



REARRANGED SPECIAL HEALTH SOCIAL WELL-BEING SCRUTINY COMMITTEE – 18TH DECEMBER 2017

**SUBJECT: 2018/19 DRAFT SAVINGS PROPOSALS FOR SOCIAL SERVICES
AND PUBLIC PROTECTION**

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To provide the Scrutiny Committee with details of the 2018/19 draft savings proposals for Social Services and Public Protection.
- 1.2 To seek views from the Scrutiny Committee prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

2. SUMMARY

- 2.1 At its meeting on the 15th November 2017, Cabinet was presented with details of draft revenue budget proposals for the 2018/19 financial year, including savings proposals across the Council amounting to £7,205k.
- 2.2 This report provides details of the proposed 2018/19 savings for the Social Services Directorate and Public Protection. 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 prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

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 Summary of Savings Proposals for Social Services and Public.

4.1.1 The 2018/19 savings proposals for the Social Services Directorate and Public Protection total £1,777k as summarised below: -

Savings Proposals	Social Services £000's	Public Protection £000's	Total £000's
Savings proposals with no public impact	765.0	212.5	977.5
Savings proposals with a public impact: -			
• Review of voluntary sector contracts	194.0		194.0
• Realign domiciliary care client income budget	75.0		75.0
• Externally commissioned respite care for older people and adults with physical disabilities.	30.0		30.0
• Implications of Social Services & Well-Being (Wales) Act 2014.	264.0		264.0
• Meals Direct - Deletion of 1 Van Helper post		7.5	7.5
• Increase price of Primary and Secondary school meals by 10p from April 2018.		104.0	104.0
• Increase in ceremony fees in line with cost of providing the service		10.0	10.0
• Environmental Health – Deletion of a vacant Pest Control/Animal Trespass post.		29.0	29.0
• Meals Direct - Increase in charge for Meals on Wheels.		11.0	11.0
• Environmental Health – Introduce a Rat Treatment Fee.		20.0	20.0
• Environmental Health - Deletion of vacant Community Safety Warden posts.		40.0	40.0
• Environmental Health - Reduce Air Quality & Contaminated Land Monitoring & Contractors.		15.0	15.0
Total Proposed Savings: -	1,328.0	449.0	1,777.0

4.2 Savings Proposals with no Public Impact (£977.5k)

4.2.1 As in previous years, those savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings consist in the main of vacancy management, budget realignment and minor changes to service provision.

4.3 Review of voluntary sector contracts. (Proposed Saving of £194k)

4.3.1 **Decommissioning of Hospital Discharge Contract currently held by Age Cymru (£46k)**
 This proposal is to decommission the current contract let jointly with Health, which provides services for a relatively low number of people receiving non-statutory services for a short period of time. The implementation of the Social Services & Well-Being (Wales) Act 2014 means these people should be sign-posted via the Council's Information, Advice & Assistance Team to promote their independence and choice and to control their own needs. The current contract comes to an end in March 2018. The impact on the public will be in relation to people

being discharged from hospital and will be mitigated via the provision of information, advice and assistance including literature being produced by Health.

4.3.2 Decommissioning of 2 Luncheon Club contracts (£12k)

Two Luncheon Clubs currently operate in Panside (Newbridge) and Nelson. Only 3 people currently attend the Panside Club and 11 people attend Nelson. The savings proposal is to cease funding to both these Clubs and offer people services of a community connector to look at other options in their communities. Alternatively the provider may be able to find a different funding stream.

4.3.3 Decommission DEWIS advocacy contract, residential homes (£12k)

This contract ended in March 2017 and £45k was retained (a budget reduction of £12k) to enable the spot purchase of advocacy services to meet identified needs, using the arrangements Newport City Council have in place. This reduction reflects demand on the advocacy service.

4.3.4 Decommission Care & Repair Safety at Home contract (£13k)

The current contract comes to an end in March 2018 and it is proposed that it is not recommissioned. The contract provides minor adaptations in peoples' own homes but there are many other options to providing this service. The implementation of the Social Services & Well-Being (Wales) Act 2014 means these people should be sign-posted via the Council's Information, Advice & Assistance Team to promote their independence and choice and to control their own needs. Mitigation could be via application for Integrated Care Fund grant. In 2017/18 Care & Repair have been successful in securing circa £60k from the Integrated Care Fund across the Gwent region but will need to bid for funding in 2018/19. The Council has a separate minor adaptations budget which provides support for those most in need.

4.3.5 Cease contribution to Stroke Association contract (£18k)

The Health Board let this contract to which Caerphilly CBC currently makes an £18k contribution. In the last few years Health have received significant funding via the Integrated Care Fund to develop services for neurological conditions, hence alternatives are available.

4.3.6 Reduce Advocacy Contract currently held by Carers Trust (£36k)

The current value of this contract is £72k. It is proposed to re-tender on a lower value of £36k to reflect demand as advocacy services are available from a number of other sources. There is the option of potentially looking to commission services on a regional footprint to achieve better value for money when the contract ends in October 2018.

4.4 Realign domiciliary care client income budget. (Proposed Saving of £75k)

4.4.1 Some people will see an increase in their charge in 2018/2019, however all people are subject to a financial assessment so those with limited disposable income will not see an increase in their charge.

4.5 Externally commissioned respite care for older people and adults with physical disabilities. (Proposed Saving of £30k)

4.5.1 This is a 14% reduction in the overall budget which will look to be off set by alternative respite arrangements that can be commissioned from the carers grant. Feedback from these carers has indicated they want more day respite opportunities for themselves as opposed to traditional respite care for their cared for.

4.6 Implications of Social Services & Well-Being (Wales) Act 2014. (Proposed Saving of £264k)

4.6.1 The Implementation of the Social Services and Well-Being Act means people should be signed posted via Information Advice and Assistant to promote their independence choice and control to meet their own outcomes. This proposal looks to reassess/review individuals who are currently in receipt of a commissioned domestic cleaning or laundry service as part of a

package of care and support. 190 people are currently recorded as in receipt of this service they would be reviewed or reassessed and sign posted to agencies/services to commission this service privately or look to utilising their existing networks thus promoting their independence choice and control. No neighbouring local authority has provided these services for several years. If in exceptional circumstances there is no other way of achieving an individual's identified outcomes we will commission the service externally or provide the service via Home Assistance Reablement Team (HART) as part of a package of care and support. Previous budgetary proposals in 2016/2017 to cease domestic support provided via supporting people and the withdrawal of a shopping service unless there was exceptional circumstances, were successfully implemented.

4.7 Meals Direct - Deletion of 1 Van Helper post. (Proposed Saving of £7.5k)

4.7.1 This proposal relates to the removal of 1 of 5 Van Helper posts from the Meals Direct meals on wheels service. The post is 17.5 hours a week (0.47 fte) and would result in an annual saving of £7.5k. All 5 posts are currently occupied and so it would be necessary to consider redeployment or a one-off severance payment. The deletion of this post could result in increased meal delivery/waiting time as a result of our reduced ability to get to homes where we need to be double staffed, but the public impact is considered to be low.

4.8 Increase price of Primary and Secondary school meals by 10p from April 2018. (Proposed Saving of £104k)

4.8.1 It is estimated that increasing the price charged for a Secondary school meal by 10p, from £2.15 to £2.25, from April 2018 would result in £50k additional income a year. It is estimated that increasing the price of a Primary school meal from £1.90 to £2.00 in April 2018 would result in £54k additional income a year. The proposed increase will mean that a parent/guardian will pay an additional 50 pence per week per child. This will not impact on the most vulnerable families due to Free School Meal eligibility. The overall impact upon the public of the proposal is considered to be low. School meal prices in Caerphilly have not increased since 2014 and will remain amongst the lowest in Wales even if the proposed increase is implemented.

4.9 Increase in ceremony fees in line with cost of providing the service. (Proposed Saving of 10k)

4.9.1 An analysis has been undertaken of activities in the Registration Service to ensure costs of service provision are fully recovered. Some fees are set centrally by the General Register Office, others, such as Ceremony fees can be determined locally in order to recover the cost of providing that particular service and the proposal is to increase these fees accordingly. It is estimated that increasing fees for all Marriage and Civil Partnership ceremonies held at Ty Penallta and weekend /Bank Holiday ceremonies at external venues would result in additional income of £10k per year. Whilst paying an increased fee will have a financial impact on the service users it can be seen that the ceremonies in question tend to be infrequent life events such that no individual service user would be paying out for ceremony fees on a regular basis. The public impact of this proposal is considered to be low. Comparisons with neighbouring and other districts in Wales indicate that the proposed fees are reasonable.

4.10 Environmental Health – Deletion of a vacant Pest Control/Animal Trespass post. (Proposed Saving of £29k)

4.10.1 This fulltime post (1 fte) has been vacant since March 2017 and is located within a small team that deal with pest control, dog warden matters and animal trespass. In 2016, the team consisted of 6 fte, however one member of staff (with specialised dog warden skills) retired and the post was not re-filled. Since then another member of staff (with specialist animal trespass skills and knowledge) has retired due to ill health, creating a vacant post. To mitigate for the loss of the specialist dog re-homing function, a technical assistant (0.4 fte) has been allocated to the team. Deletion of the vacant post will reduce the size of the team from 5.4 fte to 4.4 fte saving £29k per year. The team currently deals with approximately 5,000 service

requests a year; should the proposed rat treatment fee of £20 be introduced in 2018/19 it is estimated that the number of service requests will fall by 1400 per year. This proposal is considered to have low public impact.

4.11 Meals Direct - Increase in charge for Meals on Wheels. (Proposed Saving of £11k)

4.11.1 It is estimated that increasing the price from April 2018 of a meal provided by Meals Direct by 20p, from £3.10 to £3.30 for a subsidised hot meal, for example. This would result in additional income of £11k. Many of the services customers are vulnerable and affordability will be a consideration. A comparison with other Local Authorities in the area demonstrates that our subsidised meal prices would remain amongst the lowest even with this proposed increase. Customer numbers have fallen over a period of years. A number of alternative options are available, but some customers, and their families, continue to opt for a daily visit from Meals Direct and the delivery of a freshly prepared hot meal. A further price increase may result in further loss of customers and this has been accounted for in the overall estimate of £11k per year additional income. The public impact of this proposal is considered to be medium.

4.12 Environmental Health – Introduce a Rat Treatment Fee. (Proposed Saving of £20k)

4.12.1 Rat treatments in domestic premises are currently undertaken free of charge. It is proposed to introduce a £20 (plus VAT) charge. Customers in receipt of means tested Universal Credit or Guaranteed Pension Credit receive a 50% discount on the Council's Pest Control charges and so would pay £10 (plus VAT). At £20 the Council would still be subsidising the service. By way of comparison the Council's current charge for treating a mouse infestation is £50 (plus VAT). Experience from other local authorities has demonstrated that following the introduction of such charges there has subsequently been a significant decline in the number of service requests processed. Income from the introduction of a £20 charge is therefore estimated to be £20k per year.

4.12.2 There is some risk of public health implications due to infestations left untreated. Members of the public may try to undertake treatments themselves which can lead to the improper placing of rodenticides. The introduction of charging and a decline in service uptake is likely to create some increase in the workload of environmental health officers as they have to investigate the cause of rat infestations, neighbour disputes, and to take enforcement action to remedy problems, including the service of notices and undertaking works in default. The public impact of this proposal is considered to be medium.

4.13 Environmental Health - Deletion of vacant Community Safety Warden posts. (Proposed Saving of £40k)

4.13.1 The current Community Safety Warden establishment is 9.3fte with 1.8fte being vacant. Deleting the vacant post would result in a saving of £40k. The Community Safety Warden service provides a uniformed patrolling presence in communities dealing with low level crime and anti-social behaviour. Each Warden is authorised by the Chief Constable of Gwent Police with powers that include traffic management and the issue of Police penalty notices. The service works very closely with the local Neighbourhood Policing Teams tackling issues in communities ranging from youth annoyance and disorder, persons under the influence of substances, enviro crime issues, defects in infrastructure, dog fouling and littering etc. As Neighbourhood Policing Teams are being depleted the service is increasingly the first line of response.

4.13.2 It will be necessary for the Community Safety Warden Service to prioritise proactive patrols and responses to service requests as a result of any reduction in staffing establishment. It is considered that this proposal would have a medium public impact.

4.14 Environmental Health - Reduce Air Quality & Contaminated Land Monitoring & Contractors. (Proposed Saving of £15k)

- 4.14.1 The Environmental Health service discharges statutory responsibilities in respect of Local Air Quality Management and investigation of contaminated land and also manages the Authority's closed landfill sites. This activity is supported by the use of specialist monitoring equipment, laboratory services, and environmental consultants. This includes 6 real time air quality monitoring stations, 3 of which are located within the Hafod-yr-ynys and Caerphilly Air Quality Management Areas (AQMAs). There are also 58 passive diffusion tubes which are located in various streets and towns. This monitoring network is used to review and assess air quality across the county borough. External expert advice, modelling, and assessment is also engaged to assist in bringing forward the Air Quality Action Plans required for the 2 AQMAs and in meeting the Council's obligations for Local Air Quality Management.
- 4.14.3 In relation to contaminated land, there are number of sites throughout the borough which will require specialist expert help when they are developed. The service also manages 7 of the Council's closed landfill sites. Environmental monitoring and sampling has been scaled back on many of these sites, however, the sites require regular maintenance and drainage clearance works. The Council's contaminated land consultants are currently developing options to address the potential for leachate breakout out at one site and for eliminating the ongoing trade effluent discharge costs at another.
- 4.14.4 The budget currently allocated for air quality is £46,857 and for contaminated land assessment is £18,562, totalling £65,419. Therefore a reduction of £15k would leave a remaining combined budget of £50,419 and environmental monitoring activity will need to be prioritised accordingly. This proposal is assessed as having medium public impact.

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 Equality Impact Assessments have been undertaken in respect of the proposed 2018/19 savings described above and are attached as Appendices to this report.

7. FINANCIAL IMPLICATIONS

- 7.1 As identified 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 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

10. RECOMMENDATIONS

- 10.1 It is recommended that Members consider and comment upon the savings proposals presented in this report.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that Members of the Scrutiny Committee are provided with an opportunity to comment upon the draft savings proposals prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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Consultees: Cllr Carl Cuss, Cabinet Member for Social Care & Wellbeing
Cllr Eluned Stenner, Cabinet Member for Environment & Public Protection
Dave Street, Corporate Director, Social Services
Shaun Watkins, Principal Personnel Officer
Mike Jones, Interim Financial Services Manager, Social Services

Background Papers:
Cabinet (15/11/17) – Draft Budget Proposals for 2018/19.

- Appendices: -
- Appendix 1 – Equality Impact Assessment for Decommissioning Contract – Age Cymru
 - Appendix 2 – Equality Impact Assessment for the proposed cessation of grant to Luncheon Clubs.
 - Appendix 3 – Equality Impact Assessment for Decommissioning Contract – DEWIS Advocacy
 - Appendix 4 – Equality Impact Assessment for Decommissioning Contract – Care & Repair Safety at Home
 - Appendix 5 – Equality Impact Assessment for Decommissioning Contract – Stroke Association
 - Appendix 6 – Equality Impact Assessment for Decommissioning Contract - Carers Trust
 - Appendix 7 – Equality Impact Assessment for the proposed reduction in externally commissioned respite care budget
 - Appendix 8 – Equality Impact Assessment for the implications of the Social Services and Well-Being Act 2014
 - Appendix 9 – Equality Impact Assessment for the proposed removal of 1 Van Helper from Meals Direct
 - Appendix 10 – Equality Impact Assessment for the proposed increase in Primary School meal prices
 - Appendix 11 – Equality Impact Assessment for the proposed increase in Secondary School meal prices
 - Appendix 12 – Equality Impact Assessment for the proposed increase in Registration Service Ceremony Fees
 - Appendix 13 – Equality Impact Assessment for the proposed deletion of a vacant Pest Control/Animal Trespass Operative post
 - Appendix 14 – Equality Impact Assessment for the proposed price increase of a meal from Meals Direct
 - Appendix 15 – Equality Impact Assessment for the proposed introduction of charges for rat treatments
 - Appendix 16 – Equality Impact Assessment for the proposed deletion of a vacant Community Safety Warden post
 - Appendix 17 – Equality Impact Assessment for the proposed reduction in Air Quality & Contaminated Land Monitoring & Contractors budgets

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Decommissioning Contracts
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Decommissioning the following contract :</p> <p>Decommissioning of Hospital Discharge Contract currently held by Age Cymru Current value 46 K</p> <p>Decommissioning of current contract let jointly with health, which provides services for a relatively low number of people receiving non statutory services for a short period of time. The Implementation of the Social Services and Well-Being Act means these people should be sign posted via Information, Advice and Assistance to promote their independence choice and control of their own needs.</p> <p>The current contract comes to an end in March 2018, and we propose it is not retendered for in its current format, as health have indicated they need to review specification.</p> <p>Total value of the contract to be reduced by 20K</p> <p>Impact on the public will be in relation to people being discharged from hospital and will be mitigated via provision of information, advice and assistance including literature being produced by health. This will bring working practice in line with other people contacting the service in terms of implementation of the Social Services and Well-Being Act 2014.</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.)</i></p> <p>The public, in terms of people who are being discharged from hospital who are not deemed as requiring statutory services.</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>The proposal will impact on potential new service users not those in receipt of this short term low level service. All new potential services users will be given information</p>
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	advice and assistance by ward staff, volunteers or members of the joint hospital discharge team on admission to hospital to enable them to plan for any short term needs they may have when they return home.
	<p>Actions required:</p> <p>Use of DEWIS information portal to ensure accurate up to date information re services available.</p> <p>Health to produce information leaflets for preadmission as well as ward based information.</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Everybody will be subject to an individual proportionate assessment, regardless of protected characteristic.</p> <p>In response to your question these would not be the most vulnerable people, these are people not eligible for services again it links to the Act and people meeting their own needs.</p>
	Actions required:

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. <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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	Actions required:

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>As people receive the service for a short period it is not possible to quantify how many at any one time as individuals can receive differing amounts of input.</p>
	<p>Actions required:</p> <p>Discussion with the Health Authority to consider recommissioning a revised service on a regional foot print.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newslines.</p>
	<p>Actions required:</p>

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>Following discharge from hospital if people feel their needs weren't met they can complain via the customer services team, who will monitor all representations and complaints received, these are reported annually to scrutiny committee. Customer services records data including equalities categories.</p>
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	<p>Actions required:</p> <p>Customer services to monitor record and report annually Contract Monitoring staff to receive performance data from successful tenderer.</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>Annual report to scrutiny committee Quarterly monitoring reports to Senior Management Team</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed</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>Nothing identified</p>
	<p>Actions required:</p>
11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Where the only way to achieve an individuals outcome to facilitate their safe discharge we will look at referral to reablement in the first instance to promote someone's independence.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

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NAME OF NEW OR REVISED PROPOSAL*	Cease grant to luncheon clubs
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

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It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Decommissioning the following contract :</p> <p>Cease grant to 2 Luncheon Club Contracts Current value 12K 2 Luncheon clubs currently operate in Panside Newbridge and Nelson, only 3 people currently attend Panside and 11 at Nelson. Proposal looks to cease funding to both these clubs and offer people services of a community connector to look at other options in their communities, if provider cannot find an alternative funding stream This service impacts on a very small number of residents and numbers have dwindled steadily over the years as more community options are available for people.</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.)</i></p> <p>Currently 14 older people uses these luncheon clubs and any future potential members of the public.</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>All 14 current attendees will be reviewed to explore other options to meet their perceived needs.</p>
	<p>Actions required:</p> <p>Use of DEWIS information portal to ensure accurate up to date information re options available.</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Everybody currently attending will be subject to an individual review. Future potential attendees would go via Information Advice Assistance and be advised by a Community Connector.</p>
	<p>Actions required:</p> <p>Individuals to be reviewed.</p>

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. <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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>14 people are currently attending the luncheon clubs 3 in Newbridge 11 in Nelson.</p>
	<p>Actions required:</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newline.</p>
	<p>Actions required:</p>

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>Following decommissioning of the service if people feel there needs weren't met they can complaint via the customer services team, who will monitor all representations and complaints received, these are reported annually to scrutiny committee. Customer services records data including equalities categories.</p>
	<p>Actions required:</p> <p>Customer services to monitor record and report annually</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>Annual report to scrutiny committee Quarterly monitoring reports to Senior Management Team</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed.</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>Nothing identified</p>
	Actions required:

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Each person will be subject to an individual review to ascertain how their outcomes can be met.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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NAME OF NEW OR REVISED PROPOSAL*	Decommissioning Contracts
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

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INTRODUCTION

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It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

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PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Decommissioning the following contract :</p> <p>Decommission advocacy contract (residential homes) Contract ended March 2017 45 K was retained a reduction of 12K to enable spot purchase any advocacy needs using the arrangements Newport have in place . This reduction reflects demand on the advocacy service.</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.)</i></p> <p>People identified as requiring advocacy services who reside in a residential home , this is primarily older people.</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>All individuals requiring advocacy services will have it commissioned on a spot contract basis using Newport City Council framework</p>
	<p>Actions required:</p> <p>Continued use of Newport City Council Advocacy framework</p>
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Everybody will be subject to an individual care and support plan which is reviewed at least annual where the need for advocacy is identified it will be commissioned for existing and new residents.</p>

	<p>Actions required:</p> <p>Individuals including self funders to be subject to or offered reviews and access to independent advocacy services.</p>
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<p>5</p>	<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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request.</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

<p>6</p>	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>All Social Workers and Registered managers are aware of the advocacy service and can refer people as required.</p>
	<p>Actions required:</p> <p>Commissioning of advocacy to be on a spot contract basis with monitoring being undertaken by Contracting and Commissioning Team.</p>

CONSULTATION

<p>7</p>	<p>What consultation has taken place?</p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p>
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	<p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newline.</p>
	<p>Actions required:</p>

MONITORING AND REVIEW

<p>8</p>	<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>Implementation of spot purchasing of services will be monitored in terms of take up and expenditure.</p>
	<p>Actions required:</p> <p>Commissioning team to monitor usage of spot contracts.</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>Regular budget report to Adult Services Divisional Management Team</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed.</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>Nothing new identified.</p>
	<p>Actions required:</p> <p>Continue to implement "More Than Just Words" and the Active Offer.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Contract came to a natural end in March 2017 and budget reduced to reflect demand/usage however advocacy is available to purchase on a spot contract basis using Newport City Council framework, this is in place and working well.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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NAME OF NEW OR REVISED PROPOSAL*	Decommissioning Contracts
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

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Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

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PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Decommissioning the following contract :</p> <p>Decommission Care and Repair Safety at Home contract 13K</p> <p>The current contracts comes to an end March 2018, we propose that it is not recommissioned. The contract provides minor adaptations in peoples own homes, there are many other options to providing this service. The Implementation of the Social Services and Well-Being Act means these people should be sign posted via Information, Advice and Assistance to promote their independence choice and control to their own needs. Mitigation could be via application for an Intermediate Care Fund Grant, this year they were successful and received slippage money of around 60K.</p> <p>Where it is essential and the only way to provide minor adaptations, there is a budget available following recommendation by a member of either the Occupational Therapy Team (OT) or Community Resource Team (CRT) . Safety at home is only one route of funding an adaptation.</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.)</i></p> <p>People identified as requiring minor adaptations in their homes e.g. grab rails or key safes.</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>All people are offered information, advise and assistance to meet their own needs and promote their independency, where they cannot achieve their outcomes they will be referred for a further assessment, primarily to the Community Occupational Therapy Team for an Occupational Therapy Assistant to visit.</p>
	<p>Actions required:</p>

	Use of DEWIS information portal and authorities approved contractor list.
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There is no effect on individual groups everybody will be subject to an conversation and or assessment.</p> <p>In response to your points this relates to implementation of the Act and promoting independence regardless of age client group etc and we do not hold data on this in relation to safety at home as this is a small service Carer and Repair have other funding streams.</p>
	Actions required:

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. <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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	Actions required:

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>All staff are aware of alternative options for provision of minor adaptations including other funding routes if this is the only way outcomes can be met.</p>
	Actions required:
	Use of DEWIS information portal and sign posting to IAA

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newslite.</p>
	<p>Actions required:</p>

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>Following decommissioning of the service if people feel their needs weren't met they can complain via the customer services team, who will monitor all representations and complaints received, these are reported annually to scrutiny committee. Customer services records data including equalities categories.</p>
	<p>Actions required:</p> <p>Customer services to monitor record and report annually</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>Annual report to scrutiny committee Quarterly monitoring reports to Senior Management Team</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed</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>Nothing identified</p>
	Actions required:

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Where an individual has been assessed as requiring minor adaptations and the only way to achieve provision is via the council commissioning, we hold a minor works budget to do this, which is administered via the Communities Directorate.</p> <p>Care and Repair have been successful this year in obtaining Integrated Care Fund for minor adaptations they can apply again in future years.</p>
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Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

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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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Decommissioning the following contract :</p> <p>Cease contribution to Stroke Association Contract 18K contribution</p> <p>The health authority let this contract to which the authority make an 18K contribution, in the last few years Health have received significant funding via the Integrated Care Fund to develop services for neurological conditions hence alternatives are available. Health have developed a specific stroke pathway to ensure correct management of people who have suffered a stroke. Propose we cease our contribution to this contract for 18/19.</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.)</i></p> <p>People identified as having suffered a stroke.</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>All people are offered information advise and assistance to meet their own needs and promote their independency, where they cannot achieve their outcomes they will be referred for a further assessment or to a commissioned service if it advice around benefits etc</p> <p>Community Resource Team CRT (frailty) would accept referrals for people who had suffered a stroke to enable them to have a period of assessment and reablement with a view to them regaining skills.</p>
	<p>Actions required:</p> <p>Use of DEWIS information portal and referrals to Community Resource Team where applicable</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The 18K contribution is to a contract let by health . Aneurin Bevan University Health Board have been allocated a significant amount of Integrated Care Fund funding to develop services for people with a neurological condition so alternatives existing in the community.</p>
	<p>Actions required:</p> <p>Sign posting as appropriate.</p>

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. <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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>All health and social care staff are fully aware of neurological services and reablement team referrals are based on need not diagnosis health would have details on medical conditions.</p>
	<p>Actions required:</p> <p>None</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newslines.</p>
	<p>Actions required:</p>

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>Following ceasing of our contribution to the contract of the service if people feel their needs weren't met they can complain via the customer services team, who will monitor all representations and complaints received, these are reported annually to scrutiny committee. Customer services records data including equalities categories.</p>
	<p>Actions required:</p> <p>Customer services to monitor record and report annually.</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>Annual report to scrutiny committee Quarterly monitoring reports to Senior Management Team</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed.</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>Nothing identified</p>
	Actions required:

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Health have accessed significant Integrated Care Fund money to develop specific services for this client group. All other services are available to people based on an individual assessment not clinical diagnosis in relation to meeting their outcomes.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Decommissioning Contracts
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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.

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PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the following contract :</p> <p>Reduce Advocacy Contract currently held by Carers Trust 36K Current contract value is 67,470 K propose re tendering on a lower value of 36K to better reflect demand as advocacy services are available from a number of other sources. Current contract ends March 2018 with no option to extend ,there is the option of potentially looking to commission services on a regional footprint to achieve better value.</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.)</i></p> <p>Carers of people who have a mental health issue or carers with a mental health issue with an identified need for advocacy.</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>All carers would be offered a carers assessment , access to cares support worker, electronic information re events advise etc via mailing list and social media.</p>
	<p><u>Actions required:</u></p> <p>Promotion of services available , identification of carers and completion of carers assessments. Funding is available via the regional carers agenda to promote and offer support.</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The proposal is to re tender the current contract at a lower value to reflect the usage of the current contract or considering using Newport City Council framework for spot purchasing .Where advocacy needs are identified they will be met even if new contract is exceeded.</p>
	<p>Actions required:</p> <p>Exploring regional contracting with other Local Authority's and or Health to achieve value for money.</p>

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. <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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request.</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Current contract is subject to contract monitoring.</p>
	<p>Actions required:</p> <p>Analysis of contract monitoring reports.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newline.</p>
	<p>Actions required:</p>

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>Contract re tendered usage monitored via contract monitoring staff.</p>
	<p>Actions required:</p> <p>Annual contract monitoring reports.</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>Regular contracting monitoring visits and reports to ensure contract compliance.</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed.</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>Nothing new identified.</p>
	<p>Actions required:</p> <p>Continue to implement “More Than Just Words” and the Active Offer.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Other advocacy options are available for spot purchase.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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NAME OF NEW OR REVISED PROPOSAL*	Reduction in externally commissioned respite care budget
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

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INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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.

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PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Small reduction in externally commissioned respite care for older people 30K reduction in a total budget of 207.404.</p> <p>This is a 14% reduction in the overall budget which will look to be off set by alternative respite arrangements that can be commissioned from the carers grant or use of direct payments.</p> <p>Feedback from these carers has indicated that they want more day respite opportunities for themselves as opposed to traditional respite care for their cared for.</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.)</i></p> <p>Carer who have an identified need for respite.</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>All carers would be offered a carers assessment , access to cares support worker, electronic information re events advise etc via mailing list and social media.</p>
	<p><u>Actions required:</u></p> <p>Promotion of services available , identification of cares and completion of carers assessments.</p>
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p>

	The proposal is to reduce the external budget and develop alternative forms of respite to meet outcomes of carers and the individuals they support.
	<p>Actions required: Promotion of services available , identification of cares and completion of carers assessments.</p> <p>Use of carers grant and carers forums to look to develop alternatives.</p> <p>Promote use of carers support worker to engage people in their local communities.</p>

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. <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 Equalities and Welsh Language Portal)</i></p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request.</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Current budgetary information is available in respect of number of nights respite care we have commissioned.</p>
	<p>Actions required:</p> <p>Regular budget monitoring.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17.</p> <p>Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newline.</p>
	<p>Actions required:</p>

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>Use of internal respite provision will be monitored to see if there is a change. Budget monitoring of external commissioned respite care. Quarterly Integrated Care Fund returns re carers officer activity and impact. Welsh Government returns re use of carers grant.</p>
	<p>Actions required:</p> <p>Completion of returns.</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>Regular budget monitoring at Divisional Management Team and Senior Management Team Feedback from carers quality questionnaire Quarterly monitoring reports for Integrated Care Fund</p>
	<p>Actions required:</p> <p>Completion of quarterly reports.</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>Nothing new identified.</p>
	<p>Actions required:</p> <p>To continue to promote the active offer.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>In house respite provision will remain at the same level.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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NAME OF NEW OR REVISED PROPOSAL*	Implications of the Social Services and Well-Being Act 2014
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	December 2018

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INTRODUCTION

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The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Implementation of the Social Services and Well-Being Act means these people should be sign posted via Information Advice and Assistance to promote their independence choice and control to meet their own needs. This proposal looks to reassess/review individuals who are currently in receipt of a commissioned domestic cleaning or laundry service as part of a package of care and support. 190 people are currently recorded as in receipt of this service, they would be reviewed or reassessed and sign posted to agencies/services to commission this service privately, thus promoting their independence choice and control. No neighbouring authority has provided these services for several years unless there are exceptional circumstances. Where there is no other way of achieving an individuals identified outcomes, we will commission or provide the service via Home Assistance Reablement Team (HART). Previous budgetary proposals to cease domestic support via supporting people was successfully implemented. 16/17 budget proposal saw the withdrawal of a shopping service unless there was exceptional circumstances, again this has been successfully implemented.</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.)</i></p> <p>The public, in terms of people who have previously been assessed as being eligible for provision of a domestic and/or laundry service, and future members of the public who request such services.</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>The proposal will be implemented by each existing service user being reviewed or reassessed to determine if there are other ways of achieving their outcomes in terms of provision of domestic cleaning and laundry services. Everyone will be treated equitably and according to their needs and they will be assisted to meet their own outcomes via provision of sign posting, information, advice and assistance if required.</p>
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	<p>All new potential service users will initially go via the Information Advice Assistance (IAA) Team where all options will be explored in terms of promoting their independence choice and control to meet their outcomes, if this is not possible they will be referred through to the area teams for an assessment.</p>
	<p>Actions required:</p> <p>Use of DEWIS information portal to ensure accurate up to date information re services available.</p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Everybody will be subject to an individual assessment regardless of protected characteristics.</p>
	<p>Actions required:</p> <p>Individual review or reassessment of existing service users.</p>

<p>5</p>	<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. <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 Equalities and Welsh Language Portal)</i></p> <p>No impact.</p> <p>If someone was to request a service through the medium of Welsh this will be delivered in accordance with that need and request.</p> <p>The Active Offer is implemented at the first point of contact people are asked their language of choice this is recorded on the IT database.</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i> 190 people are currently in receipt of these services from all client groups.
	Actions required: Individual review or reassessment.

CONSULTATION

7	What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i> This proposal was one of the options considered as part of the Viewpoint Panel Consultation which took place on 13.11.17. Further consultations have been undertaken via the Consultation Workshops CCBC's Communications Team have been leading on and via the Consultation exercise undertaken in the last edition of Newline.
	Actions required:

MONITORING AND REVIEW

8	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> Following assessment or review, if individuals remain unhappy with the outcome they can appeal via the customer services team, who will monitor all representations and complaints received. These are reported annually to scrutiny committee. Customer services records data including equalities categories.
	Actions required: Customer services to monitor record and report annually.

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>Annual report to scrutiny committee Quarterly monitoring reports to Senior Management Team</p>
	<p>Actions required:</p> <p>Appropriate reports to be completed</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>Nothing new identified.</p>
	<p>Actions required:</p> <p>Continue to implement “More Than Just Words” and the Active Offer.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Where the only way to achieve an individuals outcome we will commission or provide the appropriate service subject to further reviews and reassessments.</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>To support MTFP proposals to HSCWB Scrutiny and Cabinet.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jo Williams
Date:	November 2017
Position:	Assistant Director
Name of Head of Service:	Dave Street

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Removing 1 Van Helper post from Meals Direct
DIRECTORATE	Social Services
SERVICE AREA	Catering Services
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	29/11/2018

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To rationalise the delivery service to 1 delivery driver on nominated route this will contribute £7.5k.</p> <p>The Service currently has 5 Van Helper posts to accompany 5 Van Drivers within Meals Direct. Van Helpers accompany Drivers on routes where there is a requirement to handle cash from customers or when risk assessments are in place that require two handed calls.</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.)</i></p> <p>The service users who will be affected by the delivery of this proposal are:</p> <ul style="list-style-type: none"> • Existing service users • New service users

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"> • This change will impact on the times of delivery to the individual users' lunch. • If an emergency situation arises may delay the meals to other service users as the delivery driver will need to stay with the client. • We encourage customers to pay by other means, but there may be occasions when an individual member of staff would be required to collect and carry cash which could increase the risk for the individual as currently there are two members of staff on each van.
	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required. Ensure appropriate risk assessments and controls are in place.</p>
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>No consequences for specific groups.</p>
	<p>Actions required:</p> <p>Nil</p>

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 Equalities and Welsh Language Portal)</i></p> <p>No effects</p>
	<p>Actions required:</p> <p>N/A</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p>This does not seem to be service user data or related to Van Helpers?</p>
	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required</p>

CONSULTATION

7	<p>What consultation has taken place?</p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation meetings have taken place with Catering staff. The proposal is included within the Council's draft 2018/19 Budget consultation.</p>
	<p>Actions required:</p> <p>Consultation feedback is awaited.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored?</p> <p><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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
	<p>Actions required:</p> <p>Continual monitoring of meal uptake</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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
	<p>Actions required:</p> <p>Continual monitoring of meal uptake</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>Nil at present</p>
	<p>Actions required:</p> <p>Nil at present</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>N/A</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><i>The Equality Impact Assessment will be made available of the councils web page and attached to all MTFP documentation</i></p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Marcia Lewis
Date:	29/11/17
Position:	Principal Officer Catering
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Increase Primary School meal prices by 10p from April 2018.
DIRECTORATE	Social Services
SERVICE AREA	Catering Services
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	20/11/2018

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INTRODUCTION

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It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

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There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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.

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PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase price of Primary School meals by 10p from April 2018 i.e. from £1.90 to £2.00 which will result in additional income of £54k.</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.)</i></p> <p>The service users who will be affected by the delivery of this proposal are:</p> <ul style="list-style-type: none"> • Primary School Pupils • Parents/guardians • Teaching staff

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"> • There will be a greater financial impact for parents/guardians of multiple children of school age which could affect equal access. • Free school meals are available for eligible parents/guardians.
	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required</p>
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There are no consequences for specific groups.</p>
	<p>Actions required:</p> <p>Nil</p>

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 Equalities and Welsh Language Portal)</i></p> <p>No effects</p>
	<p>Actions required:</p> <p>N/A</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p>We collect management information on meal uptake and monitor our sales targets. No analysis is included on those affected as we are aware that current we offer a very competitively price meal in comparison to other Welsh authorities. Please refer to table below for comparison data.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>AUTHORITY APRIL 17</u></th> <th style="text-align: center;">Junior</th> <th style="text-align: center;">Infant</th> <th style="text-align: center;">Nursery</th> </tr> </thead> <tbody> <tr><td>Anglesey</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td></tr> <tr><td>Blaenau Gwent</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td></tr> <tr><td>Bridgend</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td></tr> <tr><td style="color: red;">Caerphilly</td><td style="text-align: center; color: red;">£1.90</td><td style="text-align: center; color: red;">£1.90</td><td style="text-align: center; color: red;">£2.30</td></tr> <tr><td>Cardiff</td><td style="text-align: center;">£2.40</td><td style="text-align: center;">£2.40</td><td style="text-align: center;">£2.40</td></tr> <tr><td>Carmarthenshire</td><td style="text-align: center;">£2.50</td><td style="text-align: center;">£2.50</td><td style="text-align: center;">£2.50</td></tr> <tr><td>Ceredigion</td><td style="text-align: center;">£2.35</td><td style="text-align: center;">£2.35</td><td style="text-align: center;">n/a</td></tr> <tr><td>Conwy</td><td style="text-align: center;">£2.20</td><td style="text-align: center;">£2.15</td><td style="text-align: center;">NA</td></tr> <tr><td style="color: green;">Denbighshire</td><td style="text-align: center; color: green;">£1.90</td><td style="text-align: center; color: green;">£1.90</td><td style="text-align: center; color: green;">n/a</td></tr> <tr><td>Wrexham</td><td style="text-align: center;">£2.35</td><td style="text-align: center;">£2.30</td><td style="text-align: center;">£2.30</td></tr> <tr><td>Gwynedd</td><td style="text-align: center;">£2.30</td><td style="text-align: center;">£2.30</td><td style="text-align: center;">n/a</td></tr> <tr><td>Merthyr</td><td style="text-align: center;">£2.00</td><td style="text-align: center;">£2.00</td><td style="text-align: center;">£2.00</td></tr> <tr><td>Monmouthshire</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td><td style="text-align: center;">£2.10</td></tr> <tr><td>Neath & Port Talbot</td><td style="text-align: center;">£2.20</td><td style="text-align: center;">£2.20</td><td style="text-align: center;">£2.20</td></tr> <tr><td>Newport</td><td style="text-align: center;">£2.05</td><td style="text-align: center;">£2.05</td><td style="text-align: center;">n/a</td></tr> <tr><td>Pembrokeshire</td><td style="text-align: center;">£2.25</td><td style="text-align: center;">£2.15</td><td style="text-align: center;">n/a</td></tr> <tr><td>Powys</td><td style="text-align: center;">£2.25</td><td style="text-align: center;">£2.25</td><td style="text-align: center;">n/a</td></tr> <tr><td>Rhondda Cynnon Taf</td><td style="text-align: center;">£2.40</td><td style="text-align: center;">£2.40</td><td style="text-align: center;">£2.40</td></tr> <tr><td>Swansea</td><td style="text-align: center;">£2.20</td><td style="text-align: center;">£2.20</td><td style="text-align: center;">n/a</td></tr> <tr><td>Torfaen</td><td style="text-align: center;">£2.40</td><td style="text-align: center;">£2.30</td><td style="text-align: center;">£2.30</td></tr> <tr><td>Vale of Glamorgan</td><td style="text-align: center;">£2.25</td><td style="text-align: center;">£2.25</td><td style="text-align: center;">n/a</td></tr> <tr><td>Flintshire</td><td></td><td></td><td></td></tr> </tbody> </table>	<u>AUTHORITY APRIL 17</u>	Junior	Infant	Nursery	Anglesey	£2.10	£2.10	£2.10	Blaenau Gwent	£2.10	£2.10	£2.10	Bridgend	£2.10	£2.10	£2.10	Caerphilly	£1.90	£1.90	£2.30	Cardiff	£2.40	£2.40	£2.40	Carmarthenshire	£2.50	£2.50	£2.50	Ceredigion	£2.35	£2.35	n/a	Conwy	£2.20	£2.15	NA	Denbighshire	£1.90	£1.90	n/a	Wrexham	£2.35	£2.30	£2.30	Gwynedd	£2.30	£2.30	n/a	Merthyr	£2.00	£2.00	£2.00	Monmouthshire	£2.10	£2.10	£2.10	Neath & Port Talbot	£2.20	£2.20	£2.20	Newport	£2.05	£2.05	n/a	Pembrokeshire	£2.25	£2.15	n/a	Powys	£2.25	£2.25	n/a	Rhondda Cynnon Taf	£2.40	£2.40	£2.40	Swansea	£2.20	£2.20	n/a	Torfaen	£2.40	£2.30	£2.30	Vale of Glamorgan	£2.25	£2.25	n/a	Flintshire			
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Flintshire																																																																																													
	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required</p>																																																																																												

CONSULTATION

7	What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i> Consultation meetings have taken place with Catering staff. The proposal is included within the Council's draft 2018/19 Budget consultation.
	Actions required: Review any consultation feedback.

MONITORING AND REVIEW

8	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> We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.
	Actions required: Continual monitoring of meal uptake

9	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> We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.
	Actions required: Continual monitoring of meal uptake

10	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> Nil at present
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	<p>Actions required:</p> <p>Nil at present</p>
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11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>N/A</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><i>The Equality Impact Assessment will be made available of the councils web page and attached to all MTFP documentation</i></p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Marcia Lewis
Date:	20/11/17
Position:	Principal Officer Catering
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Increase the price of Secondary School meals by 10p from April 2018
DIRECTORATE	Social Services
SERVICE AREA	Catering Services
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	20/11/2018

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase the price of a Secondary School meal by 10p from April 2018 i.e. from £2.15 to £2.25 which will result in additional income of £50k.</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.)</i></p> <p>The service users who will be affected by the delivery of this proposal are:</p> <ul style="list-style-type: none"> • Secondary School Pupils • Parents/guardians • Teaching staff

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"> • There will be a greater financial impact for parents/guardians of multiple children of school age which could affect equal access. • Free school meals are available for eligible parents/guardians.
	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required</p>
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There are no consequences for specific groups.</p>
	<p>Actions required:</p> <p>Nil</p>

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 Equalities and Welsh Language Portal)</i></p> <p>No effects</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p>We collect management information on meal uptake and monitor our sales targets. No analysis is included on those affected as we are aware that current we offer a very competitively price meal in comparison to other Welsh authorities. Please refer to table below for comparison data.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">AUTHORITY</th> <th style="text-align: left;">Secondary Free meal Price</th> </tr> </thead> <tbody> <tr><td>Anglesey</td><td>£2.20</td></tr> <tr><td>Blaenau Gwent</td><td>£2.35</td></tr> <tr><td>Bridgend</td><td>£2.40</td></tr> <tr><td style="color: red;">Caerphilly</td><td style="color: red;">£2.15</td></tr> <tr><td>Cardiff</td><td>£2.85</td></tr> <tr><td>Carmarthenshire</td><td>£2.50</td></tr> <tr><td>Ceredigion</td><td>£2.35</td></tr> <tr><td>Conwy</td><td>£2.35</td></tr> <tr><td style="color: green;">Denbighshire</td><td style="color: green;">£2.05</td></tr> <tr><td>Wrexham</td><td>£2.35</td></tr> <tr><td>Gwynedd</td><td>£2.50</td></tr> <tr><td>Merthyr</td><td>£2.40</td></tr> <tr><td>Monmouthshire</td><td>n/a</td></tr> <tr><td>Neath & Port Talbot</td><td>set by each</td></tr> <tr><td>Newport</td><td>£2.30</td></tr> <tr><td>Pembrokeshire</td><td>£2.30</td></tr> <tr><td>Powys</td><td>£2.35</td></tr> <tr><td>Rhondda Cynnon Taf</td><td>£2.65</td></tr> <tr><td>Swansea</td><td>£2.20</td></tr> <tr><td>Torfaen</td><td>£2.60</td></tr> <tr><td>Vale of Glamorgan</td><td>£2.45</td></tr> <tr><td>Flintshire</td><td>No Response</td></tr> </tbody> </table>	AUTHORITY	Secondary Free meal Price	Anglesey	£2.20	Blaenau Gwent	£2.35	Bridgend	£2.40	Caerphilly	£2.15	Cardiff	£2.85	Carmarthenshire	£2.50	Ceredigion	£2.35	Conwy	£2.35	Denbighshire	£2.05	Wrexham	£2.35	Gwynedd	£2.50	Merthyr	£2.40	Monmouthshire	n/a	Neath & Port Talbot	set by each	Newport	£2.30	Pembrokeshire	£2.30	Powys	£2.35	Rhondda Cynnon Taf	£2.65	Swansea	£2.20	Torfaen	£2.60	Vale of Glamorgan	£2.45	Flintshire	No Response
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	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required</p>																																														

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation meetings have taken place with Catering staff. The proposal is included within the Council's draft 2018/19 Budget consultation.</p>
	<p>Actions required:</p> <p>Review any feedback received.</p>

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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
	<p>Actions required:</p> <p>Continual monitoring of meal uptake</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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
	<p>Actions required:</p> <p>Continual monitoring of meal uptake</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>
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	Nil at present
	Actions required: Nil at present

11	Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here. N/A
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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> <i>The Equality Impact Assessment will be made available of the councils web page and attached to all MTFP documentation</i>
	Actions required: <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Marcia Lewis
Date:	29/11/2017
Position:	Principal Catering Officer
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Increase Registration Service Ceremony Fees
DIRECTORATE	Social Services
SERVICE AREA	Public Protection- Trading Standards, Licensing & Registrars Group
CONTACT OFFICER	Jacqui Morgan
DATE FOR NEXT REVIEW OR REVISION	Fees are reviewed annually.

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Ceremony fees are reviewed annually to recover reasonable costs of providing the service. The review of fees charged, involves consideration of the cost to the authority in providing the service and comparing fees set by neighbouring and other Welsh authorities. Some fees are set centrally by the General Register Office, others such as Ceremony fees can be determined locally in order to recover the cost of providing that particular service. The proposal is to increase these fees accordingly in an effort to cover costs.</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.)</i></p> <p>The proposal will affect persons booking Marriage, Civil Partnership ceremonies and will apply equally to everyone.</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>Fees apply across the board to everyone. Arrangements exist for home visits for taking of notice and conducting of ceremonies where circumstances prevent persons attending the register office or ceremony rooms. For marriage /Civil Partnership couples are required to give notice in the district where they live. The notice fee is set centrally by GRO and so applies to all.</p> <p>Once notice has been given and approval to marry received, couples may have the ceremony in another district if they wish. Many choose religious premises others prefer civil ceremonies. Legislation changed in 2014 to enable Same Sex Marriage in addition to Civil Partnerships. The service has promoted the ability to choose either option on its web site and in various press releases. Same Sex couples contacting the service are made aware of the options open to them. .</p> <p>Legislation in England and Wales requires all processes to be through the medium of Welsh or English but we provide opportunities for all using various forms of support through the processes. Where there is a language requirement we provide it. We</p>
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	have Welsh speakers available for all aspects of the service; a BSL support officer for hearing or speech impaired people and would hire foreign language interpreters where necessary.
	Actions required: None

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The fees apply to everyone and so would not have consequences for specific groups. Comparisons with neighbouring and other districts in Wales indicate that the proposed fees are reasonable. The authority is also required to provide a statutory ceremony (for marriage and Civil Partnership) at a centrally set fee, currently £46</p>
	Actions required: None

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. <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 Equalities and Welsh Language Portal)</i></p> <p>No effect as proposal relates only to the fee charged. The service has Welsh speakers available for all aspects of the service.</p>
	Actions required: Ongoing Welsh language training for officers within the Registration Service, maintaining competency of some officers and developing Welsh language skills of others.

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p>
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	<p>Members of the public are required by law to register a birth, death or marriage where it occurs and to give legal notice based on residence so nobody could be precluded as a potential user of the service.</p> <p>The service deals with a large number of customers from all ethnic backgrounds, of all ages and with various needs either due to disability or language but other than the information recorded through the response to customer surveys, Registrars do not monitor those various elements. The Service developed an Engagement Strategy in 2017 which is published on the website. The service is also developing additional feedback options on the website.</p>
	<p>Actions required:</p> <p>Monitor feedback comments and responses to customer satisfaction surveys.</p>

CONSULTATION

<p>7</p>	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposal is included in reports to the relevant Scrutiny Committee and Cabinet in December 2017. The proposal is also included in the corporate public consultation exercise from November 13th 2017 to 8th January 2018.</p>
	<p>Actions required:</p> <p>Consider any feedback received as a result of the above consultation.</p>

MONITORING AND REVIEW

<p>8</p>	<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>Fees are reviewed annually but ideally set for two to three years in advance so that customers pre booking ceremonies can be made aware of the cost. Numbers of ceremonies are reported in the Statutory Annual Service plan and comparisons can be made year on year to assess any impact as a result of fee increases. Customer satisfaction surveys are issued after each ceremony with general comments sections where persons can make any comment they like on the service. They also include an analysis of age, ethnic background and disability so we are able to monitor any responses based on equalities categories. These are analysed yearly and changes implemented where appropriate.</p>
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	<p>Actions required:</p> <p>Analyse any changes in numbers, customer base and compare trends.</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 above and consider any action required in light of results.</p>
	<p>Actions required:</p> <p>A/A</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>Officers have already attended a variety of Equalities training sessions; the service also hosted specific training sessions for South Wales districts on Same Sex Marriage. A plan is already in place to improve Welsh Language skills within the service.</p>
	<p>Actions required:</p> <p>None</p>
11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>N/A</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>The EIA is being used as supporting evidence for the decisions on savings proposals in the 2018/19 MTFP.</p> <p>The EIA could also be included as an appendix in the Service Annual Report.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jacqui Morgan
Date:	13.11.2017
Position:	Group Manager
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Environmental Health – Pest Control/Dog Warden/Animal Trespass Operative vacant post to be deleted - £29k
DIRECTORATE	Social Services
SERVICE AREA	Public Protection – Environmental Health
CONTACT OFFICER	Ceri Edwards
DATE FOR NEXT REVIEW OR REVISION	Following the Council's Budget Setting Meeting

***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.**

INTRODUCTION

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

The form should be used if you have identified a need for a full EIA following the screening process covered in the Equalities Implications in Committee Reports Guidance document (available on the Equalities and Welsh Language Portal on the intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language Measure 2011. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the Strategic Equalities Objectives and Action Plan 2012.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 Equalities and Welsh Language Portal (the Committee report guidance mentioned above, the Consultation and Monitoring guidance) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed - the contact email is equalities@caerphilly.gov.uk.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Environmental Health – Pest Control/Dog Warden/Animal Trespass Operative vacant post to be deleted – saving £29k</p> <p>This post is located within a small team that deal with pest control, dog warden matters and animal trespass. Operatives are generically trained to cover the aforementioned areas of work. In 2016, the team consisted of 6 FTE, however one member of staff (with specialised dog warden skills) retired and the post was not re-filled. Since then another member of staff (with specialist animal trespass skills and knowledge) has retired due to ill health, creating a vacant post. To mitigate for the loss of the specialist dog re-homing function, a technical assistant (0.4 FTE) has been allocated to the team. Deletion of the vacant post will reduce the size of the team from 5.4 FTE to 4.4 FTE, with 4 FTE delivering the service and 0.4 FTE re-homing dogs etc.</p> <p>The Pest Control /Dog Warden/ Animal Trespass Team protect public health by providing prompt investigations of service requests relating to pests, dogs and animal trespass.</p> <p>Since the post became vacant in March 2017, the service has worked with colleagues in the Countryside team to relocate the animal trespass pound from Ty Trostant Farm in Penybryn to Ynys Hywel in Cwmfelinfach, thus releasing Ty Trostant Farm as a capital asset for the authority. Colleagues from the Ynys Hywel Farm are also able to assist with specialist animal trespass matters as necessary.</p> <p>Some pest control infestations are often complicated, and time consuming to investigate and remedy. Straying dogs pose serious problems associated with dog fouling in public spaces, the potential to cause road traffic accidents and the possibility of becoming stressed and aggressive. Straying large farm animals including sheep, cattle, pigs and horses, etc. also pose a serious threat to road safety. Therefore, any reduction in service may cause communities to be subjected to environmental, financial and social impacts.</p> <p>The Council's household survey and Viewpoint Panel indicates that enviro-crime issues such as cleanliness of streets and dog fouling remains a priority for residents of the Borough.</p> <p>The team deals with excess of 5,000 service requests per year, relating to the above matters. However, should the proposed rat treatment fee of £20 be introduced in 2018/19 it is estimated that the number of service requests will fall by 1400 per year.</p> <p>A reduction of five to four posts does inevitably have an impact on the volume of service requests that may be responded to (particularly when members of the team are on leave or sick) and inevitable time delays providing the response and investigations.</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.)</i></p> <p>The team deals with excess of 5,000 service requests per year.</p> <p>Anyone that would normally utilise the service for a pest control service, dog warden matter or a straying animal may be affected. This may include residents, the business community and farmers.</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>All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect.</p>
	<p><u>Actions required</u></p> <p>None</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>In general, changes to service delivery would apply equally to all service users. See also 3 above.</p>
	<p><u>Actions required</u></p> <p>None</p>

5	<p><u>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.</u></p> <p><u>(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 Equalities and Welsh Language Portal)</u></p> <p>The proposals do not impact on the use of the Welsh language.</p>
	<p><u>Actions required:</u></p> <p><u>None</u></p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>No. The service is equally available to all. We do not currently monitor service users. The service does not hold a breakdown of the service users based on people's disability, race, gender, sexuality, age, language, religion/belief.</p>
	<p><u>Actions required</u></p> <p>We will be reviewing our approach to monitoring service users.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p>
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	The proposal was included in a report to Cabinet on the 15 th November 2017; therefore publicly available. The Equalities team were consulted on the report.
	<p><u>Actions required</u></p> <p>NONE</p>

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>Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue. Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.</p>
	<p><u>Actions required</u></p> <p>None</p>

9	<p>How will the above 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>Service request data and corporate complaint data will be monitored to assess detrimental impacts.</p>
	<p><u>Actions required</u></p> <p>None</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 Equality training of some sort?)</i></p> <p>None</p>

	<p><u>Actions required</u></p> <p>Training will be provided if identified and deemed to be necessary.</p>
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11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Training will be provided if necessary.</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>This EIA will be used as supporting evidence in the decisions being made around the savings proposals.</p>
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	<p><u>Actions required</u></p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.
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Completed By:	Ceri Edwards
Date:	27.11.2017
Position:	Environmental Health Manager
Name of Head of Service:	Robert Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Increase the price of a meal from Meals Direct by 20p from April 2018.
DIRECTORATE	Social Services
SERVICE AREA	Catering Services
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	20/11/2018

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase price of Meals Direct by 20p from April 2018 i.e. from</p> <p>£3.10 hot or frozen subsidised meal to £3.30 £5.45 hot or frozen unsubsidised meal to £5.65 £1.50 sandwich subsidised to £1.70 £2.10 sandwich unsubsidised to £2.30 £5.33 luncheon club subsidised to £5.53 £5.45 luncheon club unsubsidised to £5.64</p> <p>which will result in a £11k contribution to medium term financial plan.</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.)</i></p> <p>The service users who will be affected by the delivery of this proposal are:</p> <ul style="list-style-type: none">• Existing service users• New service users

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">• Financial impact on current service users and possible impact on current staffing levels if meal numbers decrease.• The service is open to all; eligible clients can access a subsidised service.
	<p>Actions required:</p> <p>Monitor impact and adjust service provision as required.</p>
4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The Meals Direct service tends to be accessed by older people. Eligible clients can access a subsidised service.</p>

	<p>Actions required:</p> <p>Nil</p>
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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 Equalities and Welsh Language Portal)</i></p> <p>No effects</p>
	<p>Actions required:</p> <p>N/A</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p>We collect management information on meal uptake and monitor our sales targets. No analysis is included on those affected as we are aware that current we offer a very competitively price meal in comparison to other Welsh authorities. Please refer to table below for comparison data.</p>																												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Local Authority</th> <th style="text-align: center;">Daily Hot Meal Price</th> <th style="text-align: center;">Notes</th> </tr> </thead> <tbody> <tr> <td>Blaenau Gwent County Borough Council</td> <td>£4.00 two course meal – Weekend provision available</td> <td>Anyone can apply, only application form and menu on website</td> </tr> <tr> <td>Bridgend County Borough Council</td> <td>£2.25 per Main meal</td> <td>7 day delivery available, 365 days a year</td> </tr> <tr> <td>Caerphilly County Borough Council</td> <td>£3.10 Subsidised £5.45 Unsubsidised</td> <td>£1.50 for a sandwich subsidised £3.94 for a sandwich unsubsidised</td> </tr> <tr> <td>Cardiff Council</td> <td>£3.90 Main meal £4.50 Main meal and dessert</td> <td>Must meet criteria</td> </tr> <tr> <td>Merthyr Tydfil County Borough Council</td> <td>£4.00 two course meal – no weekend provision available</td> <td>Provide following assessment</td> </tr> <tr> <td>Monmouthshire County Council</td> <td>£4.15 Main meal and dessert</td> <td>Following assessment</td> </tr> <tr> <td>Rhondda Cynon Taf County Borough Council</td> <td>£3.45</td> <td>All residents over 60 can access or under 60 with assessed need</td> </tr> <tr> <td>Torfaen County Borough Council</td> <td>£4.50</td> <td>Frozen £2.70 - Wiltshire Farm Foods</td> </tr> </tbody> </table>		Local Authority	Daily Hot Meal Price	Notes	Blaenau Gwent County Borough Council	£4.00 two course meal – Weekend provision available	Anyone can apply, only application form and menu on website	Bridgend County Borough Council	£2.25 per Main meal	7 day delivery available, 365 days a year	Caerphilly County Borough Council	£3.10 Subsidised £5.45 Unsubsidised	£1.50 for a sandwich subsidised £3.94 for a sandwich unsubsidised	Cardiff Council	£3.90 Main meal £4.50 Main meal and dessert	Must meet criteria	Merthyr Tydfil County Borough Council	£4.00 two course meal – no weekend provision available	Provide following assessment	Monmouthshire County Council	£4.15 Main meal and dessert	Following assessment	Rhondda Cynon Taf County Borough Council	£3.45	All residents over 60 can access or under 60 with assessed need	Torfaen County Borough Council	£4.50	Frozen £2.70 - Wiltshire Farm Foods
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CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation meetings have taken place with Catering staff. The proposal is included within the Council's draft 2018/19 Budget consultation.</p>
	<p>Actions required:</p> <p>Review any consultation feedback received.</p>

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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
	<p>Actions required:</p> <p>Continual monitoring of meal uptake.</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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
	<p>Actions required:</p> <p>Continual monitoring of meal uptake.</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>Nil at present</p>
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	<p>Actions required:</p> <p>Nil at present</p>
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11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>N/A</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><i>The Equality Impact Assessment will be made available of the councils web page and attached to all MTFP documentation</i></p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Marcia Lewis
Date:	29/11/17
Position:	Principal Officer Catering
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Introduction of charges for rat treatments £20k
DIRECTORATE	Social Services
SERVICE AREA	Public Protection – Environmental Health
CONTACT OFFICER	Ceri Edwards
DATE FOR NEXT REVIEW OR REVISION	Following the Council's Budget Setting Meeting

***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.**

INTRODUCTION

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

The form should be used if you have identified a need for a full EIA following the screening process covered in the Equalities Implications in Committee Reports Guidance document (available on the Equalities and Welsh Language Portal on the intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language Measure 2011. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the Strategic Equalities Objectives and Action Plan 2012.

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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 Equalities and Welsh Language Portal (the Committee report guidance mentioned above, the Consultation and Monitoring guidance) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed - the contact email is equalities@caerphilly.gov.uk.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Introduction of a £20 charge for rat treatments to generate £20k income</p> <p>Rat treatments in domestic premises are currently undertaken free of charge.</p> <p>The public would have to pay for pest control services such as rats within domestic premises. At current volumes a £20 charge would generate annual income of £48,000. Experience from neighbouring authorities has demonstrated that following the introduction of such charges there has subsequently been a significant decline in the number of service requests processed.</p> <p>A fall in the number of service requests is therefore anticipated as a result of the introduction of a charge. Net increased income is therefore estimated to be £19,200. There is some risk of public health implications due to infestations left untreated, particularly impacting on low-income households. Members of the public may try to undertake treatments themselves which can lead to the improper placing of rodenticides and expose non target species to risk.</p> <p>There is also an additional risk if the income target is not realised. The equivalent amount of money will need to be found from elsewhere in the budget and may ultimately impact on the number of posts within the team.</p> <p>Experience from neighbouring authorities has also demonstrated that the introduction of charging and a decline in service uptake has created an increase to the workload of environmental health officers as they have to investigate the cause of rat infestations, neighbour disputes, and to take enforcement action to remedy problems, including the service of notices and undertaking works in default. Some members of our communities may be unable to fund the treatment, resulting in untreated problems that may give rise to issues of public health and uncontrolled rodent infestations.</p> <p>In addition we would advise that one comparative valley authority have now re-instated their free service due to the increase in public health concerns, and a second is also giving this due consideration. Aside from Caerphilly, of the other Local Authorities in Wales 6 provide a free treatment for rats, 10 do so for a charge, and 5 provide no pest control service at all.</p> <p>Some pest control infestations are often complicated, and time consuming to investigate and remedy; the proposed £20 charge by no means meets the cost of providing the service. Communities will therefore be subjected to environmental, financial and social impacts.</p> <p>The workload is demanding and requires a toolbox of skills to address the many and varied situations they deal with on a day to day basis. Such skills include education and encouragement through to warnings or providing evidence to Environmental Health Officers for them to serve notices or take legal action. They work with partner organisations including amongst others: Welsh Water, and other council services such as housing, catering and schools.</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.)</i></p> <p>The team deals with excess of 5,000 service requests per year, including approximately 3,500 for rats, relating to the matters detailed in 1 above.</p> <p>An introduction of a £20 (plus VAT) charge for rat treatments will inevitably have an impact for service users including the public generally, vulnerable individuals and those on lower incomes although for those in receipt of relevant benefits the charge is £10 (plus VAT). There is also an additional risk if the income target is not realised. The equivalent amount of money will need to be found from elsewhere in the budget and may ultimately impact on the number of posts within the team.</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>All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect. However, some members of our communities may be unable to fund such treatment, resulting in untreated problems that may give rise to issues affecting public health and uncontrolled rodent infestations.</p> <p>Rat treatments in domestic premises are currently undertaken free of charge. It is proposed to introduce a £20 (plus VAT) charge. Customers in receipt of means tested Universal Credit or Guaranteed Pension Credit receive a 50% discount on the Council's Pest Control charges and so would pay £10 (plus VAT).</p>
	<p><u>Actions required</u></p> <p>Consideration will need to be afforded to imposing a concessionary charge for individuals in receipt of means tested universal credit or guaranteed pensions credit .</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>In general, changes to service delivery would apply equally to all service users. See also 3 above.</p>
	<p><u>Actions required</u></p> <p>None</p>

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. <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 Equalities and Welsh Language Portal)</i></p> <p>The proposals do not impact on the use of the Welsh language.</p>
	<p>Actions required:</p> <p>None</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>No. The service is equally available to all. We do not currently monitor service users. The service does not hold a breakdown of the service users based on people's disability, race, gender, sexuality, age, language, religion/belief.</p>
	<p><u>Actions required</u></p>

CONSULTATION

7	What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i> The proposal was included in a report to Cabinet on the 15 th November 2017; therefore publicly available. The Equalities team were consulted on the report.
	<u>Actions required</u> NONE

MONITORING AND REVIEW

8	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> Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue. Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.
	<u>Actions required</u> None

9	How will the above be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i> Service request data and corporate complaint data will be monitored to assess detrimental impacts.
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	<p><u>Actions required</u></p> <p>None</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 Equality training of some sort?)</i></p> <p>None</p>
	<p><u>Actions required</u></p> <p>Training will be provided if identified and deemed to be necessary.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Training will be provided if necessary.</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>This EIA will be used as supporting evidence in the decisions being made around the savings proposals.</p>
	<p><u>Actions required</u></p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed By:	Ceri Edwards
Date:	27.11.2017
Position:	Environmental Health Manager
Name of Head of Service:	Robert Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Reduce the Community Safety Warden Service
DIRECTORATE	Social Services
SERVICE AREA	Public Protection Division- Community Safety
CONTACT OFFICER	Ceri Edwards – Environmental Health Manager
DATE FOR NEXT REVIEW OR REVISION	Following the Council Budget Setting Meeting

***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.**

INTRODUCTION

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

The form should be used if you have identified a need for a full EIA following the screening process covered in the Equalities Implications in Committee Reports Guidance document (available on the Equalities and Welsh Language Portal on the intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language Measure 2011. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the Strategic Equalities Objectives and Action Plan 2012.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 Equalities and Welsh Language Portal (the Committee report guidance mentioned above, the Consultation and Monitoring guidance) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed - the contact email is equalities@caerphilly.gov.uk.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The savings proposal is to reduce the cost of the Community Safety Warden (CSW) service by circa £40,000. As the service cost is overwhelmingly staff related the proposal suggests ways in which a monetary saving could be achieved.</p> <p>The team comprises 10 Community Safety Wardens equating to 9.3 FTE posts. In April 2017, 1.8 FTE posts became vacant as a result of one CSW (1 FTE) obtaining a post elsewhere within the Environmental Health Group and the resignation of another CSW (0.8 FTE). These posts are currently being covered by temporary fixed term appointments.</p> <p>Therefore in order to achieve the saving; it is proposed that the staffing complement will be reduced by 1.8 full time posts from 9.3 staff to 7.5 full time posts. This will be achieved by terminating the temporary contracts at the end of March 2018, (as per the contracts) and not to refill the vacant posts.</p> <p>The current service is 7 days a week and current shift patterns are 7:30 to 16:00 and 13:30 to 22:00. A reduction in the number of Community Safety Wardens would reduce the shift pattern cover which could be achieved in the following ways:</p> <ul style="list-style-type: none">•Withdrawal of the service on a Sunday•Removing the early 7:30 to 16:00 shift and operating the afternoon/evening 13:30 to 22:00 shift only.•Retain current shift patterns, but reduce Ward coverage. Each full time CSW covers approximately 5 Wards each depending on Ward size, larger Wards are split. Coverage would reduce to each CSW covering approximately 6 Wards each with a resultant loss in cover. Shift cover patterns may still need to alter to avoid lone working. <p>For the 2016-2017 Financial Year the Community Safety Warden Service carried out 3854 patrols. Words of advice to persons acting contrary to acceptable standards of behaviour were given on 1211 occasions. There were 584 interactions with Council Members via meetings, phone calls etc. Formal verbal warnings were given on 117 occasions. 270 items of alcohol were confiscated and 29 referrals for Anti-social behaviour Injunction consideration were made. 409 referrals were made to other departments/agencies to resolve problems in 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.)</i></p>

The service provides a uniformed patrolling presence in communities dealing with low level crime and anti-social behaviour. Each officer is authorised by the Chief Constable of Gwent Police with powers that include traffic management and the issue of Police penalty notices. The service works very closely with the local Neighbourhood Policing Teams tackling issues in communities ranging from youth annoyance and disorder, persons under the influence of substances, enviro crime issues, defects in infrastructure, dog fouling and littering etc. As Neighbourhood Policing Teams are being depleted the service is increasingly the first line of response.

Earlier shifts tend to be involved in the community engagement element of the role as much as in enforcement. In particular, visiting local residents, who do not work in the daytime to discuss complaints around anti-social behaviour, enviro-crime issues and community events with partners, and issues in town centres such as street drinking etc.

Weekend shifts are dealing more with youth annoyance and disorder and street drinking. As well as supporting high profile events across the borough e.g. The Big Cheese and Remembrance Day parades/services.

The service users affected will differ depending on which option to make the reduction may be taken forward.

Removal of the earlier shift would disadvantage those residents who interact with the service at these times such as older residents, sheltered housing residents etc. The community reassurance role would need to reduce significantly. Removal of the Sunday working pattern would also affect a similar group but would also mean that family events arranged across the borough could not be supported for traffic management, patrolling presence etc.

Increasing the wards covered per staff member will need to be managed to avoid increasing workload. The level of support provided to each geographical area will need to reduce.

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><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>
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	<p>The service is universal in that it supports all residents of the county borough and local businesses.</p> <p>The proposals that would restrict the service to evening working only may impact on the level of service currently provided to vulnerable residents.</p>
	<p><u>Actions required</u></p> <p>None.</p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Elderly and vulnerable residents may be less well supported by service reductions.</p> <p>The service will be less responsive to Elected Member requests which are often made on behalf of vulnerable residents.</p>
	<p><u>Actions required</u></p> <p>None identified.</p>

<p>5</p>	<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. <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 Equalities and Welsh Language Portal)</i></p> <p>The proposals do not impact on the use of the Welsh language.</p>
	<p>Actions required:</p> <p>None</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The service is reactive and universal and hence does not focus on specific service users.</p> <p>We do not carry out any analysis of service users.</p>
	<p><u>Actions required</u></p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposal was part of a report to the Cabinet on the 15th of November 2017. The Equalities and Welsh Language team were consulted on the report.</p>
	<p><u>Actions required</u></p> <p>None.</p>

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>The most readily recognisable monitoring of these proposals post-implementation will be in any increase in complaints about increased response time, lack of patrolling presence, inability to contact the Community Safety Warden allocated to a case etc.</p> <p>Complaints will follow the Corporate Complaints process and any that contain allegations of discrimination are also referred to the Equalities and Welsh Language team.</p>
	<p><u>Actions required</u></p> <p>Monitor post-implementation should the proposal be taken forward.</p>

<p>9</p>	<p>How will the above 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>Monitoring will establish whether any particular service users are disadvantaged over others. Although the service users who will be affected are already known and reductions in service will have to be accepted in order to avoid increasing the pressure on staff.</p>
	<p><u>Actions required</u></p> <p>None identified.</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 Equality training of some sort?)</i></p> <p>None identified.</p>
	<p><u>Actions required</u></p> <p>None.</p>

<p>11</p>	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p>
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	No mitigating factors identified. Reductions in service level will need to be accepted.
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>This EIA will be used as supporting evidence in the decisions being made around this savings proposal.</p>
	<p><u>Actions required</u></p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed By:	Ceri Edwards
Date:	27/11/2017
Position:	Environmental Health Manager
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL*	Environmental Health - Reduce Air Quality & Contaminated Land Monitoring & Contractors budgets by £15k
DIRECTORATE	Social Services
SERVICE AREA	Public Protection – Environmental Health
CONTACT OFFICER	Ceri Edwards
DATE FOR NEXT REVIEW OR REVISION	Following the Council's Budget Setting Meeting

***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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To reduce the Environmental Health Air Quality & Contaminated Land Monitoring & Contractors budgets by £15k</p> <p>Pollution control is a highly specialised and technical area of work, which places considerable reliance on the ability to undertake environmental monitoring and to call upon external consultants as and when necessary.</p> <p>The budget currently allocated for air quality is £ 46,857 and for external contaminated land fees is £18,562, totalling £65,419. Therefore a reduction of £15k would result in a budget of £50,419.</p> <p>Air quality problems, such as those reported in the Hafod-yr-ynys and Caerphilly Air Quality Management Areas (AQMAs) are highly emotive issues being reported at a national level. Use of specialist monitoring equipment (including calibration, servicing and parts), engagement of consultants and modelling reports are very necessary and place a significant impact on budgets.</p> <p>The pollution control team currently monitor air quality using 6 real time air quality monitoring stations, 3 of which are located within the AQMAs. There are also 58 passive diffusion tubes which are located in various streets and towns around the borough, this will increase to 77 in January 2018 as the team embark on a project with 6 pilot schools.</p> <p>Passive monitoring of air quality across the county borough and sampling in relation to service requests, such as dust, permitted process audit checks etc. also place a demand on the budget.</p> <p>There is generally a greater awareness and expectation from the public and Members in relation to Air Quality (such as an expectation to monitor air quality near relevant schools), however a reduction in the budget will mean that some monitoring may no longer be undertaken and that work will need to be prioritised accordingly.</p> <p>In addition to the above, Hafod-yr-ynys AQMA has been identified as breaching the EU Directive limit value and will be taken forward as an area in the national nitrogen dioxide plan for the UK. There will be expectations placed on the authority by Welsh Government and the Ministers to undertake feasibility studies and progress the actions within the recently produced air quality action plan. There will need to be a number of traffic surveys undertaken to inform the feasibility studies and this will all come at a cost. At present Welsh Government have not announced any funding to help with the cost of these studies. The feasibility studies will require specialist air quality modelling which will need to be undertaken by consultants as the pollution control team do not have the resource or expertise to be able to undertake this work internally.</p> <p>In relation to Contaminated land, there are number of sites throughout the borough which will require specialist expert help when they are developed. The issue with</p>
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these sites is that the pollution team have no control over when these sites will move forward as this is governed by the developer / land owner. Cray Valley (former Machen paint works) is currently being remediated and requires specialist help and independent validation, this can attract quite significant costs. Virginia Park, Caerphilly is currently being considered by planning for redevelopment for housing and given that the site was a former municipal landfill, the council's contaminated land consultants are providing support to the team through the remediation of the site. There are a number of other sites within the Caerphilly area which would also require technical support from consultants should they come forward for development also, namely Bedwas Colliery and the former Thomas Ness tar plant site

Pollution control also manages 7 of the Council's closed landfill sites. The environmental monitoring and sampling has been scaled back on many of these sites, however, the sites require regular maintenance and drainage clearance works to ensure that they do not become a liability and encroach on to / flood adjacent properties. Ty Llwyd is currently being considered by the Council's contaminated land consultants due to leaching of chemicals during prolonged periods of wet weather. The Coed Top Hill reed bed is another site which is benefitting from consultant input with a view to eliminating the ongoing trade effluent discharge costs. Whilst there is some work that can be prioritised on these sites, ongoing monitoring and regular checks are required to ensure the land does not cause problems to adjacent land owners until such time as the Council can demonstrate that there are no environmental liabilities associated with the land and it can be sold for alternative uses.

2 Who are the service users affected by the proposal?

(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.)

Anyone that lives, works in or visits the county borough. Failure to improve air quality or properly remediate contaminated land sites can significantly impact upon public health.

IMPACT ON THE PUBLIC AND STAFF

3 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?

(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?)

All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect.

	<p>Much of the environmental monitoring regime and contaminated land remediation via the development control process goes un-noticed by a large percentage of our general population therefore they unknowingly benefit from our services.</p> <p>If the air quality monitoring programme is reduced, residents in the affected areas may perceive that the council is not doing enough to protect their health.</p>
	<p>Actions required:</p> <p>Ensure that monitoring continues in the most critical locations.</p> <p>Ensure that all land that goes through the development control process is properly remediated.</p>

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>People with pre-existing medical conditions may be more susceptible to the impacts of air pollution.</p>
	<p>Actions required:</p>

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. <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 Equalities and Welsh Language Portal)</i></p> <p>The proposals do not impact on the use of the Welsh language.</p>
	<p>Actions required:</p> <p>None</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>No.</p>
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	The service is equally available to all. We do not currently monitor service users. The service does not hold a breakdown of the service users based on people's disability, race, gender, sexuality, age, language, religion/belief.
	Actions required: None

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposal was included in a report to Cabinet on the 15th November 2017; therefore publicly available. The Equalities team were consulted on the report.</p>
	Actions required: None

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>Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue. Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.</p>
	Actions required: None

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>Service request data and corporate complaint data will be monitored to assess detrimental impacts.</p>
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	<p>Actions required:</p> <p>None</p>
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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</p>
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	<p>Actions required:</p> <p>None</p>
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11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Training will be provided if necessary.</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>This EIA will be used as supporting evidence in the decisions being made around the savings proposals.</p>
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	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.
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Completed by:	Ceri Edwards
Date:	27 th November 2017
Position:	Environmental Health Manager
Name of Head of Service:	Rob Hartshorn