
Deletion of Community Response Team budget - retirements/non-essential work	100	Service removed - minor maintenance works	Nil
Public Transport - review of contracts with highest subsidy per passenger	68	Reduction/termination of some bus routes	Medium
Vacancy management (part of wider £200k restructure proposal)	34	Budget Realignment / Vacancy Management	Nil
Highways Operations additional income	6	More focussed pursuit of highway recharges	Nil
Lunchtime School Crossing Patrols	36	Removal of Lunch Patrol	High
9% reduction in Traffic Signal Routine Maintenance budget	11	Contract Efficiency	Nil
Reduction in Accident Studies due to contract review	10	Contract Efficiency	Nil
Increase in road closure fee income	30	Charge to contractors for all closures with no further event subsidies	Nil
Passenger Transport - increase in income	3	Increase in replacement bus pass cards - Change in price (new charge £10 per replacement of lost card)	Low
Increase in Car Park charges	40	First increase in 8 Years and possible charging on Sunday, proposed increase 20p per tariff	Low
Introduction of a charge for residential parking permits	30	Introducing an annual charge in accordance with policy. Recommending £15.00 per permit.	Low
Integrated Transport Unit	50	Better utilisation of authority fleet when external contracts are due for renewal	Nil
Staffing restructure in Infrastructure Division	166	Budget Realignment / Vacancy Management	Nil
Total Infrastructure	1,063		
Public Protection			
Provision of Meals Direct Service to Section 117 clients only	141	Cease meals on wheels service except for clients eligible under Section 117 aftercare, currently just 1 individual. Part year saving to allow for implementation.	High
Increase price of secondary school meals by 10p from April 2019 (£2.25 to £2.35)	50	Price increase	Low
Increase price of primary school meals by 10p from April 2019 (£2.00 to £2.10)	54	Price increase	Low
Increase price of civic meals by 5%	3	Price increase E.g. • carvery set menu would raise from £4.70 to £4.95 • daily special choice would raise from £4.10 to £4.30 • sandwich would raise from £2.45 to £2.60	Low
Increased catering income from Secondary Schools - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Cessation of the Community Safety Warden Service	355	Removal of service	High
Increase in fee for retrieving stray dogs from Pound	3	Price increase to £75 from £44.	Low
Introduction of charges for rat treatments	20	New Charge - £20 (plus VAT) per treatment reducing to £10 (plus VAT) for those on means tested benefits.	Low
Environmental Health - budget realignment	15	Budget Realignment / Vacancy Management	Nil
Registrars - increase in ceremony fees	10	Increase in fees which range from 7.5% to 20% depending on day of the week and the venue.	Low
Trading Standards - vacancy management	40	Delete Fair Trading Officer post	Low
CCTV - reduction in line rental costs	40	Budget Realignment / Vacancy Management	Nil
Reduction in CCTV overtime budget	8	Budget Realignment / Vacancy Management	Nil
5% efficiency target for Health Division budgets	12	Budget Realignment / Vacancy Management	Nil
5% efficiency target for Pollution budgets & Emergency Planning budgets	26	Delete 0.5 fte Environmental Health Officer post	Medium
Total Public Protection	797		

Proposed Saving	£000's	Comments	Public Impact
Community and Leisure Services			
Sport & Leisure - changes in VAT for leisure pricing	50	Some clubs may have to pay more for the service	Low
Sport & Leisure - reduction in sport & leisure tutor budgets (budget realignment)	75	Budget Realignment / Vacancy Management	Nil
Sport & Leisure - reduction in Smart Rewards budget	15	Budget Realignment / Vacancy Management	Nil
Sport & Leisure - reduction in Supplies budget including uniforms and smartcards	8	Budget Realignment / Vacancy Management	Nil
Sport & Leisure - reduction in Caerphilly Adventures budget	12	Budget Realignment / Vacancy Management	Nil
Fleet Management - cease use of external diagnostic services and provide in-house	10	Budget Realignment / Vacancy Management	Nil
Building Cleaning - increase in income	15	Budget Realignment / Vacancy Management	Nil
Building Cleaning - budget realignment	31	Budget Realignment / Vacancy Management	Nil
Community Centres - withdrawal of funding for 2 Centres (Rudry & Glan y Nant) not in CCBC ownership	13	Reduces subsidy to user centre ownership. Glan-y-Nant and Rudry	Low
Community Centres - reduction of 1 hour Caretaker support across all Centres	18	additional charge from community centres committees	Low
Community Centres - reduction of all Caretaker support across all Centres from October	79	additional charge from community centres committees needed to fund the caretakers salary. Part Year from 1st October 2019	High
Community Centres - closure of 4 Centres (Tirphil, Phillipstown, Channel View & Lower Rhymney* (*already closed))	23	Loss of community centre to users	Medium
Parks & Countryside- Bowling Green rationalisation programme	10	Ongoing phased removal of the grants to bowls clubs as previously agreed by Cabinet	Nil
Parks & Countryside - review of Pavilion Attendant provision	30	Reduction of pavilion attendant hours.	Nil
Parks & Countryside - reduction in Community Asset budget	54	Cessation of minor infrastructure maintenance and upgrades; examples of works include the installation of knee rails, gates and barriers etc.	Low
Parks & Countryside - vacancy management	18	Budget Realignment / Vacancy Management	Nil
Parks & Countryside - reduction in machinery budget	20	Reduced budget to invest in new machinery.	Low
Parks & Countryside - reduction in playground maintenance budget	10	Reduced ability to replace play equipment and ultimately could lead to the closure / removal of facilities.	Low
Parks & Countryside - staffing restructure	44	Reduction in Area Parks staff	Low
Parks & Countryside - removal of one application of the weed spraying contract	32	Reduced service	Low
Green Spaces/Cemeteries - staff restructure	100	Potential redundancy of staff	Low
Green Spaces/Cemeteries - reduction in Cemeteries maintenance budget	25	Budget Realignment / Vacancy Management	Nil
Green Spaces/Cemeteries - reduction in War Memorial maintenance budget	15	Budget Realignment / Vacancy Management	Nil
Green Spaces/Cemeteries - reduction in Allotments budget	3	Budget Realignment / Vacancy Management	Nil
Green Spaces/Cemeteries - increase in Cemeteries income (budget realignment)	40	Budget Realignment / Vacancy Management	Nil
Waste Management - Cleansing staffing reductions	166	filling the vacant posts will increase standard of street cleanliness and would improve resilience of service'	Medium
Waste Management - introduction of new scheme of charging for bulky waste collections	50	New charge of a charge of £16 for 1 to 3 items (for all items other than fixtures and fittings).	Low
Waste Management - rationalisation of farm round waste collection service	53	reduced service	Low
Waste Management - reduction in mechanical sweeping	193	Reduced service	Medium
Waste Management - closure of 2 Civic Amenity Sites	98	2 CA sites are Penallta and Aberbargoed	Medium
Waste Management - staffing restructure	34	Budget Realignment / Vacancy Management	Low
Waste Management - reduction in Proactives Initiatives budget	50	Budget Realignment / Vacancy Management	Low
Waste Management - Civic Amenity Sites to shut an additional day (assumes 4 remain open)	38	Reduced service	Medium
Waste Management - development of an electronic Commercial Waste System	5	Budget Realignment / Vacancy Management	Nil
Waste Management - closure of all 5 Public Conveniences	74	Closure in all towns (Twyn to stay open as managed within TIC)	High
Waste Management - reduction in the level of weekend cleansing	34	Reduces service	Medium
Waste Management - off-hire one Supervisor van	6	Budget Realignment / Vacancy Management	Nil
Further reduction in Parks and Playing Fields budgets	30	Budget Realignment / Vacancy Management	Nil
Total Community and Leisure Services	1,580		
Corporate Property			
Ty Duffryn - standing charges and lease income	394	New lease agreed with Third Party Operators	Nil
Enterprise House - termination of lease	67	Staff moving to Tredomen	Nil
Reduction in Corporate Property DDA budget	50	Reduced Budget availability	Nil
Energy savings from LED lights in Ty Penallta	20	Budget Realignment / Vacancy Management	Nil
Reduction in cleaning of Corporate Buildings	15	Budget Realignment / Vacancy Management	Nil
Total Corporate Property	546		
Total Communities	4,404		

Proposed Saving	£000's	Comments	Public Impact
SOCIAL SERVICES & HOUSING			
Children's Services			
4C's rebate - joint commissioning of children's placements	35	Realignment of budget with no public impact	Nil
Review of admin support	186	Details to be confirmed but could be back office restructure with little or no public impact	Low
Review of Barnardo's contract	189	Potential reduction in Family Support Services	Medium
Families First - deletion of admin post	23	Deletion of vacant back office post with no public impact	Nil
Customer Services restructure	20	Back office restructure with no public impact	Nil
Total Children's Services	453		
Adult Services			
Review of staffing budgets in Adult Services	550	Details to be confirmed but could be back office restructure with little or no public impact	Low
Review of non Residential Charging Policy	100	Propose changes to the current non residential charging policy to ensure equity for all service users to include: charging for support element of domiciliary care, charging for day opportunities in a community setting, and charging for day opportunities provided by the independent and third sector.	Low
Retender of Shared Care Respite Contract currently held by Action for Children	50	All of these savings could be achieved through a re-design of services including closure of a day base (Twyn Carn) with little impact on service users. E.g. Service users could receive a similar service but in a different location. Promotion of independence to enable people to meet their own outcomes.	Low
Review of Day Services to achieve a budget reduction of 6%	300		Low
Implications of Social Services & Wellbeing Act 2014	150		Low
Review of external day care	205		Low
Cap inflationary uplifts on external contracts	3	Minor reductions could be achieved through efficiencies within the provider organisation	Nil
Domiciliary Care client income - budget realignment	25	Realignment of budget with no public impact	Nil
Non renewal of Mental Health Carers Support contract	34	Full year effect of not renewing the contract that ends on 31/03/19. Consultation currently ongoing	Low
Income generation - Ty Hapus	25	Will offer for use by other local authorities and ABUHB	Nil
Cease contribution to SEWIC	15	Regional agreement has been reached to cease a back office function with no public impact	Nil
Extra Care - budget realignment	20	Realignment of budget with no public impact	Nil
Adult Services	1,477		
Service Strategy and Business Support			
Dissolution of South East Wales IT Consortium	22	Full year effect of termination of a regional arrangement for back office IT Support in 2018/19. This support is now provided through the Regional WCCIS Service.	Nil
5% efficiency target for Office Expenses	9	Back Office efficiencies	Nil
Total Service Strategy and Business Support	31		
Housing Services			
Private Housing - staffing restructure	34	Budget Realignment / Vacancy Management	Nil
Removal of Homeless Prevention Fund budget - to be funded through growth in RSG	46	Nil effect	Nil
Revise staff apportionments between General Fund and HRA	50	Budget Realignment / Vacancy Management	Nil
Llamau grant reduction	3	Reduced service already being provided	Nil
Total Housing Services	133		
Total Social Services & Housing	2,094		

Proposed Saving	£000's	Comments	Public Impact
CORPORATE SERVICES			
Corporate Finance			
Housing Benefits - vacant post	27	Could increase performance if post filled	Low
Environment Finance - vacant post	24	Budget Realignment / Vacancy Management	Nil
Environment Finance - restructure	33	Budget Realignment / Vacancy Management	Nil
Housing Benefits - New Burdens funding	42	Could increase performance if post filled	Low
Additional grant and fees and charges income	67	Budget Realignment / Vacancy Management	Nil
Total Corporate Finance	193		
Procurement and Customer Services			
Customer Services - management/team leader restructure	108	Front line service but no impact on service delivery due to revised working practices.	Low
Customer Services - potential retirement	26	Front line service but no impact on service delivery due to revised working practices.	Low
Total Procurement and Customer Services	134		
Corporate Policy			
Reduction in voluntary sector Service Level Agreements (SLAs)	42	Directly impact Voluntary Sector SLA payments.	Medium
Reduction in Technical Assistance budget	5	Reduction in budget which is used to provide technical advice and guidance to Voluntary sector to allow them to access external grant programmes.	Low
Reduction in Well-being budget	10	Reduction in budget used to support well-being activities.	Low
Deletion of former Outcome Agreement budget	40	Budget Realignment / Vacancy Management	Nil
Equalities Team - reduction in publicity and promotion budgets	4	Budget Realignment / Vacancy Management	Nil
Reduction in Welsh Language Translation budget	10	Budget Realignment / Vacancy Management	Nil
Cease the use of Ffynnon	12	New ways of working	Nil
Service Review	67	Budget Realignment / Vacancy Management	Nil
Total Corporate Policy	190		
Information Technology			
Staff restructure / workforce planning	150	Staffing Restructure	Nil
Reduction in PSBA charges	132	Budget Realignment / Vacancy Management	Nil
Reduction in telephony costs and line rentals	35	Budget Realignment / Vacancy Management	Nil
Staffing restructure in Central Services	33	Vacant Posts	Nil
Reduce to a single van (mailroom)	4	Budget Realignment / Vacancy Management	Nil
Agenda distribution - cessation of delivery of papers to Members	5	Budget Realignment / Vacancy Management	Nil
Total Information Technology	358		
Human Resources and Communications			
Human Resources - restructure	120	Vacant posts	Nil
Total Human Resources and Communications	120		
Health and Safety			
Health & Safety - restructure	83	Vacant posts	Nil
Total Health and Safety	83		
MISCELLANEOUS FINANCE			
Pension contributions former Authorities - budget realignment	50	Budget Realignment / Vacancy Management	Nil
External Audit fees - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Welsh language - budget realignment	53	Budget Realignment / Vacancy Management	Nil
NNDR on empty properties	131	Budget Realignment / Vacancy Management	Nil
Rent Allowances, War Widow Concessions - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Reduction in Careline budget	20	Budget Realignment / Vacancy Management	Nil
Reduction in Carbon Management Scheme budget	25	Budget Realignment / Vacancy Management	Nil
PV Panels income	15	Budget Realignment / Vacancy Management	Nil
Class 1A NI Contributions (Tusker)	40	Budget Realignment / Vacancy Management	Nil
Reduction in miscellaneous items budget	4	Budget Realignment / Vacancy Management	Nil
Communities Match Funding Pot	15	Could impact on Communities to organise these 2 events. Community council/sponsorship funding would be needed to continue with the events.	Low
Total MISCELLANEOUS FINANCE	413		
Total Corporate Services and Miscellaneous Finance	1,491		
Total 2019-20 Proposed Savings	11,298		

2019-20 Temporary Savings Proposals

Proposed Saving	£000's	Comments	Public Impact
EDUCATION & LIFELONG LEARNING			
LMS Contingency - 23% Reduction	45	Current budget is £193k, this will reduce to £153k prior to this £45k proposed reduction. This leaves just £108k to deal with in year formula issues. Consequently if an issue arises will need to consider the use of LMS Contingency balances - subject to formal approval.	Medium
TOTAL Education and Lifelong Learning	45		
COMMUNITIES			
Regeneration and Planning			
Community Regeneration Community Projects - 53% Reduction	35	Impact on ability to fund small projects that do not have specific funding	Low
Business Grants - 50% Reduction	25	Reduced funding for Businesses.	Low
Community Regeneration Fund - 100% Reduction	50	Impact on Voluntary Organisations. This is the remaining budget.	Low
Total Regeneration and Planning	110		
Infrastructure			
Winter Maintenance - 54% Reduction	500	Alternative funding via winter maintenance reserve	Nil
Public Rights of way -50% Reduction	31	Deterioration in Public Rights of Way	Low
Maintenance of Land - 50 % Reduction	15	Deterioration in maintenance of land	Low
Temporary reduction in Carriageway Resurfacing RCCO	110	Alternative funding sort WG	Low
Temporary reduction in Carriageway Surface Dressing	800	Alternative funding sort WG	Low
Temporary reduction in Structures Maintenance budget	40	Alternative funding sort WG	Low
Temporary reduction in Highways Reactive Maintenance budget	43	Alternative funding sort WG	Low
Temporary reduction in Risca Canal Maintenance budget	40	Reliant on capital project	Low
Total Infrastructure	1,579		
Community and Leisure Services			
RCCO Waste Vehicles - 100% Reduction	390	Risk to vehicle availability/reliability	Low
Total Community and Leisure Services	390		
Corporate Property			
Property Maintenance - 20% Reduction	309	Reduced funding available for discretionary work.	Low
Total Corporate Property	309		
Total Communities	2,388		
SOCIAL SERVICES & HOUSING			
Reduce Growth provision	300	Would only meet existing need but does not allow for any demographic increases from August 2018 or for any fee increases in excess of inflation.	High
Total Social Services & Housing	300		
CORPORATE SERVICES			
Information Technology			
PC Refresh -100% Reduction	129	Replacement PC and MFP capacity Budget £132k	Nil
Total Information Technology	129		
Miscellaneous Finance			
Deferred Borrowing - 4.4% Reduction	500	Reduces opportunity to use as a one off underspend on capital schemes.	Low
Total MISCELLANEOUS FINANCE	500		
Total Corporate Services and Miscellaneous Finance	629		
Total 2019-20 Temporary Savings Proposals	3,362		



SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE – 17TH DECEMBER 2018

**SUBJECT: MEDIUM TERM FINANCIAL PLAN – SAVINGS PROPOSALS FOR
2019/20**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE
SERVICES**

1. PURPOSE OF REPORT

- 1.1 To provide Members with details of the Directorates 2018/19 savings proposals to support the Authority's Medium Term Financial Plan (MTFP).

2. SUMMARY

- 2.1 The report provides details of the savings proposals, presented to Cabinet on 14th November 2018, for Members to consider prior to a final decision in February 2019.

3. LINKS TO STRATEGY

- 3.1 The report considers the use of resources within the Directorate to ensure that key strategies are achieved.
- 3.2 Effective financial planning and financial controls contribute to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015. In particular, as follows:
- A healthier Wales, supporting vulnerable learners can improve their well-being and add educational achievement.
 - A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and
 - A Wales of cohesive communities (in the context of improving quality of life with attractive, viable, safe and well connected communities).

4. THE REPORT

4.1 The Directorate's savings proposals for 2019/20 can be summarised as follows:

Description	£'000
<i>Savings with no direct public impact</i>	610
<i>Savings proposals with a public impact</i>	
<u>Low Impact</u>	
• Reduction - LMS Contingency	40
• Outdoor Education – Support to FSM Pupils	17
• Education Welfare Service	46
• Music Service	50
• Staffing Model in Libraries	50
<u>Medium Impact</u>	
• Schools	2,126
• Reduction – LMS Contingency	45
• School Improvement Initiatives	243
• Sensory Service (SENCOM)	17
• Libraries – Book Stock	85
• Youth Service – removal contribution to GAVO for Holiday Scheme post	25
Total Savings Proposals	3,354

4.2 The total proposed savings of £3.354m include savings proposals of £610k, these proposals are not expected to have an impact on the public and as in previous years have been consolidated into a single line for reporting purposes. These “nil impact” savings consist in the main of vacancy management, budget realignment & minor changes to service provision. A list of all the proposals that make up the £610k are included in Appendix 1.

4.3 Proposals that will have a Public Impact

4.3.1 The remaining savings proposals of £2,744k will impact on the public to varying degrees. The remainder of this report focuses on these proposals.

4.3.2 Reduction in LMS (Local Management of Schools Budget) Contingency Budget - £40k Public Impact Low; £45k Public Impact Medium – Temporary Savings Proposals)

The LMS Contingency budget (£193k in 2018-19) is established to deal with in year formula funding issues (e.g. floor area changes and NNDR revaluations). Recent spend trends indicate that a reduction of £40k is achievable and is consequently identified as a low risk. An additional sum of £45k is also proposed but identified to have a higher medium risk.

That said it is not anticipated that these proposed budget reductions will have any impact on schools in the short term. It is proposed that should any in year issues arise in excess of the reduced budget, consideration would need to be given to accessing LMS Contingency balances (subject to the appropriate approval).

4.3.3 Outdoor Education – Support for FSM (Free School Meal) Pupils attending courses £17k (Public Impact: Low)

This proposal is to remove the full budget of £17k currently utilised by schools for FSM eligible pupils to access Outdoor Education through Caerphilly Outdoor Adventure.

This budget was established many years ago and is effectively available to be accessed by all 86 schools in the Borough (equates to circa £200 per school). A review of the spend profile illustrates that only a small number of schools (8 in 2017-18) have accessed this funding. In 2017-18 all but one of the 8 schools had a Special Resource Base (SRB).

Consequently the impact of removing this funding will not be felt by all schools in the Authority, in fact other schools are already using their PDG (Pupil Development Grant) funding to support this activity.

In scenario's where a pupil is attending an SRB and the impact is linked to those in danger of an exclusion, this will be picked up as part of the current SRB Review.

4.3.4 Education Welfare Service – Vacancy Management - £46k (Public Impact: Low)

During 2018/19, following requests from 2 Education Welfare Officers (EWO's) to access the Voluntary Severance Scheme, the opportunity was taken to review the service delivery model. The new structure was also considered in the context of another member of the Team leaving and taking up an opportunity outside of the Authority. The Service was subsequently restructured from September 2018, with the compliment of 11.24 FTE's (EWO's), reducing to 8.45 FTE's but with a new full time administrative post to support the Team. The administrative post is assisting with regards to creating capacity for the remaining EWO's. The new model, which has created a saving of £46k, is designed to increase the flexibility of staff in the Team to support schools and to not be rigidly fixed to designated schools.

In reviewing the service delivery model, there is an expectation that schools will become more self-sufficient with regards to managing the attendance and welfare of pupils on a day to day basis. This will ensure that our statutory duties take precedence over all other support mechanisms. A robust referral process will ensure that EWO time is focussed on the most vulnerable with the more day to day issues dealt with by schools. Schools will need to be robust in the referral process to ensure that caseloads within the Team are realistic.

The revised structure only commenced in September 2018, no significant issues have arisen to date, appraisal is on-going.

4.3.5 Music Service – Budget Reduction - £50k (Public Impact: Low)

This proposal is to reduce the current budget allocation (circa £500k) by £50k in 2019-20, through a reduction in staff. Pupils are not at a disadvantage as there is currently a surplus of hours due to lack of uptake from schools in certain disciplines. In future any such gaps will be filled by agency staff. The position is currently being reviewed following requests from staff in relation to the voluntary severance scheme. There will be no impact on other members of the music service.

4.3.6 Libraries – Staffing Model in Libraries - £50k (Public Impact: Low - Medium)

Following the Authority's recent exercise with regards to "expressions of interest" from staff, together with a review of fixed term contracts it is considered feasible to release a number of posts from the Library structure and contribute £50k towards the Authority's savings targets.

The locations affected have yet to be determined. The workforce remodelling and the service delivery changes that this will lead to are considered low-medium risk and will not directly impact on the present number of library sites or the hours of operation that the public currently benefit from. No customer groups or individuals will be adversely affected by the workforce reductions anticipated.

There will be a manageable impact on Library staff at locations where officer numbers may reduce as a result of supporting individual expressions of interest. In each instance appropriate risk assessments will be undertaken and site modifications undertaken to ensure employee and customer safety and access to appropriate support personnel when required.

4.3.7 Schools - £2,126k (Public Impact: Medium)

This savings target of £2.1m for schools is in the context of an All Authority target (inclusive of Schools) of £15.6m. Schools account for approximately 30% of the Authority's budgetary spend, consequently this savings proposal of £2.1m (13% of the total savings required) does provide relative protection to schools from the full extent of savings required to deliver a balanced budget.

The proposals in the Budget Report 2019/20 includes growth for Schools with regards to cost pressures relating to Teachers / APT&C pay & superannuation costs, non pay inflationary pressures and specific school pressures, circa £6.8m (this includes pupil demographic growth and formula funding pressures linked to premises costs). Consequently the £2.1m savings target (net position circa £4.7m) is estimated to equate to a real terms cut of circa 2%.

Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £2.1m. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related, hence it is expected that there will be a reduction in staff numbers in schools.

Since schools are responsible for setting their individual budget, the impact will vary from school to school. The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.

4.3.8 School Improvement Initiatives – Budget Removal - £243k (Public Impact: Medium)

This proposal is to remove the full amount of funding set aside to support schools which get into difficulty from a school improvement perspective. These situations are normally linked to inspection outcomes and more recently to national categorisation.

Funding has been used to support additional staffing (teachers / Teaching assistants) for specified interventions for pupils. It has sometimes been used to improve a particular learning environment which has been highlighted as in need. It has also been used to purchase vital resources to build leadership capacity and mentoring on a temporary basis. This has also been used to support teaching heads wherever possible.

Due to the fact that this proposal removes the funding in full, there would need to be an understanding that should "emergency" funds be required, there is a potential to access funding from reserves (subject to the appropriate approval).

4.3.9 Sensory Service (SENCOM) – Budget Reduction - £17k (Public Impact: Medium)

The Sensory Service is hosted by Torfaen CBC. Proposals outlined to SEWC (South East Wales) Directors in early 2018 support the progression of a 2% reduction across the service.

In the short term it is not envisaged that there will be any impact on staff or pupils as the service will access a reserve fund to support the potential funding gap. Moving forwards this will be subject to review. The proposal has taken into account equal access based on the normal practice of a needs assessment.

The current Caerphilly CBC budget for the Sensory Service is £716k, circa 32% of the total cost of this service (across the 5 Local Authorities).

4.3.10 **Libraries Book Stock – Budget Reduction - £85k (Public Impact: Medium)**

This proposed budget reduction of £85k is against a 2018-19 budget allocation of circa £355k (approx. 24% of the budget).

The proposal includes the following:

Top slicing sections of the book fund to mitigate the impact of the budget reduction on key customer categories, including children, older residents, and learners.

Remove 50% of the allocated funding for DVD's (in line with usage patterns) with the remaining allocation ring fenced for popular customer interest areas such as children's titles.

Significantly increase the proportion of paperback titles purchased to increase the efficiency in resource spend and number of overall titles the Library Service are able to offer residents in the future.

Make increased use of the South Wales Books4U scheme of free inter-lending between 12 local authorities.

Review the free request service currently available with the intention of reintroducing charges for rare non-fiction titles which would not be cost effective to elect to buy.

The reductions in the resources budget will be managed carefully to ensure that key customer categories including children, older residents and learners' needs are safeguarded. Care will be taken to ensure that no specific resident groupings are adversely impacted by the resource fund reduction.

4.3.11 **Youth Service – Removal of Contribution to GAVO (Gwent Association for Voluntary Organisations) for Holiday Scheme Co-Ordinator - £25k (Public Impact: Medium)**

Since 2008, the Youth Service has supported the employment of a full time Holiday Scheme Co-Ordinator (employed by GAVO) whose function is to advise and support any groups considering the provision of School holiday period-specific activity for children and young people between the ages of 8 and 18 years.

This proposal is to end the final amount of grant funding to GAVO in full (£25k), following a 2 year phased reduction.

The "medium" impact assessment is not in relation to the impact on the service users but refers to the potential impact on GAVO. There will be no negative impact on service users, as the Youth Service has ensured that this aspect of work is integrated into Youth Service delivery.

5. **WELL-BEING OF FUTURE GENERATIONS**

- 5.1 Effective financial management is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

6. **EQUALITIES IMPLICATIONS**

- 6.1 An equalities impact assessment has been completed for all the 2019/20 savings proposals that are expected to have an impact on the public. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process. Details contained in appendix 1 to 5.

6.2 Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

7. FINANCIAL IMPLICATIONS

7.1 As detailed throughout the report.

8. PERSONNEL IMPLICATIONS

8.1 The personnel implications of any agreed savings will be managed in accordance with the Council's HR Policies.

9. CONSULTATIONS

9.1 Consultation discussions and responses have been reflected in this report.

9.2 The Authority's wider budget consultation is running from 19th November 2018 to the 11th January 2019, details included in Draft Budget Proposals to Cabinet on 14th November 2018.

10. RECOMMENDATIONS

10.1 Members of the Scrutiny Committee are asked to consider and comment upon the range of savings proposals outlined in this report.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To ensure that the views of the Scrutiny Committee are considered prior to savings proposals being presented to Cabinet on 13th February 2019 and then Council on the 21st February 2019.

12. STATUTORY POWER

12.1 The Local Government Acts 1998 and 2003.

Author: Jane Southcombe, Finance Manager (Education & Lifelong Learning and Schools)
E-mail: southj@caerphilly.gov.uk

Consultees: Richard (Ed) Edmunds, Corporate Director for Education & Corporate Services
Keri Cole, Chief Education Officer
Sue Richards, Head Education, Planning & Strategy
Sarah Ellis, Lead for Inclusion & ALN
Sarah Mutch, Early Years Manager
Paul Warren, Strategic Lead for School Improvement
Gareth H Evans, Senior Manager Libraries
Paul O'Neill, Senior Youth Service Manager
Councillor Philippa Marsden, Cabinet Member for Education and Achievement
Nicole Scammell, Head of Corporate Finance & Section 151
Steve Harris, Head of Business Improvement Services, Corporate Services
Robert Tranter, Head of Legal Services & Monitoring Officer

Councillor Barbara Jones, Deputy Leader and Cabinet Member for Finance,
Performance and Governance
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Julie Baker, Principal Finance Officer (Schools)
Mike Lewis, Principal Accountant Education
Lynne Donovan, Head of People Services

Appendices:

- Appendix 1: Summary Listing – Nil Impact
- Appendix 2: Equality Impact Assessment – Reduction – LMS Contingency
- Appendix 3: Equality Impact Assessment – Outdoor Education – Support to FSM Pupils
- Appendix 4: Equality Impact Assessment – Education Welfare Service
- Appendix 5: Equality Impact Assessment – Music Service
- Appendix 6: Equality Impact Assessment – Staffing Model in Libraries
- Appendix 7: Equality Impact Assessment – Schools
- Appendix 8: Equality Impact Assessment – School Improvement Initiatives
- Appendix 9: Equality Impact Assessment – Sensory Service (SENCOM)
- Appendix 10: Equality Impact Assessment – Libraries – Book Stock
- Appendix 11: Equality Impact Assessment – Youth Service (GAVO)

Appendix 1

2019-20 Savings Proposals

Proposed Saving (no direct public impact)	£000's	Comments	Public Impact
EDUCATION & LIFELONG LEARNING			
Planning and Strategy			
Full-year impact of closure of Cwmcarn High School	221	Closure of Cwmcarn High in October 2018. Balance of lump sum funding. £200k reduction in 2018/19, £221k is the balance following closure. Pupil related funding remains within the formula.	Nil
Reduction in the School Meal Admin. Utility & Telephone Budget	10	Schools collecting significant levels of Catering income for Auth.& not funded for Catering utility costs on site. Significant staff time commitment within Schools to support this process. £10k relates to saving on telephone lines in most schools for Catering - as now using mobiles. Budget split - £252k Admin. Reimb. To Primary Schools; £162k Utilities Reimb. to Primary Schools; £10k Reimb. to Primary Schools.	Nil
5% Efficiency target P&S Mgt & Support Services	29	Opportunities with regards to additional income generation – most notably linked to grant funding	Nil
Learning, Education and Inclusion			
Rising 3's - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Education Achievement Service (EAS) - 2% reduction in contribution	48	Budget Realignment / Vacancy Management	Nil
Education Improvement Grant (EIG) - Reduction in match-funding contribution	27	Budget Realignment / Vacancy Management	Nil
14-19 Transport Initiative - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Early Years (Central Team) - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Lifelong Learning			
Community Education (Youth Service) - premises, vacant posts etc.	100	Budget Realignment / Vacancy Management	Nil
Community Education (Adult Service) - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Libraries - Staff Turnover / Supply Costs, IT Related & Transport	45	Budget Realignment / Vacancy Management	Nil
TOTAL Education and Lifelong Learning	610		

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
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- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
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The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
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| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

- * The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Reduction in LMS (Local Management of Schools) Contingency Budget £40k – Low Impact £45k – Medium Impact (Temporary Savings Proposals)
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Planning & Strategy
CONTACT OFFICER	Sue Richards, Head of Education Planning & Strategy
DATE FOR NEXT REVIEW OR REVISION	Termly Review

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <ul style="list-style-type: none">• This budget (£193k in 2018-19) is established to deal with in year formula issues (e.g. floor area changes / NNDR revaluations). Recent trends have indicated that a reduction of £40k is achievable. This reduction is identified as low risk.• A further reduction of £45k is also proposed. This additional reduction is identified as medium risk.
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2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <ul style="list-style-type: none">• It is not anticipated that there will be any impact on schools. If any in year issues arise in excess of the reduced budget, consideration would need to be given to accessing LMS Contingency balances (subject to the appropriate approval).
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <ul style="list-style-type: none">• School formula methodology is the driver. Potential impact on Schools.
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	Protected Characteristic	Positive, Negative, Neutral
		Relevance of the Policy or Practice
	Age	Neutral
	Disability	Neutral
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <ul style="list-style-type: none"> • None
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <ul style="list-style-type: none">• Meetings held with all Heads to outline budget proposals for 2019/20 (November 2018).
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals discussed with all Headteachers available to attend meetings held on 6th & 7th November 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <ul style="list-style-type: none"> • On-going as part of budget monitoring arrangements.
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <ul style="list-style-type: none"> • Will monitor spend requirements arising out of any in year formula changes.
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <ul style="list-style-type: none"> • Not applicable.
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • This budget (£193k in 2018-19) is established to deal with in year formula issues (e.g. floor area changes / NNDR revaluations). Recent trends have indicated that a reduction of £40k is achievable. This reduction is identified as low risk. • A further reduction of £45k is also proposed. This additional reduction is identified as medium risk, as this further reduction increases the potential for the need to use balances. • It is not anticipated that there will be any impact on schools. If any in year issues arise in excess of the reduced budget, consideration would need to be given to accessing LMS Contingency balances (subject to the appropriate approval).

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12	What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i> <ul style="list-style-type: none">• EIA included in the Report to Education for Life Scrutiny December 2018.
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <ul style="list-style-type: none"> It is not anticipated that there will be any impact on schools. If any in year issues arise in excess of the reduced budget, consideration would need to be given to accessing LMS Contingency balances (subject to the appropriate approval).
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Jane Southcombe
Date:	26 th October 2018
Position:	Finance Manager (Education, Lifelong Learning & Schools)
Name of Head of Service:	Sue Richards

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

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|----------------------------------|----------------------------------|
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| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	Outdoor Education – Support for FSM (Free School Meal) Pupils Attending Courses (£17k)
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Planning & Strategy
CONTACT OFFICER	Keri Cole
DATE FOR NEXT REVIEW OR REVISION	Termly

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

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When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

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Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Removal of £17k budget currently utilised by schools for FSM eligible pupils to access outdoor education through Caerphilly Outdoor Adventure (Communities).</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>This budget was established many years ago and is effectively available to be accessed by 86 schools (equates to circa £200 per school). Recent trends illustrate that only a small number of schools (8 in 2017-18) have accessed this funding. In 2017-18 all but one of the 8 schools had a Special Resource Base (SRB).</p> <p>Consequently the impact of removing this funding will not be felt across all schools in the Authority. Other schools are already using their PDG (Pupil Development Grant) funding.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <ul style="list-style-type: none">• Schools currently receive Pupil Development Grant (PDG) funding for deprivation and can consider use of this funding in their planning.• In scenario's where a pupil is attending an SRB and the impact is linked to those in danger of an exclusion, this will be picked up as part of the current SRB Review.
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4 **Is your proposal going to affect any people or groups of people with protected characteristics?**
(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	Consideration given to alternative funding sources
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5 **In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.**
(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)

No specific impact linked to this proposal.

INFORMATION COLLECTION

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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals discussed with all Headteachers available to attend meetings held on 6th & 7th November 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

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9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <ul style="list-style-type: none"> • Evaluations incorporated into the outcomes of intervention planning meeting process and the schools causing concern regional meetings.
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <ul style="list-style-type: none"> • Not applicable
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • Schools currently receive Pupil Development Grant (PDG) funding for deprivation and can consider use of this funding in their planning. • In scenario's where a pupil is attending an SRB and the impact is linked to those in danger of an exclusion, this will be picked up as part of the current SRB Review.

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <ul style="list-style-type: none">• EIA included in the Report to Education for Life Scrutiny December 2018.
-----------	---

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <ul style="list-style-type: none"> • Schools currently receive Pupil Development Grant (PDG) funding for deprivation and can consider use of this funding in their planning. • In scenario's where a pupil is attending an SRB and the impact is linked to those in danger of an exclusion, this will be picked up as part of the current SRB Review.
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Completed by:	Jane Southcombe
Date:	26 th October 2018
Position:	Finance Manager (Education, Lifelong Learning & Schools)
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

October 2018

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| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	Education Welfare Service – Vacancy Management (£46k)
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Learning, Education & Inclusion
CONTACT OFFICER	Paul Warren
DATE FOR NEXT REVIEW OR REVISION	Summer Term 2019

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <ul style="list-style-type: none">• During 2018/19, following requests from 2 Education Welfare Officers (EWO's) to progress with regards to the Voluntary Severance Scheme, the opportunity was taken to review the service delivery model and establish a new structure. In addition, the new structure was also considered in the context of another member of the Team leaving and taking up an opportunity outside of the Authority.• The Service was subsequently restructured from September 2018, addressing the loss of the 3 posts. The EWO's compliment of 11.24 FTE's was reduced to 8.45 FTE's but with a new full time Administrative Post to support the Team. The Administrative Post will assist with regards to creating capacity for the remaining EWO posts.• The new model is designed to increase the flexibility of staff in the Team to support schools and to not be rigidly fixed to designated schools.
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <ul style="list-style-type: none">• In line with the re-structure, we will be reviewing the service delivery to schools, with an expectation that they become more self sufficient with regards to managing the attendance & welfare of pupils on a day to day basis. This will ensure that our statutory duties will take precedence over all other support mechanisms.• There will also be a further opportunity to review and expand our quality assurance measures, reporting mechanisms and impact assessments.• Additional resources in the way of administrative support, will assist with regards to filtering, allocating & monitoring caseloads, manage case management systems and reporting mechanisms.

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <ul style="list-style-type: none">• A robust referral process will ensure that EWO time is focussed on the most vulnerable with the more day to day issues dealt with by schools.• Schools will need to be robust in the referral process to ensure that caseloads within the Team are realistic.• Potential increase in our attendance rates through a more shared responsibility with our Schools.
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	Protected Characteristic	Positive, Negative, Neutral
		Relevance of the Policy or Practice
	Age	Neutral
	Disability	Neutral
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <ul style="list-style-type: none">• The revised structure only commenced in September 2018 and the Administrative Post is still to be appointed. No significant issues have arisen to date, appraisal is on-going.
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Staff engagement – discussing the changes.• School engagement – identifying clearly roles & responsibilities.• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p>
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	<ul style="list-style-type: none"> • Staff discussions. • Feedback from Schools. • Monitoring of data (attendance).
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <ul style="list-style-type: none"> • Evaluations incorporated into the outcomes of intervention planning meeting process and the schools causing concern regional meetings.
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not applicable.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • Potential reduction in attendance rates if schools do not fulfil the expectations of the new “model”. • Updating Service Level Agreement with Schools – clarify roles & responsibilities.
12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix</i></p>

to approval reports, publicity etc. in addition to the mandatory action shown below?)

EIA included in the Report to Education for Life Scrutiny December 2018.

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <ul style="list-style-type: none"> • Potential reduction in attendance rates if schools do not fulfil the expectations of the new “model”. • Updating Service Level Agreement with Schools – clarify roles & responsibilities.
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Paul Warren
Date:	8 th October 2018
Position:	Strategic Lead for School Improvement
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

- * The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Reduction in the Music Service budget - £50k (Budget of £500k in 2018-19)
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Learning, Education & Inclusion
CONTACT OFFICER	Paul Warren
DATE FOR NEXT REVIEW OR REVISION	Annual

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Workforce requests received in the recent "letters". Need to review & work this through to establish the position going forward in respect of staff reductions.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Members of staff who have requested voluntary severance. No impact on other members of the music service. Requests are currently being reviewed.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Pupils are not at a disadvantage. Currently there is a surplus of hours due to lack of uptake from schools in certain disciplines. In future, any gaps will be filled by agency staff.</p>
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4 **Is your proposal going to affect any people or groups of people with protected characteristics?**
(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	neutral	none
Disability	neutral	none
Gender Reassignment	neutral	none
Marriage & Civil Partnership	neutral	none
Pregnancy and Maternity	neutral	none
Race	neutral	none
Religion & Belief	neutral	none
Sex	neutral	none
Sexual Orientation	neutral	none

5 **In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.**
(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)

None

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>None</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.• Full review of music service to take place in 2019.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p>
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	<p>Quality of delivery by agency staff will be monitored via senior leaders in the music staff.</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As part of yearly operational plans linked to SIP.</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
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11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>None</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in the Report to Education for Life Scrutiny December 2018.</p>
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Paul Warren
Date:	13 th November 2018
Position:	Strategic Lead for School Improvement
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	Caerphilly County Borough Library Service – Workforce Remodelling Savings 2019-2020
DIRECTORATE	Education and Corporate Services
SERVICE AREA	Libraries
CONTACT OFFICER	Gareth H Evans, Senior Manager Libraries
DATE FOR NEXT REVIEW OR REVISION	April 2019 and six monthly thereafter

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Following the Council's workforce remodelling exercise and the number of expressions of interest from County Borough Council Library employees, together with a review of fixed term contracts it is considered feasible to release a number of posts from the organisations current structure and make £50,000 of savings toward the Local Authority's Medium Term Financial Plan targets for 2018-2022.</p> <p>The saving of £50,000 will result from the release of 3.25 Full Time Equivalent posts within Libraries (currently 54.8 FTE's in the service).</p> <p>The locations affected have yet to be determined this process will shortly commence and be closely linked to the number and type of expressions in the recent workforce remodelling process.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The workforce remodelling and service delivery changes this will lead to are considered low-medium risk and will not directly impact on the present number of Library sites or the hours of operation that the public currently benefit from. No customer groups or individuals will be adversely affected by the workforce reductions anticipated.</p> <p>There will be a manageable impact on Library staff at locations where officer numbers may reduce as a result of supporting individual expressions of interest in accessing an early retirement route. In each instance appropriate risk assessments will be undertaken and site modifications undertaken to ensure employee and customer safety and access to appropriate support personnel when required.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>As stated above no member of the public will be adversely affected by the workforce remodelling reductions and savings accrued. The impact on remaining staff will be managed to a low-medium risk status through detailed risk assessments and remedial changes to site undertaken or new processes and support routes to other personnel introduced to fully support each employee.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	Protected Characteristic	Positive, Negative, Neutral
	Relevance of the Policy or Practice	
	Age	N/A
	Disability	N/A
	Gender Reassignment	N/A
	Marriage & Civil Partnership	N/A
	Pregnancy and Maternity	N/A
	Race	N/A
	Religion & Belief	N/A
	Sex	N/A
	Sexual Orientation	N/A

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The changes planned in workforce planning and delivery will have no effect on the Library Services duties under Welsh Language Standards and protocols.</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The changes proposed will not lead to reductions in Public Library opening times or the range of services available at the Local Authority's network of 18 sites.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• All the employees within the scope of the wider Council's workforce remodelling arrangements have, and continue to be, fully consulted and supported when they consider their options to access the severance measures available.• Dependent on the Council's decision to proceed with the £50,000 savings and employee release arrangements attached to this, all other staff remaining at the Library sites affected will be appropriately consulted and included in the individual risk assessments that will be completed. In addition appropriate trade union representatives will be briefed and invited to participate in the consultation and communication work that is required.• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The proposed decrease in Library personnel at some locations will be carefully monitored and managed to ensure no customers or employees are adversely affected by the changes planned. As stated elsewhere in this paper each identified location will undergo a rigorous risk assessment which will be reviewed on a monthly basis for the first six months of implementation and then quarterly thereafter.</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As stated elsewhere in this paper no customer groupings or individuals will be adversely impacted by the staffing reductions proposed as no loss of Library access or services are required.</p>
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None at present.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>None anticipated and should any arise through the detailed risk assessment process scheduled then mitigating action will be undertaken to ensure employee and customer welfare, safety and protection of the present service offer and access arrangements.</p>

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Copies of the EIA will be made available at all Library sites for public awareness and comment. EIA included in the Report to Education for Life Scrutiny December 2018.</p>
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>See section 11 above.</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Gareth H Evans
Date:	7 th November 2018
Position:	Senior Manager Libraries
Name of Head of Service:	Sue Richards, Head of Education, Planning and Strategy

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

- * The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Schools – MTFP Shortfall - £2.126m
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Planning & Strategy
CONTACT OFFICER	Jane Southcombe
DATE FOR NEXT REVIEW OR REVISION	On-going financial monitoring of all Schools

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This savings target of £2.1m for schools is in the context of an All Authority target (inclusive of Schools) of £15.6m. Schools account for approximately 30% of the Authority's budgetary spend, consequently this savings proposal of £2.1m (13% of the total savings required) does provide relative protection to schools from the full extent of savings required to deliver a balanced budget.</p> <p>The proposals in the Budget Report 2019/20 includes growth for Schools with regards to cost pressures relating to Teachers / APT&C pay & superannuation costs, non pay inflationary pressures and specific school pressures (this includes pupil demographic growth and formula funding pressures linked to premises costs). Consequently the £2.1m savings target is estimated to equate to a real terms cut of circa 2%.</p>
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2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £2.1m. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related, hence it is expected that there will be a reduction in staff numbers in schools.</p>
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Since schools are responsible for setting their individual budget, the impact will vary from school to school.</p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.</p>
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4 **Is your proposal going to affect any people or groups of people with protected characteristics?**
(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5 **In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.**
(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)

None anticipated.

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>This savings target (£2.1m) is part of the Authority's total savings proposals for 2019/20 of £15.6m. Schools account for approximately 30% of the Authority's budgetary spend, consequently this savings proposal of £2.1m (13% of the total savings required) does provide relative protection to schools from the full extent of savings required to deliver a balanced budget.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Headteacher meetings with Director of Education & Corporate Service and Chief Education Officer to outline the budget proposals, early November 2018.• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.</p>
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<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None at this time.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Ongoing discussions with Headteachers to identify such requirements.</p>
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in the Report to Education for Life Scrutiny December 2018.</p>

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Jane Southcombe
Date:	6 th November 2018
Position:	Finance Manager (Education, Lifelong Learning & Schools)
Name of Head of Service:	Sue Richards

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

- * The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	School Improvement Initiatives – Budget Reduction / Removal (£243k)
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Learning, Education & Inclusion
CONTACT OFFICER	Keri Cole, Chief Education Officer
DATE FOR NEXT REVIEW OR REVISION	Termly Review

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This proposal is to remove the full amount of funding set aside to support schools which get into difficulty from a school improvement perspective. These situations are normally linked to inspection outcomes and more recently to national categorisation.</p> <p>However, there would need to be an understanding that should “emergency” funds be required, there is a potential to access funding from reserves (subject to the appropriate approval).</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Funding has been used to support additional staffing (teachers / Teaching assistants) for specified interventions for pupils. It has sometimes been used to improve a particular learning environment which has been highlighted as in need. It has also been used to purchase vital resources to build leadership capacity and mentoring on a temporary basis.</p> <p>This has also been used to support teaching heads wherever possible.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>As described previously, this allocation of funding is linked to the delivery of Post Inspection Action Plans and national categorisation.</p> <p>Action – Ongoing monitoring with the EAS (Education Achievement Service)</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Estyn Reports (available on the Estyn website) and national categorisation information (available on My Local School Website).</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This area of need is monitored through monthly intervention panels with Cabinet Member, Chair of Scrutiny, EAS, LA Senior Staff, Headteachers and Chair of Governors of identified schools.</p> <p>It will also be monitored through the “schools causing concerns” meetings between the Local Authority and EAS.</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Evaluations incorporated into the outcomes of intervention planning meeting process and the schools causing concern regional meetings.</p>
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not applicable.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Reduction in the number of schools identified to access this funding, in an “emergency” situation would need to consider the use of balances, subject to the appropriate approval.</p>

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in the Report to Education for Life Scrutiny December 2018.</p>
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>An understanding that should “emergency” funds be required, there is a potential to access funding from reserves (subject to the appropriate approval).</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Jane Southcombe
Date:	5 th October 2018
Position:	Finance Manager (Education, Lifelong Learning & Schools)
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

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- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

- * The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Reduction in the contribution to the Sensory Service (£17k) – Medium Impact
DIRECTORATE	Education & Corporate Services
SERVICE AREA	Learning, Education & Inclusion
CONTACT OFFICER	Sarah Ellis
DATE FOR NEXT REVIEW OR REVISION	6 monthly review

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When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Sensory Service is hosted by Torfaen CBC. Proposals outlined to SEWC (South East Wales) Directors in early 2018 support the progression of a 2% reduction across the service.</p>
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2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>In the short term it is not envisaged that there will be any impact on staff or pupils as the service will access a reserve fund to support the potential funding gap. Moving forwards this will be subject to review.</p>
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Proposal has taken into account equal access based on the normal practice of a needs assessment.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	Protected Characteristic	Positive, Negative, Neutral
	Age	Neutral
	Disability	Neutral
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>On-going discussion at SEWC Director level. Information received from the Service area to Directors.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p>
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	<p>Updates to SEWC Director Group meetings.</p>
<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>On-going regular meetings with the service area relating to individual pupil needs.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>It is anticipated that in the short term the reduction will be mitigated through the use of reserve funds.</p>
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in the Report to Education for Life Scrutiny December 2018.</p>

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>It is anticipated that in the short term the reduction will be mitigated through the use of reserve funds.</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Sarah Ellis
Date:	13 th November 2018
Position:	Lead for Inclusion & ALN
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	Education and Lifelong Learning 2019-2020 Saving Proposals: Medium Impact – Reduction in Book fund £85,000
DIRECTORATE	Education and Corporate Services
SERVICE AREA	Libraries
CONTACT OFFICER	Gareth Evans Senior Manager Libraries
DATE FOR NEXT REVIEW OR REVISION	6 monthly reviews for the first 12 to 24 months post implementation.

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Education and Lifelong Learning 2018-19 Saving Proposals:</p> <p>Medium Impact – Reduction in Book fund £85,000</p> <p>This saving proposal area includes:</p> <ul style="list-style-type: none">• Top slicing sections of the book fund to mitigate the impact of the budget reduction on key customer categories, including children, older residents, and learners.• Remove 50% of the allocated funding for DVD's with the remaining allocation ring fenced for popular customer interest areas such as children's titles.• Significantly increase the proportion of paperback titles purchased to increase the efficiency in resource spend and number of overall titles the Library Service are able to offer residents in the future.• Make increased use of the South Wales Books4U scheme of free inter-lending between 12 local authorities.• Review the free request service currently available with the intention of reintroducing charges for rare non-fiction titles which would not be cost effective to elect to buy.
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Medium Impact – Reduction in Book fund £85,000 (24% of Materials Budget)</p> <p>The impact of proportionally significantly disruptive resource fund reductions will be managed carefully to ensure key customer categories including children, older residents, and learner's needs are safeguarded.</p> <p>As noted in section 1 above a proportion of budget top slicing will be introduced to manage 50% of the savings required with the remainder achieved through:</p> <ul style="list-style-type: none">• Reductions to the Audio Visual budget – in particular DVD's linked to a review of spend against this format over the last 24 month period compared to use and income raised.• Purchase of adult paperback titles by default unless customer demand dictates that hardback copies of some author's work can justify individual 'case by case' selection.• Reduce the level of free access to request specific titles by re-introducing a level of charging for less popular fringe subject areas and authors that are unlikely to be read more broadly after the requestor's needs have been

	<p>satisfied.</p> <ul style="list-style-type: none"> • Increase the proportion of requests satisfied through participation in the 12 Local Authority 'Books4U' scheme. <p>The greatest care possible will be maintained to ensure no specific resident groupings are adversely impacted by the resource fund reduction.</p> <p>The County Borough Library Service will also seek to affect increased discounts from book suppliers wherever possible and strategically purchase a greater proportion of paperback items that are less expensive.</p>
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>No specific individual customer groupings will be adversely disadvantaged by the impact saving proposal identified in 2 above. With a strategy to protect provision to children, older residents, and learner's there will be less funding that can be allocated to other customer groupings however all the measures detailed in section 2 above will assist in managing the impact as fairly as possible.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>Some impact may take place as all areas of resource spend will require a degree of reduction, including materials in the Welsh language. The Borough Library Service will fail to meet the Welsh Government's Public Library Standards requirement for resource fund expenditure and the number of titles added to stock. This judgement is based on an analysis of last years spend on resources and the number of titles subsequently added to stock. In addition the Council's ability to meet the Welsh language material spend target may also prove challenging, though all efforts will be made to preserve this Standard.</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The saving proposal under consideration is not focused on one user group or community. The proposal will address all areas of resource fund provision equally, though spend on audio visual materials may merit further targeting to release money for more traditional formats.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Customer feedback on the impact proposals will be collected as part of the Library Services normal operation. All service points operate user surveys as a matter of course and comments made are given appropriate consideration and responses. The impact of resource fund reductions and any amendments made to the proportion of audio visual titles, in particular DVD's, purchased should lead to few or no complaints as alternative delivery routes or stock sourcing will be employed to ensure continuity in the Library offer wherever possible.</p>
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	<p>Preparatory work to inform Audio Visual borrowers of the planned reductions in new title acquisition will be considered nearer the date that when the funding realignments are introduced. This communication between the Council and local residents will be conducted by onsite surveying and advanced notification of the reductions proposed.</p>
<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>All customer comments will be considered and responded to separately. The feedback received from the reductions in resource fund spend will be assessed closely and any additional mitigating actions required introduced to support customers to continue to benefit from an excellent choice of books and other materials in the Borough's Libraries.</p> <p>The number of requests for book and other materials will be monitored as part of the County Borough Library Service's Annual Public Library Standards return and if needed alternative sourcing options, in addition to the Books4u scheme, will be considered including loans from the British Library in exceptional cases.</p> <p>The introduction of fees for rare out of print non-fiction titles that are likely to prove expensive to source will be considered as British Library Inter-Library Loans can cost £20 per item. The appropriate endorsement of a new request charging fees structure will be requested from the Education for Life Scrutiny Committee and Cabinet as appropriate.</p> <p>The County Borough Library Service consults its customers on a bi-annual basis by Children and Adult Public Library User Surveys that are nationally recognised. Both survey forms include satisfaction questions relating to choice of stock and different material format types.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not at this time.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Medium Impact – Reduction in Book fund £85,000</p> <p>No individual customer groupings or communities will be adversely disadvantaged. The budget reduction proposed £85,000, represents 24% of the overall resource allocation and will be top sliced to ensure the minimum impact on the number and quality of materials acquired for the public. Some areas of customer need will be protected where possible including children, older residents, and learner's however it is hoped that by purchasing more titles in paperback format that the perceived</p>

	<p>reduction in choice will be minimal and that users will not receive a poorer service.</p> <p>The County Borough Library Service will seek to achieve increased discounts from book suppliers.</p> <p>The County Borough Library Service will increase its use of the South Wales Books4U inter-lending scheme between 12 local authorities.</p> <p>Where requests are received for rare out of print non-fiction titles these will be sourced via the British Library. Council Member views will be sought on the option to re-introduce a customer request fee charge for these rare areas of stock.</p> <p>Customers generally may experience longer waiting times for new or requested items though this should be manageable.</p> <p>A review of the current proportion of the resource fund allocated to Audio Visual materials will take place, in particular DVD materials. Focusing on levels of loans over the last 2 years. Consideration will be given to reducing spend on this area so that additional budget can be released for traditional formats.</p>
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<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in the Report to Education for Life Scrutiny December 2018.</p> <p>Copies of this Equality Impact Assessment will be made available for public inspection and feedback in all 18 static Library locations.</p>
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>See section above.</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Gareth H Evans
Date:	10.10.2018
Position:	Senior Manager Libraries
Name of Head of Service:	Sue Richards Head of Education Planning and Strategy

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	GAVO Holiday Scheme Coordinator funding (£25k)
DIRECTORATE	Education and Corporate Services
SERVICE AREA	Youth Service
CONTACT OFFICER	Paul O'Neill
DATE FOR NEXT REVIEW OR REVISION	6 month review.

***Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve?</p> <p>The cessation of the final amount of grant funding to an external partner (GAVO), following a 2 period of reduction, thereby enabling the Youth Service to both achieve its MTFP-related responsibilities and to enable school holiday period coverage to be a fully integrated aspect of service delivery (service change is contingent upon savings, including in areas that are duplicated, such as the GAVO Holiday Scheme Coordinator grant).</p>
2	<p>Who are the service users affected by the proposal?</p> <p>All service users will be positively affected. Equalities-related impact will be positive should the service be successfully realigned to include year-round coverage. As the scope of the current arrangement allowed for advice and support to be given to those considering supporting Play scheme settings, the Youth Service is to provide this support directly in future (this support has been directly provided by the youth service historically, regardless).</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</p> <p>The proposals ensure that more young people, including those with particular equalities-related needs, have equal access to holiday period support. CCBC Youth Service staff will benefit directly from the proposal, as cessation of the final element of the GAVO grant would impact positively on their continued employment prospects.</p>
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4	<p>Is your proposal going to affect any people or groups of people with protected characteristics? Specific groups, particularly those that have hitherto received insufficient consideration, will experience positive consequences: The final phasing out of this external grant will allow for the positive reconfiguration of the youth service, as per Business Improvement Planning arrangements, supporting young people more widely throughout the County Borough.</p>	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Positive	More young people, including those most in need of support, will benefit
Disability	Positive	The proposal will help to insure greater accessibility by young disabled people to the youth service
Gender Reassignment	Positive	More transgender young people will enjoy access to the youth service, including to the service's dedicated LGBTQ+ support group
Marriage & Civil Partnership	Neutral	This is an unknown area in the context of this proposal
Pregnancy and Maternity	Positive	The youth service's support arrangements for young parents will be more widely available and enhanced by the proposal
Race	Positive	More young people, in different parts of the County Borough, may be reached via the proposal – it is therefore more likely that a more significant proportion of young people other than those identifying as White may be included.
Religion & Belief	Neutral	This is an unknown area in the context of this proposal, though aspects of this topic are included within the service's curriculum
Sex	Positive	More transgender young people will enjoy access to the youth service, including to the service's dedicated LGBTQ+ support group
Sexual Orientation	Positive	More transgender young people will enjoy access to the youth service, including to the service's dedicated LGBTQ+ support group

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>Should the cessation of grant funding be approved and the corresponding changes to service structure be introduced, more young people whose first language is Welsh may be reached via the introduction of more formalised service links with Welsh medium schools: Consideration may be given to the opening of a 2nd Welsh medium youth club (the first is in the Rhymney valley) in the Caerphilly basin area; and more</p>
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	welsh speakers may be reached via the introduction of outreach youth work.
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</p> <p>The nature of the present funding relationship excludes the availability of individual user data, therefore individual beneficiary profiles have not been available. However, the final cessation of this grant funding will result in the more complete availability of user information and thorough information analysis and operational response (via the introduction of an improved model of youth service delivery).</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings.</p> <p>Periodic consultations with service users, staff and partners/stakeholders have been conducted across the previous 5 year period, the results of all of which support the Youth Service's intentions to reconfigure to a year-round schedule of delivery, achievable in part via the cessation of external grant funding: Furthermore, the 3 year BIP consultation period has set a savings target for the Youth Service not necessarily limited to MTFP-related savings – these are only attainable via the cessation of external grant funding, most especially where this grant funding's original purpose is now redundant/duplicated – the introduction of new child care legislation has led to the withdrawal of community groups from the delivery of holiday playschemes and the role of the holiday scheme coordinator was originally predicated on the support of these groups to provide a holiday service. Furthermore, public consultations in relation to the year-on year reduction of this external grant funding stream for the past 2 years have been supportive of the reductions to date.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored?</p> <p>The proposed youth service pilot delivery of a year-round model will be subject to the service's internal Quality performance management processes.</p>
9	<p>How will the monitoring be evaluated?</p> <p>A pilot youth service delivery that models the proposed service changes is imminent and will be subject to periodic evaluation at approximately 4 month intervals.</p>

<p>10</p>	<p>Have any support / guidance / training requirements been identified?</p> <p>Yes. To support the service developments that obviate the need for a discrete Holiday Scheme Coordinator role, additions to the Youth Service's existing training support will include a specific focus on types of non building-based youth work that are of most relevance to apply in school holiday periods. This training is to be delivered pre and post- Christmas 2018.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>N/A</p>
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment?</p> <p>A separate and all-encompassing EIA is informing the wider service changes that now replace the requirement for an external SLA to provide School Holiday coverage.</p>

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>N/A</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>✓ No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.</p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Paul O’Neill
Date:	8/10/18
Position:	Senior Youth Service Manager
Name of Head of Service:	Paul Warren/Keri Cole

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