

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Provision of Meals Direct Service to Section 117 aftercare clients only.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 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.**

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Provision of Meals Direct Service to Section 117 aftercare clients only; currently there is only one S.117 client. This is a proposal to cease the meals on wheels Meals Direct service to achieve a £141,000 saving within the Council's Medium Term Financial Plan. This is a part year saving to allow for implementation.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The service users who will be affected by the delivery of this proposal are:</p> <ul style="list-style-type: none"><li>• Existing service users</li><li>• Service users family / support network</li></ul>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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><b>We work very closely with social services who offer a variety of alternatives to the Meals Direct service. Very often it is the most vulnerable and needy members of the borough that access the service to have a hot meal delivered daily. We must not underestimate the value of this service to members of our communities especially those who are frail and vulnerable.</b></p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	<b>The Meals Direct Service is accessed by older people and therefore ceasing the service will have a greater impact on this group. Should the service be withdrawn the Council will work with clients to source alternative provision.</b>
<b>Disability</b>	<b>Negative</b>	<b>People with disabilities may be more likely to access the Meals Direct service. Should the service be withdrawn the Council will work with clients to source alternative provision.</b>
<b>Gender Reassignment</b>	<b>Neutral</b>	<b>The proposal does not impact additionally on these groups.</b>
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p><b>None</b></p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p><b>The annual survey results for 2017/18 indicates that customers satisfaction was 95%. The service is currently subsidised and is not a statutory service and has to be considered as part of MTFP savings.</b></p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p><b>Consultation will take place through the authority's budget consultation process.</b></p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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><b>The Council monitors feedback through its complaints process.</b></p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p><b>The Council evaluates feedback through its complaints process.</b></p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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><b>Nil at present</b></p>

**11** If any adverse impact has been identified, please outline any mitigation action.

Should the service be withdrawn the Council will work with clients to source alternative provision.

**12** What wider use will you make of this Equality Impact Assessment?  
*(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?)*

This document will be included in the draft Budget Proposals Report to Cabinet on the 14<sup>th</sup> November 2018 and for Scrutiny reviews, together with being publicised on CCBC website for members of the public to review and comment on.

**13** An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.

**Please tick as appropriate:**

**No major change** – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

**Adjust the proposal** – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality.

**Continue the proposal** – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.)

**Stop and remove the proposal** – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed.

<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	12/11/2018
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- foster good relations between people who share a protected characteristic and those who do not.

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- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
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The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase price of secondary school meals by 10p from April 2019 (£2.25 to £2.35)
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase price of secondary school meals by 10p from April 2019 £2.25 to £2.35 to achieve Medium Term Financial Plan (MTFP) proposed savings £50k.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Young people and families, teaching and catering staff.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 users of the secondary school meal service have equal access to school meals, however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Relevance of the Policy or Practice</b>	
<b>Age</b>	<b>Negative</b>	<b>The majority of customers are children and young people and an increase in meal price may deter access to school meals. School meal prices in CCBC remain amongst the lowest in Wales.</b>
<b>Disability</b>	<b>Neutral</b>	<b>The impact of the increase in meal price does not impact additionally on these groups..</b>
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<b>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.</b> <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i>  <b>None</b>
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## INFORMATION COLLECTION

6

**Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.**

*(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)*

**A survey between Welsh Local Authorities has been undertaken on school meal prices and CCBC has used this data to benchmark the current market value of a secondary school meal.**

**The outcome of this survey evidences that CCBC is competitively priced when taking to account the proposed increase of 10p per meal. We would anticipate a small decrease in meal uptake but have accounted for this in our proposed saving.**

### **APRIL 2018 - Current prices & Proposals**

<b>AUTHORITY</b>	<b>Adult MTFP - April 2019</b>	<b>(Inc VAT)Secondary Free meal Price</b>
Caerphilly	£3.05	£2.25
	£2.35	
Flintshire	£3.12	£2.15
Denbighshire	£3.36	£2.25
Swansea	£3.40	£2.25
Anglesey	£3.99	£2.30
Blaenau Gwent	£3.20	£2.35
Merthyr	£3.55	£2.35
Newport	£3.20	£2.35
Powys	£4.50	£2.35
Wrexham	£3.15	£2.40
Pembrokeshire	£3.35	£2.40
Ceredigion	£4.20	£2.45
Conwy	£3.60	£2.45
Vale of Glamorgan	£3.05	£2.45
Bridgend	£3.48	£2.50
Carmarthenshire	£3.84	£2.50
Gwynedd	£3.60	£2.50
Torfaen	£4.00	£2.60
Rhondda Cynnon Taf	£2.95	£2.75
Cardiff	£3.60	£2.95
Monmouthshire	£3.60	N/A
Neath & Port Talbot	£3.25	set by each school

## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p><b>No independent consultation has taken place with governing bodies, head teachers or parents by catering services but generic consultation has taken place through the authority's public consultation process on the draft budget.</b></p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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><b>We have a management system in place that allows us to monitor meal up-take.</b></p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p><b>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.</b></p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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><b>Nil at present</b></p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>

<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be included in the draft Budget Proposals Report to Cabinet on the 14<sup>th</sup> November 2018 and for Scrutiny reviews, together with being publicised on CCBC website for members of the public to review and comment on.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	21/11/2018
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Marriage and Civil Partnership
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## THE EQUALITY IMPACT ASSESSMENT

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<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline 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 2019 £2.00 to £2.10 to achieve Medium Term Financial Plan (MTFP) proposed savings of £54k.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Young people and families, teaching and catering staff.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 users of the primary school meal service have equal access to school meals, however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	<b>The majority of customers are children and young people and an increase in meal price may deter access to school meals. School meal prices in CCBC remain amongst the lowest in Wales.</b>
<b>Disability</b>	<b>Neutral</b>	<b>The impact of the increase in meal price does not impact additionally on these groups.</b>
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p><b>None</b></p>
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## INFORMATION COLLECTION

6

Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

*(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)*

A survey between Welsh Local Authorities has been undertaken on school meal prices and CCBC has used this data to benchmark the current market value of a secondary school meal.

The outcome of this survey evidences that CCBC is competitively priced when taking to account the proposed increase of 10p per meal. We would anticipate a small decrease in meal uptake but have accounted for this in our proposed saving.

APRIL 2018 - Current prices & Proposals

### SCHOOL MEALS PRICES

#### APRIL 2018 - Current prices & Proposals

AUTHORITY	Junior	Infant	Nursery	Adult (Inc VAT)	MTFP – Jun/Inf April 2019	MTFP –Nur April 2019
Caerphilly	£2.00	£2.00	£2.40	£3.15	£2.10	£2.50
Merthyr	£2.00	£2.00	£2.00	£3.55		
Denbighshire	£2.10	£2.10	£2.10	£3.36		
Blaenau Gwent	£2.10	£2.10	£2.10	£3.20		
Newport	£2.10	£2.10	n/a	£3.20		
Monmouthshire	£2.10	£2.10	£2.10	£3.60		
Flintshire	£2.15	£2.15	£2.15	£3.12		
Anglesey	£2.20	£2.20	£2.20	£3.99		
Bridgend	£2.20	£2.20	£2.20	£3.48		
Swansea	£2.25	£2.25	n/a	£3.40		
Powys	£2.25	£2.25	n/a	£4.50		
Vale of Glamorgan	£2.25	£2.25	n/a	£3.05		
Conwy	£2.30	£2.30	£2.30	£3.60		
Neath & Port Talbot	£2.30	£2.30	n/a	£3.25		
Pembrokeshire	£2.35	£2.25	n/a	£3.35		
Wrexham	£2.40	£2.35	£2.35	£3.15		
Torfaen	£2.40	£2.30	n/a	£4.00		
Ceredigion	£2.45	£2.45	n/a	£4.20		
Carmarthenshire	£2.50	£2.50	£2.50	£3.84		

	Gwynedd	£2.50	£2.50	n/a	£3.60		
	Rhondda Cynnon Taf	£2.50	£2.50	£2.50	£2.95		
	Cardiff	£2.50	£2.50	na	£3.60		

## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b>  <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>No independent consultation has taken place with governing bodies, head teachers or parents by catering services but generic consultation has taken place through the authority's public consultation process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b>  <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.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <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.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <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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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be included in the draft Budget Proposals Report to Cabinet on the 14<sup>th</sup> November 2018 and for Scrutiny reviews, together with being publicised on CCBC website for members of the public to review and comment on.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	21/11/2018
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Increase price of civic meals by 5%
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 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.**

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase price of civic meals by 5% to meet MTFP proposed savings £3k.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>CCBC staff, visitors to all corporate sites, suppliers and hospitality budgets.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 users of corporate catering services have equal access to the services that we provide, however this proposal to increase the meal price by 5% will have the greatest impact on all users of the service.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The proposed price increase will affect all service users equally and will not have any additional impacts upon groups of people with protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<b>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.</b> <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i>  <b>None</b>
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## INFORMATION COLLECTION

<b>6</b>	<b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i>  <b>We are currently aware that there are proposals to increase prices across school meals which could also impact on employees who use the corporate catering services and that have children of school age.</b>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <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>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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><b>Nil at present</b></p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The proposal will have a financial impact upon service users, but the proposed price increase is modest in view of the financial pressures that are prevalent. Close monitoring of service uptake and service costs will continue to be undertaken.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 proposal will be included in the draft Budget Proposals Report to Cabinet on the 14<sup>th</sup> November 2018 and for Scrutiny reviews, together with this EIA being published on the CCBC website for members of the public to review and comment on.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	12/11/2018
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Cease the Community Safety Warden Service
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection Division
<b>CONTACT OFFICER</b>	Ceri Edwards – Environmental Health Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	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.**

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The savings proposal is to cease the Community Safety Warden (CSW) service creating a saving of circa £355,000.</p> <p>The team comprises 10 Community Safety Wardens equating to 9.5 FTE posts. The Supervisor is on grade 8 and the rest of the team on grade 6. In April 2017, 2 posts became vacant. These posts are currently being covered by temporary fixed term appointments. In October 2018, the 0.5 FTE resigned and the post is currently vacant. As such, 9 FTE officers (2 FTE fixed term) remain in post.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The 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.</p> <p>On their early shifts Community Safety Wardens (CSWs) tend to be involved in the community engagement element of the role as much as in enforcement. In particular, visiting local residents to discuss complaints around, street drinking and enviro-crime issues and meeting with partners in relation to community events.</p> <p>On later shifts CSWs proactively and reactively address anti-social behaviour, disorder, and street drinking. Additionally CSWs support high profile events across the borough e.g. The Big Cheese and Remembrance Day parades/services.</p> <p>For the 2017-2018 Financial Year the Community Safety Warden Service carried out 3392 patrols. Words of advice to persons acting contrary to acceptable standards of behaviour were given on 1386 occasions. There were 347 interactions with Council Members via meetings, phone calls etc. Formal verbal warnings were given on 77 occasions. 112 items of alcohol were confiscated and 8 referrals for Anti-social behaviour Injunction consideration were made. 342 referrals were made to other departments/agencies to resolve problems in communities.</p> <p>The service users affected will differ depending on the nature of their involvement with the team. Residents in general will be affected by the proposals and in particular those impacted by anti-social behaviour.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 service is universal in that it supports all residents of the county borough and local businesses.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
<b>Age</b>	Negative	The CSWs are tasked with providing re-assurance and protection to protecting every member of society; however they pay particular attention to those with protected characteristics. E.g. by assisting older people with road closure arrangements during Remembrance Day Events. E.g. by intervening in cases of anti-social behaviour that impact on older people. CSWs will often be involved in interventions for children and young people when addressing issues of anti-social behaviour. CSWs takes steps to address underage drinking in public places and clearly this activity relates to children and young people.
<b>Disability</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social/hate behaviour that impact on disabled people.
<b>Gender Reassignment</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. They also provide patrols and visits for those at threat of hate crimes including trans-gender people.
<b>Marriage &amp; Civil Partnership</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social/hate behaviour that impact on same sex partnerships.

<b>Pregnancy and Maternity</b>	Neutral	
<b>Race</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social behaviour and hate crime associated with racial abuse.
<b>Religion &amp; Belief</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social behaviour and hate crime associated with religious beliefs.
<b>Sex</b>	Neutral	
<b>Sexual Orientation</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social behaviour or hate crime associated with sexual orientation.

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposals do not impact on the use of the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>In 2016 26.9% of people in the county borough aged 16-64 were disabled as defined by the Equalities Act.</p> <p>In the 2011 Census 97.6% of the population are identified as English/Welsh/Scottish/Northern Irish/British.</p> <p>50.7 are identified as being of Christian religion with 48.32% identified as having no religion or religion not stated.</p>
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50.95% of the population of the county borough were female and 49.05% male. Any feedback from the budget engagement process will be used to improve our understanding.

## CONSULTATION

**7 Please outline the consultation / engagement process and outline any key findings.**

*(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)*

The proposal is contained in the MTFP and as such will be subject to the Budget engagement process.

## MONITORING AND REVIEW

**8 How will the proposal be monitored?**

*(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?)*

The most readily recognisable monitoring of these proposals post-implementation will be in any increase in complaints about anti-social behaviour, lack of patrolling presence, and potentially additional demand on the Police their response times.

Complaints will follow the Corporate Complaints process and any that contain allegations of discrimination are also referred to the Equalities and Welsh Language team.

**9 How will the monitoring be evaluated?**

*(What methods will be used to ensure that the needs of all sections of the community are being met?)*

Feedback and complaints will be assessed to consider whether any particular service users are disadvantaged over others.

**10 Have any support / guidance / training requirements been identified?**

*(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?)*

None identified.



<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Need to consider in the light of impacts identified in section 4.</p> <p>The public will need to contact other services including Gwent Police regarding issues of anti-social behaviour and hate crime etc.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Ceri Edwards
<b>Date:</b>	12 <sup>th</sup> November 2018
<b>Position:</b>	Environmental Health Manager
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Introduction of increase in charge for reclaiming impounded dogs from £44 to £75.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection – Environmental Health
<b>CONTACT OFFICER</b>	Ceri Edwards
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p><b><u>Introduction of increase in charge for reclaiming impounded dogs from £44 to £75 to generate £3k income.</u></b></p> <p>The provision of a dog Warden service is a statutory requirement.</p> <p>The fee to reclaim a dog impounded or received as part of the dog warden service is presently £44.</p> <p>Dogs are impounded or collected from members of the public and we also operate an out of hours reception point for dogs found outside normal working hours.</p> <p>Dogs are taken to secure kennels and cared for until the owner is found or contacted.</p> <p>If contacted the owner is advised that the dog has been found and that there are fees to pay before the dog will be returned to them. These fees include the cost of seizure of the dog by the dog warden and kenneling fees, which are charged on a fixed basis of £44.00.</p> <p>It is also now a legal requirement under The Microchipping of Dogs (Wales) Regulations 2015 for all dogs to be microchipped with correct details. In practice however there remain a core number of individuals and dogs that are not legally compliant. Every dog that is picked up by the Dog Warden is scanned for a microchip and if one is found the owners are contacted.</p> <p>Dogs are kept for seven days after which they become the property of Caerphilly CBC.</p> <p>Dogs that are not reclaimed are rehomed but unfortunately those not suitable for rehoming are destroyed.</p> <p>Presently there is a 48% claim rate on the 180 to 200 dogs that are impounded.</p> <p>There is a possibility of a further drop off as the fee is increased.</p> <p>There is a risk if the income target will not be realised in full. The equivalent amount of money will need to be found from elsewhere in the budget.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>Service users most affected by the proposal will be those that have allowed their dogs to stray and have subsequently been impounded or found and handed in.</p> <p>These will include the public generally.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b></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>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The impact of the increase in fee would apply equally to all service users.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p>The proposals do not impact on the use of the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b>  Information has been received from Welsh Authorities that show comparative charges across the Wales.  No analysis of service users has been collated
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## CONSULTATION

<b>7</b>	<b>Please outline the consultation / engagement process and outline any key findings.</b>  This proposal is part of the public consultation in relation to the Council's budget.
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue.  The percentage of dogs reclaimed will therefore be reviewed to identify any drop off.  Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.
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<b>9</b>	<b>How will the monitoring be evaluated?</b>  Service request data and corporate complaint data will be monitored to assess detrimental impacts
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  Training will be provided if identified and deemed to be necessary.
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  Training will be provided if necessary.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This EIA will be used as supporting evidence in the decisions being made around the savings proposals
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<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  Review of fee structure in 12 months.
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	CERI EDWARDS
<b>Date:</b>	8/11/2018
<b>Position:</b>	ENVIRONMENTAL HEALTH MANAGER
<b>Name of Head of Service:</b>	ROBERT HARTSHORN

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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- foster good relations between people who share a protected characteristic and those who do not.

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

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

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

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Introduction of charges for rat treatments £20k
<b>DIRECTORATE</b>	
<b>SERVICE AREA</b>	Public Protection – Environmental Health
<b>CONTACT OFFICER</b>	Ceri Edwards
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <b>Introduction of a £20 charge for rat treatments to generate £20k income</b></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 of circa 3,300 calls per year for rats, a £20 charge would generate annual income of £66,000. However, 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 of up to 61%. 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 £26,000 (based on a 61% reduction in calls).</p> <p>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 that 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 will be unable to fund the treatment, resulting in untreated problems that may give rise to public health issues.</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 and so there would continue to be a level of subsidy in providing this service.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The team deals with excess of 5,000 service requests for pest control per year, including approximately 3,300 for rats. Service users may include any resident within the county, school and some private sector groups.</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).</p>

## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>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?</b></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 public health issues.</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><b><u>Actions required</u></b></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><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b></p> <p><i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
<p><b>Protected Characteristic</b></p>	<p><b>Positive, Negative, Neutral</b></p>	<p><b>Relevance of the Policy or Practice</b></p>
Age	Neutral	<p>This proposed change would apply equally to all service users. Customers in receipt of means tested Universal Credit or Guaranteed Pension Credit receive a 50% discount on the Council's Pest Control charges</p>
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p>The proposals do not impact on the use of the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>Information has been received from Welsh Authorities which has indicated a decline in service uptake as result of the implementation of a charging regime for rats. No analysis of service users has been collated</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>The proposal was included in a report to Cabinet on the 14<sup>th</sup> November 2018; therefore publicly available. The Equalities team were consulted on the report.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue.</p> <p>In addition a comparison on number of request made to the Environmental Health General team will be undertaken to see whether there is an increase in call numbers in this area as a result of requests on neighbouring properties.</p> <p>Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>Service request data and corporate complaint data will be monitored to assess detrimental impacts</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b></p> <p>Training will be provided if identified and deemed to be necessary.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Training will be provided if necessary.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b></p> <p>This EIA will be used as supporting evidence in the decisions being made around the savings proposals.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></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>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	CERI EDWARDS
<b>Date:</b>	2/11/2018
<b>Position:</b>	ENVIRONMENTAL HEALTH MANAGER
<b>Name of Head of Service:</b>	ROBERT HARTSHORN

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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

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

The protected characteristics are:

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

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

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase Registration Service Ceremony Fees on a cost recovery basis.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Jacqui Morgan
<b>DATE FOR NEXT REVIEW OR REVISION</b>	Fee review 2020/21

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline 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>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The proposal will affect persons booking Marriage and Civil Partnership ceremonies and will apply equally to everyone.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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. Fees for those special circumstances are set nationally by the Registrar General. For marriage/civil partnership, couples are required to give notice in the district where they live. The notice fee is also set centrally by the Registrar General 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. Some choose religious premises others opt for 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 have Welsh speakers available for all aspects of the service; a British Sign Language (BSL) support officer for hearing or speech impaired people, and would hire foreign language interpreters where necessary.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Negative</b>	Increased fees will impact on couples booking ceremonies but these are "one off" or rare events that do not have ongoing effects on the public and so will have low impact. Fees are based on cost recovery not profit.
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	Fees are the same for marriage and civil partnership ceremonies.

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None. We have Welsh speakers available for all aspects of the service.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Fees have been assessed in relation to the cost of providing the service at the CCBC premise and other externally licensed venues. Fees are also benchmarked against other districts in Wales and nearest neighbours as there is a risk that increases could deter couples from booking ceremonies in our area in our own Penallta House ceremony room and external licenced venues. The proposed fees are generally based on cost recovery and are still competitive when compared with our nearest neighbours.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The service carries out customer satisfaction surveys every year encouraging all ceremony and other customers to give feedback and rate the service provided. Officers would also note any queries or complaints about cost if they occurred on the system.</p> <p>The Service developed an Engagement Strategy in 2017 which is published on the website and more recently developed additional feedback options on the website.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>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.</p>
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	<p>The service will monitor feedback comments and responses to customer satisfaction surveys.</p>
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<p><b>9</b></p>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>All service users are encouraged to give feedback after using the service. Visitors to the CCBC Registration Service web pages also have the opportunity to give feedback after visiting the site.</p>
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<p><b>10</b></p>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No, Service Manager has attended EIA training. Equalities training and awareness is a core part of service provision in this area. Welsh language, BSL and other language provision are all currently catered for .</p>
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<p><b>11</b></p>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></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. Fees are for “one off” or rare events that have low impact on users in the long term. The authority is also required to provide a statutory ceremony (for marriage and civil partnership) at a centrally set fee, currently £46</p> <p>Numbers of ceremonies are recorded each year so any perceived change in numbers as a result of fee increases could be monitored.</p>
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<p><b>12</b></p>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 will be published as part of the 2019/20 Budget Engagement plan and could be included in the Registration Services annual plan.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>See 11 above.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Jacqui Morgan
<b>Date:</b>	29/10/18
<b>Position:</b>	Group Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Deletion of post within Trading Standards Service
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Jacqui Morgan
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal intends to achieve a salary saving within the Trading standards service by deletion of a post from the structure as a contribution to the MTFP. The Trading Standards Service is a statutory regulatory service with limited opportunities for income generation. There are two Trading Standards teams with a total of 17 posts equating to 16 FTEs across two teams.</p> <p>A budget realignment has already been taken in 18/19. There are no further options for significant budget savings other than salaries/vacancy management.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The service covers a wide variety of functions including Food and Product safety, Doorstep Crime, Animal Health and Welfare, Under Age Sales, Fair Trading, Consumer Advice and Intervention and Licensing Enforcement. Consumers, businesses and staff will be affected by the loss of a post. Staff members within the service will also feel the impact and work programs will need to be amended in future years to reflect the reduction in capacity.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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. Trading Standards ensure that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect. The deletion of the post will inevitably impact on service provision and response times for dealing with operational issues but these will apply equally to all service users. Dynamic assessments will however be applied to serious matters involving public safety or vulnerable persons.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	Neutral	The reduction in staffing will mean that service delivery will have to be further prioritised. The service does respond to rogue trader incidents which are mainly targeted at the elderly and vulnerable, administer No Cold Calling Zones across the borough. Conversely work on underage sales advice and test purchase exercises are aimed at protecting young people from harm as well as communities.
<b>Disability</b>	Neutral	
<b>Gender Reassignment</b>	Neutral	
<b>Marriage &amp; Civil Partnership</b>	Neutral	
<b>Pregnancy and Maternity</b>	Neutral	
<b>Race</b>	Neutral	
<b>Religion &amp; Belief</b>	Neutral	
<b>Sex</b>	Neutral	
<b>Sexual Orientation</b>	Neutral	

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

There are no impacts on the Welsh Standards as result of the proposal.



## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Trading Standards is so wide ranging it has many different types of service users. Officers provide advice and assistance to consumers who have problems with goods and services purchased. They give advice and guidance to businesses to assist them to comply with legislation and compete in a fair market place. Enforcement action is also taken where appropriate for non-compliances.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The service carries out customer satisfaction surveys of customers accessing consumer advice and businesses inspected by officers for compliance with the law. Satisfaction levels are reported annually and comments considered for any improvements required to service provision.</p> <p>The service is equally available to all. Home visits are available for persons seeking consumer advice who are not able to attend the office. We do not have any data indicating different levels of take up by types of service users. The majority of the function is regulatory and enforcement based and applies equally to everyone with mechanisms in place for persons who may need additional support such as translation services, signing for the deaf etc. The service does not hold a breakdown of the service users based on people's disability, race, gender, sexuality, age, language, and religion/belief.</p> <p>The proposal to delete a post from the Trading Standards structure will be considered as part of the CCBC Budget Engagement Activity Plan 2019/20. Proposals will be considered by Cabinet, Members in a specific seminar on the MTFP, Special scrutiny meetings and as part of the Public engagement period November to January. Full Council will decide the final outcome after consideration of feedback from the whole process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>Performance will be monitored to assess the impact of loss of a post. Responses to consumer and business satisfaction surveys will be compared with earlier years for any changes , comments etc. Response times when dealing with consumer complaints, service requests and complaints received about service provision will also be monitored.</p> <p>The service also compiles statistics annually on performance against targets for key indicators and a risk assessed inspection programme. The latter is externally monitored and audited for Food Standards and Regional Feed inspections.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>See 8 above which will include consumers and business. Responses to requests from other agencies, joint working etc. will also be monitored.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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>Team leaders within the service have had the opportunity to attend EIA training sessions.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>As detailed above service delivery will be prioritised according to risk and service performance and feedback mechanisms will be monitored to assess the impact on the service and its users and stakeholders.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 published on the CCBC website and as part of the MTFP engagement process.</p>

<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  See 11 above
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Jacqui Morgan
<b>Date:</b>	29/10/18
<b>Position:</b>	Group Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Deletion of 0.6 Environmental Health Officer Post from the Pollution Team
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection Division- Environmental Health
<b>CONTACT OFFICER</b>	Ceri Edwards – Environmental Health Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	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.**

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p><b>Deletion of a 0.6 FTE Environmental Health Officer (EHO) Post – Saving £26,000</b></p> <p>This post is part of a job-share post within the Environmental Health Pollution Team. The team consists of one Senior EHO post and four EHO posts.</p> <p>This 0.6 FTE post has been filled on a temporary basis to the end of June 2019. After this date, the post will become vacant. The proposal is to delete the 0.6 fte post leaving 3.4 fte EHO posts in the team.</p> <p>Environmental Health Officers in the pollution team are specialised technical officers responsible for delivering: the contaminated land strategy; air quality objectives, e.g. Hafod-yr-ynys Air Quality Action Plan; environmental permitting of complex pollution generating premises and processes; closed landfill site monitoring; planning consultation responses; statutory noise and nuisance control; response to emergency situations and the out of hours emergency service. The team responds to approximately 800 requests for service per year, in addition to programmed environmental monitoring work.</p> <p>The Pollution Team protects public health by providing prompt investigations of complaints relating to nuisances or hazards to health and serious pollution incidents such as factory fires causing emissions and chemicals and asbestos to the air and local vicinity . Examples of such health protection include noise from neighbours, barking dogs, blocked or defective drains and sewers, investigation of odours, and bonfires etc.</p> <p>A permanent reduction in the team from 5 to 4.4 will hinder response times and the ability to run a service during times of annual leave or other absence. There is potential for impacts on all service users including members of the public and other council services e.g. planning, engineers, highways and licencing. There will also be an impact on members of the public that unknowingly use the service such as those living in air quality management areas or close to contaminated land.</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, issuing warnings through to serving notices, obtaining entry warrants and seizing property, taking legal action and giving evidence in court. They work with partner organisations including amongst others: Natural Resources Wales, Welsh Government, Gwent Police, Welsh Water and other council services such as Social Services.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The team deals with excess of 800 service requests per year, relating to the matters detailed in 1 above.</p>

	<p>Service users affected by this proposal include the public generally, vulnerable individuals, Members and internal departments such as planning, licensing, engineers and highways.</p> <p>A reduction from 5 EHOs to 4.4 EHOs will inevitably have an impact on the volume of service requests that may be responded to and inevitable time delays providing the response and investigations. Such impact would be further exacerbated when one of the remaining EHOs were to take annual leave or sickness absence.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>The deletion of the post will inevitably contribute to a delay in responding to service requests. This will apply equally to all service users including vulnerable individuals – though dynamic assessments will be made to prioritise more urgent service requests.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The removal of this post will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposals do not impact on the use of the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The 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 protected characteristics.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal is part of the public consultation in relation to the Council's budget.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <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>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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 identified.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>A reduction in the efficiency in which service requests are dealt with is a likely impact. To mitigate such an occurrence service response times may need to be extended for non-emergency requests.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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>

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Ceri Edwards
<b>Date:</b>	11 <sup>th</sup> November 2018
<b>Position:</b>	Environmental Health Manager
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Changes in VAT Application for Leisure Pricing
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Communities & Leisure
<b>CONTACT OFFICER</b>	Jeff Reynolds
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance

## PURPOSE OF THE PROPOSAL

1	<p><b>What is the proposal intended to achieve?</b></p> <p>A recent change in relation to the application of VAT to leisure pricing has resulted in additional income to the Council.</p>
2	<p><b>Who are the service users affected by the proposal?</b></p> <p>A small number of Clubs reclaim VAT paid on charges and will not be able to do so now that the VAT change has been applied. Furthermore, a small number of Clubs currently have a VAT exemption through block bookings and these charges have increased to ensure consistency for all customers. Delegated authority has been given to the Interim Director of Communities, in consultation with the relevant Cabinet Member, to deal with any issues arising with these Clubs.</p>

## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>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?</b></p> <p>Leisure Centre provision is not a statutory requirement of Local Government in Wales. The Council subsidises Leisure Centre provision in Caerphilly. This subsidy is not necessarily strategically directed nor applied consistently which results in operational anomalies. At present there are 11 facilities within the portfolio supported by CCBC. Reducing revenue and capital resources need to be balanced against crucial health and well-being priorities and focus on making the most impact possible on health and well-being inequalities, which will facilitate continued provision of a range of opportunities to benefit our residents.</p> <p>Sport &amp; Leisure Services currently support a proactive approach to concessionary pricing with older users receiving a 30% reduction on 'pay &amp; play' activities, with a 25% reduction on monthly membership fees. This is further supported through the provision of free swimming for all customers aged 65+ outside of school holiday periods and every Friday as part of a specific promotion aimed at encouraging participation.</p> <p>Until recently certain affiliated clubs and organisations were able to take advantage of a 20% price reduction through utilising a block booking process or series of 10 lets. This proposal removes that advantage and treats all bookings as equal from a pricing perspective.</p> <p><b>Actions required:</b></p> <ol style="list-style-type: none"><li>1. A proactive review of existing customer information to ensure that all customers who are eligible to access concessionary prices are receiving the appropriate concession</li><li>2. Work and communicate proactively to all clubs and organisations that support engagement with physical activity to maximise access to grant funding</li><li>3. Explore options for complimentary booking practices between clubs and organisations aimed at exploring managed cost reductions.</li></ol>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The change in the application to VAT pricing affects members of the general public equally irrespective of any protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p>The changes in the application of VAT in respect of Leisure Centre pricing structures will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>In 2016 26.9% of people in the county borough aged 16-64 were disabled as defined by the Equalities Act.  In the 2011 Census 97.6% of the population are identified as English/Welsh/Scottish/Northern Irish/British.  50.7 are identified as being of Christian religion with 48.32% identified as having no religion or religion not stated.  50.95% of the population of the county borough were female and 49.05% male.</p> <p>Leisure Centre usage for the financial year 2017/18 was 1,212,357 visits across the portfolio of 11 facilities.</p>
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## CONSULTATION

<b>7</b>	<b>Please outline the consultation / engagement process and outline any key findings.</b>  The change forms part of CCBC draft budget consultation process which will aim to seek the views of Caerphilly County Borough residents and will be updated further or as required upon completion.
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  The proposal will be monitored through the use of well-established communication processes for customer engagement and feedback.
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<b>9</b>	<b>How will the monitoring be evaluated?</b>  Regular engagement with groups, clubs and organisations using established and robust communication methods
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No.
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<b>11</b>	<b>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.</b>  Not applicable.
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12	<b>What outcome does this Equality Impact Assessment suggest you take?</b> You might find that more than one applies. Please explain why you have come to this decision.	
	Outcome 1	X <b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
	Outcome 2	<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
	Outcome 3	<b>Continue the policy</b> despite potential for negative impact.
	Outcome 4	<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.
<p><b>Our Assessment is Outcome 1 – Continue the Policy</b></p> <p>We have reached this conclusion because the EIA has not identified any potential for discrimination or negative impact on groups with protected characteristics. This assessment will be further updated upon completion of the draft CCBC budget consultation exercise.</p>		

<b>Completed by:</b>	Jeff Reynolds
<b>Date:</b>	12/11/2018
<b>Position:</b>	Sports & Leisure Facilities Manager
<b>Name of Head of Service:</b>	ROBERT HARTSHORN



# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Withdrawal of Grant Funding for two Community Centres – Glan y Nant & Rudry.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Communities & Leisure
<b>CONTACT OFFICER</b>	Jeff Reynolds
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance

## PURPOSE OF THE PROPOSAL

<b>1</b>	<b>What is the proposal intended to achieve?</b>  The proposal is aimed at realising Medium Term Financial Plan (MTFP) savings of £13,000 by withdrawing grant funding to the Glan y Nant & Rudry Community Centres that do not form part of the portfolio of 37 Community Centres managed and supported by CCBC.
<b>2</b>	<b>Who are the service users affected by the proposal?</b>  Community Centre delivery affects the public generally and in particular current, potential and future users of the following: <ul style="list-style-type: none"><li>• Sports Development programmes;</li><li>• Staff</li><li>• Community Based programmes</li><li>• Community Engagement programmes</li></ul> It should be noted that Community Centre provision now forms part of the Sport & Leisure Service.

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<b>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?</b>  Community Centre provision is not a statutory requirement of Local Government in Wales. The Council subsidises Community Centre provision in Caerphilly. This subsidy is not necessarily strategically directed nor applied consistently which results in operational anomalies. At present there are 37 facilities supported by CCBC with a further 12 that are independently managed (The two identified facilities are within this category). The Council provides funding amounting to £13,000 per year in total to these 2 community centres, but does not to the other 10.  This proposal to withdraw the funding will require the existing management committees to review the current operating arrangements to ensure that appropriate funds are either recovered through expenditure control or additional income is delivered through increased usage or amended charges.  Reducing revenue and capital resources need to be balanced against crucial health and well-being priorities and focus on making the most impact possible on health and well-being inequalities, which will facilitate continued provision of a range of opportunities to benefit our residents.  A collaborative approach aims to provide facilities that are available and accessible to all. CCBC ensures that each Community Centre is safe for use through a programme of preventative and reactive maintenance, ensuring compliance with statutory maintenance requirements and the provision of caretaking staff to support access and delivery.
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	<p>There is a coordinated approach between CCBC and the Community Centre management committees helping in the delivery of better educational, employment, and social outcomes for the benefit of all of our communities.</p> <p>The Council will work collaboratively with each Community Centre to take steps to mitigate any negative impacts should provision be reduced and will work to address access for older people, younger people, and disabled people who rely on forms of transport other than private cars.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
<b>Age</b>	<b>Negative</b>	<p>The proposal provides the opportunity for the identified Community Centre management committees to review current delivery models with the aim of proactively promoting the facility to increase usage. However there may be some negative impact where there is increased travel distances following any reduction in provision.</p> <p>The Council's Sport &amp; Leisure Services team work collaboratively with Community Centre management committees in support of outreach and intervention to provide targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older people/less independent people lead healthy lives through low intensity, social and easy to access physical activities.</p>
<b>Disability</b>	<b>Negative</b>	<p>This proposal will challenge the Community Centre management committees to review existing practice and provision with the aim of securing a sustainable service. Should community centre provision be reduced people with disabilities may be more greatly affected if this results in longer travel times to alternative provision.</p>
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p>The withdrawal of grant funding for two Community Centres will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>In 2016 26.9% of people in the county borough aged 16-64 were disabled as defined by the Equalities Act.  In the 2011 Census 97.6% of the population are identified as English/Welsh/Scottish/Northern Irish/British.  50.7 are identified as being of Christian religion with 48.32% identified as having no religion or religion not stated.  50.95% of the population of the county borough were female and 49.05% male.</p> <p>We do not hold data regarding other services users or other protected characteristics as the direct engagement with users is through the autonomous Community Centre management committees.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>This proposal will form part of CCBC draft budget consultation process which will aim to seek the views of Caerphilly County Borough residents and will be updated further or as required upon completion.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>There are limitations in the data that we hold but we will use the public consultation on the proposals to strengthen our understanding.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>Regular engagement with management committees, groups, clubs and organisations</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b></p> <p>No</p>
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<b>11</b>	<p><b>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.</b></p> <p>The proposal will challenge Community Centre management committees to review existing practice and delivery models with aim of securing a financially sustainable provision into the future. It provides the opportunity to promote and increase participation in the Community Centre provision.</p> <p>The proposal provides the opportunity for the identified Community Centre management committees to review current delivery models with the aim of proactively promoting the facility to increase usage. However there may be some negative impact where there is increased travel distances following any reduction in provision.</p> <p>The Council's Sport &amp; Leisure Services team works collaboratively with Community Centre management committees</p>
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<b>12</b>	<p><b>What outcome does this Equality Impact Assessment suggest you take?</b> You might find that more than one applies. Please explain why you have come to this decision.</p>	
	Outcome 1	<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
	Outcome 2	<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
	Outcome 3	X
	Outcome 4	<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.

**Our Assessment is Outcome 3 – Continue the Policy**

We have reached this conclusion because although the potential for some negative impacts have been identified actions are proposed to mitigate these. This assessment will be further updated upon completion of the draft CCBC budget consultation exercise.

<b>Completed by:</b>	Jeff Reynolds
<b>Date:</b>	12/11/2018
<b>Position:</b>	Sports & Leisure Facilities Manager
<b>Name of Head of Service:</b>	ROBERT HARTSHORN

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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- foster good relations between people who share a protected characteristic and those who do not.

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Withdrawal of Funding for Community Centre Caretaking Provision
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Communities & Leisure
<b>CONTACT OFFICER</b>	Jeff Reynolds
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The proposal is aimed at realising Medium Term Financial Plan (MTFP) savings by withdrawing the funding provided by CCBC in relation to the Caretaking provision supplied to the portfolio of 37 Community Centres. It is proposed that this would be implemented from 1<sup>st</sup> October 2019 to allow for a transition resulting in a part year saving in 2019/20 of £79,000.</p> <p>The proposal will require the autonomous management committees that are responsible for operational delivery of each Community Centre to assume the costs of caretaking provision.</p> <p>Each Community Centre is currently supporting the caretaker costs by x 1 hr per week with the remaining x 11 hours supported by CCBC. CCBC will retain responsibility for ensuring that each building complies with statutory maintenance requirements and liabilities and will further support appropriate reactive maintenance requirements.</p> <p>This proposal however will require each Community Centre to review its existing provision and charging structure which may result in a (significant) reduction in availability or in certain circumstances, potentially close.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>Community Centre delivery affects the public generally and in particular current, potential and future users of the following:</p> <ul style="list-style-type: none"><li>• Sports Development programmes;</li><li>• Community Based programmes</li><li>• Community Engagement programmes</li></ul> <p>This proposal affects caretaking staff.</p> <p>It should be noted that Community Centre provision now forms part of the Sport &amp; Leisure Service.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b></p> <p>Community Centre provision is not a statutory requirement of Local Government in Wales. The Council subsidises Community Centre provision in Caerphilly. This subsidy is not necessarily strategically directed nor applied consistently which results in operational anomalies. At present there are 37 facilities supported by CCBC with a further 12 that are independently managed. Reducing revenue and capital resources need to be balanced against crucial health and well-being priorities and focus on making the most impact possible on health and well-being inequalities, which will facilitate continued provision of a range of opportunities to benefit our residents.</p> <p>A collaborative approach aims to provide facilities that are available and accessible to all. CCBC ensures that each Community Centre is safe for use through a programme of preventative and reactive maintenance, ensuring compliance with statutory maintenance requirements and the provision of caretaking staff to support access and delivery.</p> <p>There is a coordinated approach between CCBC and the Community Centre management committees helping in the delivery of better educational, employment, and social outcomes for the benefit of all of our communities.</p> <p>The Council will work collaboratively with each Community Centre to take steps to mitigate any negative impacts should provision be reduced and will work to address access for older people, younger people, and disabled people who rely on forms of transport other than private cars.</p> <p>The proposal provides the opportunity for the identified Community Centre management committees to review current delivery models. This will include the future role and responsibilities of caretaking staff. Where Community Centres are unable to assume responsibility for caretaking staff, then those who may be affected will be managed in accordance with the agreed CCBC policies.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	The proposal provides the opportunity for the identified Community Centre management committees to review current delivery models with the aim of proactively promoting the facility to increase usage. However there may be some negative impact where there is increased travel distances following any reduction in provision.

		The Council's Sport & Leisure Services team work collaboratively with Community Centre management committees in support of outreach and intervention to provide targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older people/less independent people lead healthy lives through low intensity, social and easy to access physical activities.
<b>Disability</b>	<b>Negative</b>	This proposal will challenge the Community Centre management committees to review existing practice and provision with the aim of securing a sustainable service. Should community centre provision be reduced people with disabilities may be more greatly affected if this results in longer travel times to alternative provision.
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p>The withdrawal of grant funding for two Community Centres will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>In 2016 26.9% of people in the county borough aged 16-64 were disabled as defined by the Equalities Act.</p>
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	<p>In the 2011 Census 97.6% of the population are identified as English/Welsh/Scottish/Northern Irish/British. 50.7 are identified as being of Christian religion with 48.32% identified as having no religion or religion not stated. 50.95% of the population of the county borough were female and 49.05% male.</p> <p>We do not hold data regarding other services users or other protected characteristics as the direct engagement with users is through the autonomous Community Centre management committees.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>This proposal will form part of CCBC draft budget consultation process which will aim to seek the views of Caerphilly County Borough residents and will be updated further or as required upon completion.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>There are limitations in the data that we hold but we will use the public consultation on the proposals to strengthen our understanding.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Regular engagement with management committees, groups, clubs and organisations</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b></p> <p>No</p>
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<b>11</b>	<p><b>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.</b></p> <p>The proposal will challenge Community Centre management committees to review existing practice and delivery models with aim of securing a financially sustainable provision into the future. It provides the opportunity to promote and increase participation in the Community Centre provision.</p>
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	<p>The proposal provides the opportunity for the identified Community Centre management committees to review current delivery models with the aim of proactively promoting the facility to increase usage. However there may be some negative impact where there is increased travel distances following any reduction in provision.</p> <p>The Council's Sport &amp; Leisure Services team works collaboratively with Community Centre management committees</p>
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<b>12</b>	<p><b>What outcome does this Equality Impact Assessment suggest you take?</b> You might find that more than one applies. Please explain why you have come to this decision.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Outcome 1</td> <td style="width: 10%;"></td> <td style="width: 60%;"><b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken</td> </tr> <tr> <td>Outcome 2</td> <td></td> <td><b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?</td> </tr> <tr> <td>Outcome 3</td> <td style="text-align: center;">X</td> <td><b>Continue the policy</b> despite potential for negative impact.</td> </tr> <tr> <td>Outcome 4</td> <td></td> <td><b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.</td> </tr> </table>	Outcome 1		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken	Outcome 2		<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?	Outcome 3	X	<b>Continue the policy</b> despite potential for negative impact.	Outcome 4		<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.
Outcome 1		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken											
Outcome 2		<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?											
Outcome 3	X	<b>Continue the policy</b> despite potential for negative impact.											
Outcome 4		<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.											
	<p><b>Our Assessment is Outcome 3 – Continue the Policy</b></p> <p>We have reached this conclusion because although the potential for some negative impacts have been identified actions are proposed to mitigate these. This assessment will be further updated upon completion of the draft CCBC budget consultation exercise.</p>												

<b>Completed by:</b>	Jeff Reynolds
<b>Date:</b>	12/11/2018
<b>Position:</b>	Sports & Leisure Facilities Manager
<b>Name of Head of Service:</b>	ROBERT HARTSHORN

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Closure of Four Community Centres
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Communities & Leisure
<b>CONTACT OFFICER</b>	Jeff Reynolds
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance



## PURPOSE OF THE PROPOSAL

<b>1</b>	<b>What is the proposal intended to achieve?</b>  The proposal is aimed at realising Medium Term Financial Plan (MTFP) savings of £23,000 by closing four Community Centres that have been identified as being poorly used and attended within the communities that they are situated. The savings will be achieved by closing 4 x Community Centres within the existing portfolio of facilities managed and supported by CCBC. The four identified Community Centres are Tirphil, Phillipstown, Channel View and Lower Rhymney (already closed 2018)
<b>2</b>	<b>Who are the service users affected by the proposal?</b>  Community Centre delivery affects the public generally and in particular current, potential and future users of the following: <ul style="list-style-type: none"><li>• Sports Development programmes;</li><li>• Community Based programmes</li><li>• Community Engagement programmes</li></ul> It should be noted that Community Centre provision now forms part of the Sport & Leisure Service.

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<b>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?</b>  Community Centre provision is not a statutory requirement of Local Government in Wales. The Council subsidises Community Centre provision in Caerphilly. This subsidy is not necessarily strategically directed nor applied consistently which results in operational anomalies. At present there are 37 facilities supported by CCBC with a further 12 that are independently managed. Reducing revenue and capital resources need to be balanced against crucial health and well-being priorities and focus on making the most impact possible on health and well-being inequalities, which will facilitate continued provision of a range of opportunities to benefit our residents.  A collaborative approach aims to provide facilities that are available and accessible to all. CCBC ensures that each Community Centre is safe for use through a programme of preventative and reactive maintenance, ensuring compliance with statutory maintenance requirements and the provision of caretaking staff to support access and delivery.  There is a coordinated approach between CCBC and the Community Centre management committees helping in the delivery of better educational, employment, and social outcomes for the benefit of all of our communities.  The four community centres identified have very low usage by the community; one at Lower Rhymney has already closed.
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4	Is your proposal going to affect any people or groups of people with protected characteristics?	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Negative	<p>The proposal relates to 3 community centres that are very poorly used, and a 4<sup>th</sup> which is already closed. However, there may be some negative impact where there is increased travel distances for users following closure.</p> <p>The Council's Sport &amp; Leisure Services team work collaboratively with Community Centre management committees in support of outreach and intervention to provide targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older people/less independent people lead healthy lives through low intensity, social and easy to access physical activities.</p>
Disability	Negative	<p>The proposal relates to 3 community centres that are very poorly used, and a 4<sup>th</sup> which is already closed. However, there may be some negative impact where there is increased travel distances for users following closure.</p>
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p>The closure of the four Community Centres will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>In 2016 26.9% of people in the county borough aged 16-64 were disabled as defined by the Equalities Act.  In the 2011 Census 97.6% of the population are identified as English/Welsh/Scottish/Northern Irish/British.  50.7 are identified as being of Christian religion with 48.32% identified as having no religion or religion not stated.  50.95% of the population of the county borough were female and 49.05% male.</p> <p>We do not hold data regarding other services users or other protected characteristics as the direct engagement with users is through the autonomous Community Centre management committees.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>This proposal will form part of CCBC draft budget consultation process which will aim to seek the views of Caerphilly County Borough residents and will be updated further or as required upon completion.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>There are limitations in the data that we hold but we will use the public consultation on the proposals to strengthen our understanding.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>Regular engagement with management committees of remaining community centres, groups, clubs and organisations</p>

<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
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<b>11</b>	<p><b>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.</b></p> <p>The proposal relates to 3 community centres that are very poorly used, and a 4th which is already closed. However, there may be some negative impact where there is increased travel distances for users following closure.</p> <p>The Council's Sport &amp; Leisure Services team works collaboratively with Community Centre management committees</p>
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<b>12</b>	<p><b>What outcome does this Equality Impact Assessment suggest you take?</b> You might find that more than one applies. Please explain why you have come to this decision.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Outcome 1</td> <td style="width: 10%;"></td> <td style="width: 60%;"><b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken</td> </tr> <tr> <td>Outcome 2</td> <td></td> <td><b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?</td> </tr> <tr> <td>Outcome 3</td> <td style="text-align: center;">X</td> <td><b>Continue the policy</b> despite potential for negative impact.</td> </tr> <tr> <td>Outcome 4</td> <td></td> <td><b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.</td> </tr> </table> <p><b>Our Assessment is Outcome 3 – Continue the Policy</b></p> <p>We have reached this conclusion because although the potential for some negative impacts have been identified actions are proposed to mitigate these. This assessment will be further updated upon completion of the draft CCBC budget consultation exercise.</p>	Outcome 1		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken	Outcome 2		<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?	Outcome 3	X	<b>Continue the policy</b> despite potential for negative impact.	Outcome 4		<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.
Outcome 1		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken											
Outcome 2		<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?											
Outcome 3	X	<b>Continue the policy</b> despite potential for negative impact.											
Outcome 4		<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.											

<b>Completed by:</b>	Jeff Reynolds
<b>Date:</b>	12/11/2018
<b>Position:</b>	Sports & Leisure Facilities Manager
<b>Name of Head of Service:</b>	ROBERT HARTSHORN

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Cessation of the Community Asset Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

1	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Currently, Parks and Countryside Operations have a £54k budget allocation for Community Assets. This budget traditionally has been utilised to respond to Elected Member requests to install items such as knee rails, barriers, gates and improve infrastructure on Council owned land for which there is no specific revenue budget. This proposal is to completely remove the budget to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan.</p>
2	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The removal of this budget will have a low impact on the public. Any issues identified by local residents and/or Elected Members, where no budget can be identified, will not be able to be taken forward.</p> <p>This will make it difficult to manage both Members' and residents' expectations.</p>

## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>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?</b> <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>This budget has been traditionally been utilised to support diminishing revenue budgets to enhance local infrastructure. This proposal is to remove the budget so consequently these opportunities will no longer be available.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The removal of this budget will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.



## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>This budget has been traditionally been utilised to support diminishing revenue budgets to enhance local infrastructure. This proposal is to remove the budget so consequently these opportunities will no longer be available.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored via the corporate compliments/complaints process when requests for service cannot be accommodated.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored via dialogue with Elected Members, residents, visitors and other members of the community who are seeking enhancement / works to Council owned and managed land.</p> <p>Requests for service will be continuously monitored and considered on its own merits in accordance with Health and Safety, Equalities Legislation and available budget.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Requests for service will be continuously monitored and considered on its own merits in accordance with Health and Safety, Equalities Legislation and available budget.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Plant & Machinery Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Currently, Parks and Countryside Operations have an overall budget allocation of £47K to procure new items of plant and machinery. This proposal is to realign the budget by £20K to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>No direct impact on members of the public. The proposal relates to the repairing, replacing, upgrading of equipment but will have no impact on service provision i.e. grass cutting or hedge cutting will continue unaffected.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 proposed reduction in the Plant and Machinery budget diminishes the service's areas ability to procure new items of equipment when they reach the end of their life or become uneconomical to repair. Any replacement(s) will need to be based on a robust business case and available budget to ensure the service can be continued to be delivered to our residents.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	This proposal will have only an indirect impact on members of the public and that indirect impact will affect members of the general public equally irrespective of any protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Whilst this proposal is to reduce the existing revenue budget, opportunities to procure new items of equipment, when needed, are still available albeit to a much lesser degree.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored by the service area's management team in conjunction with colleagues in Corporate Finance.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored by the service area's management team (in conjunction with colleagues from Corporate Finance) when a need for new items of plant and or equipment is identified.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	17 <sup>th</sup> October 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Playground Maintenance Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Currently, Parks and Countryside Operations have a revenue budget allocation of £284K to manage its stock of playground equipment across the county borough. This includes fixed play, Multi Use Games Areas (MUGAs), skate parks and kick walls. This proposal is to realign the budget by £10K to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There is the potential for a low impact on those who make use of playgrounds, Multi Use Games Areas (MUGAs), skate parks and kick walls. Whilst this proposal is to reduce the existing revenue budget, opportunities to procure new items of equipment, when needed, are still available albeit to a lesser degree. Each request to replace, update or repair equipment will be undertaken on a case by case basis taking into consideration both Health and Safety and Equalities legislation in making decisions.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 proposed reduction in budget diminishes the services area's ability to procure new items of equipment when they reach the end of their life or equipment is vandalised beyond repair.</p> <p>If equipment could not be replaced, this will reduce the 'play value' of facilities and could ultimately lead in future years to some targeted closures.</p> <p>This proposed budget realignment would not have any impact on current staffing levels.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	As playground equipment is generally provided for the benefit of children and young people there is the potential for a negative impact as the proposed reduction in budget diminishes the services area's ability to procure new items of equipment when they reach the end of their life or equipment is vandalised beyond repair. The bulk of the budget will remain however and decisions will be taken on a case by case basis taking into consideration both Health and Safety and Equalities legislation.
<b>Disability</b>	<b>Neutral</b>	No direct impact on members of the public however, over time there could be an effect if the budget continues to be reduced year on year.
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Whilst this proposal is to reduce the existing revenue budget, opportunities to procure new items of equipment, when needed, are still available albeit to a lesser degree. Each request to replace, update or repair equipment will be undertaken on a case by case basis taking into consideration both Health and Safety and Equalities legislation in making decisions.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Council undertakes routine (weekly), operational (quarterly) and annual inspections of all fixed playground equipment. Any repairs required will be identified during these processes and via any complaints from members of the public.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored by the service area's management team (in conjunction with colleagues from Corporate Finance) when a need for new items of plant and or equipment is identified.</p>

**10** **Have any support / guidance / training requirements been identified?**  
*(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?)*

No support/training or guidance has been identified as a direct result of this proposal.

**11** **If any adverse impact has been identified, please outline any mitigation action.**

As playground equipment is generally provided for the benefit of children and young people there is the potential for a negative impact as the proposed reduction in budget diminishes the services area's ability to procure new items of equipment when they reach the end of their life or equipment is vandalised beyond repair. The bulk of the budget will remain however and decisions will be taken on a case by case basis taking into consideration both Health and Safety and Equalities legislation.

**12** **What wider use will you make of this Equality Impact Assessment?**  
*(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?)*

This document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.

**13** **An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.**

**Please tick as appropriate:**

**No major change** – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

**Adjust the proposal** – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality.

**Continue the proposal** – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.)

**Stop and remove the proposal** – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed.

<b>Completed by:</b>	Michael Headington
<b>Date:</b>	17 <sup>th</sup> October 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Area Parks Officer Post
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Parks &amp; Countryside Operations section currently has an overall staff budget of £303 million for supervisory staff and employs 7 staff. This proposal involves the restructuring of the service to reduce the number of posts by one and realise £44K financial savings to contribute towards the overall savings target the Council has to achieve as part of its Medium Term Financial Plan (MTFP).</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>This proposal would have an effect on staff and service users i.e. members of the public/residents.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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>A reduction in staff numbers will have an effect on our ability to respond to routine request for service and general queries. Whilst the number of Area Parks Officers may not be reduced, this will allow the service to restructure and remove other posts to achieve the financial saving.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The reduction in staffing levels will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>This proposal only directly affects staff within the Parks and Countryside Operations area.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored via the corporate complaints system using information received from members of the public, Elected Members etc.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Any complaints will be monitored and evaluated by the service areas divisional management team.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified on the public, service provision will remain. However, less staff will place additional pressure and workload on those remaining, who, consequently will respond reactively as opposed to working on pro-active work streams.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to a report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Removal of one application of the weed spraying contract
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Parks and Countryside Operations have a revenue budget allocation of £54K to undertake two applications of herbicide treatment to all adopted highways/footpaths (including town centres) and rear lanes across the county borough. The first application is undertaken in early Spring (April/May) and the second during September. This proposal is to remove the second application in September and reduce the budget by £32K to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan. Whilst the total cost of the two applications equate to £64k, the service area has to identify the £10K shortfall from other existing revenue budgets.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There is no direct impact on the public; the proposal to reduce the application of herbicide will mean that there will be more weed growth within the carriageways, footways etc., which will be noticeable. However, any issues can be raised via Elected Members or the corporate complaints process.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 proposed reduction of herbicide treatment will undoubtedly have a detrimental effect on the visual appearance of the county borough. It will result in the streets having more weeds present in the draining channels, footpaths and carriageways.</p> <p>This proposed budget reduction will not have any impact on current staffing levels as these works are undertaken by a private contractor.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The reduction in herbicide treatments will affect members of the general public equally irrespective of any protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Whilst this proposal is to remove one application of herbicide treatment, any complaints from residents, visitors or Elected Members will be considered and ranked in order of priority and available budget.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored by the service area's management team in conjunction with the level of complaints received from residents, Elected Members, AMs and MPs. Any works required will be ranked in order of priority and available budget.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored by the service area's management team using statistical data regarding the number of corporate complaints in relation to the weeds on footways etc.</p> <p>Any works required will be ranked in order of priority and available budget.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	18 <sup>th</sup> October 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Staff Restructure within Countryside
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Countryside and Landscape section currently has an overall staff budget of £1.2 million and employs 33.41 staff. This proposal involves the restructuring of the service to reduce the number of posts and realise £100K financial savings to contribute towards the overall savings target the Council has to achieve as part of its Medium Term Financial Plan (MTFP).</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>This proposal would have an effect on staff and service users i.e. members of the public/residents.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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>A reduction in staff numbers will have an effect on our ability to respond to routine requests for service and general queries.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The reduction in staffing levels will affect members of the general public equally irrespective of any protected characteristics.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>This proposal only directly affects staff within the Countryside and Landscape service.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation has been undertaken with staff, trade unions. In addition, this proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored via the corporate complaints system using information received from members of the public, Elected Members etc.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Any complaints will be monitored and evaluated by the service areas divisional management team.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified on the public, service provision will remain. However, less staff will place additional pressure and workload on those remaining, who, consequently will respond reactively as opposed to working on pro-active work streams.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to a report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	7 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Reduction in Cleansing Staff
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Identified as part of Financial Plan Saving options. £166,000 savings proposed. The process will be implemented via workforce development and vacancy management.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Reductions in personnel on street and environmental cleansing. This will compromise conditions of cleanliness across the County Borough and affect residents business.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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>A reduction in cleansing staff will have a deleterious effect on cleanliness across the County Borough and as such will impact the general public.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	No	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>We have staff at all levels who are welsh speakers and this enables the service area to provide bilingual communications.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The Authority undertakes regular satisfaction surveys and also a budget consultation. Additionally Keep Wales Tidy undertake an annual street cleanliness survey.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation with staff, trade unions and members is continuing.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>All cleansing complaints are recorded, this provides valuable feedback on conditions of cleanliness.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <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.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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 identified.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Conditions of street cleanliness are likely to deteriorate. We are exploring ways of working even smarter whilst also looking to maximise social capital as a resource.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 published in conjunction with the Council's budget consultation process.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Introduction of charge for bulky collections
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones / Rhodri Lloyd
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>A charge system is intended to support the bulky waste collection service. All items will be subject to charge.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>All residents will be affected by this new service regime.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 have equal access to this service (there will be no concessions).</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>There is an adequate network of staff across all levels of the Division that can communicate bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>A charge will help to control the request process and provide a more manageable equitable service for all sectors of our society.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>We have researched best practice and benchmarked with other Local Authorities on this service element.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>Finance team will monitor the new regime the service will regularly review service request trends.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Reported regularly to management team.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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 identified.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None identified.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 information will be of use in future service developments.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Reconfiguration of collection service to outlying areas and difficult to access properties.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The reconfiguration of the ‘farm’ collection rounds will lead to a more efficient and effective service.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Some residents in outlying areas and difficult to access locations will be required to alter their bin placements in order for the collection operatives to empty bins/containers safely and compliantly whilst reducing the damage to vehicles and property and consequent claims staff allotted to new positions in the service area.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 service will continue to be delivered in a fashion that allows for equity in service levels.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	Residents with disabilities are offered special assistance with collections and this service will continue.
Gender Reassignment	Neutral	



<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>There are staff at all levels in the service area who are able to communicate bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Presently, our expensive vehicles are traversing roads and trackways that are inordinately long and of questionable condition.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation with management team and elected members.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>Residents affected by the reconfiguration will be notified by the service change in advance. Those residents with disabilities are offered special assistance with collections and this service will continue.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Division will continue to respond to service requests and complaints as this will help inform the effectiveness and efficiency of the service.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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>Web access training was given to technical assistants for round changes. (Possible new training for different vehicles)</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>N/A</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 published in conjunction with the Council's draft budget consultation process.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in mechanical sweeping
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduction in mechanical sweeping service will mean a change to the operational fleet and a reconfiguration of the sweeping team.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There will be a reduced level of pavement sweeping. This will affect residents, the business community and visitors to the County Borough.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>This proposal affects all. There is not a impact on specific groups.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The service has a network of employees at all levels who are able to communicate bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Public satisfaction surveys and consultations on budgets provides the opportunity for feedback on quality service.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Initial discussions with staff and trade unions have taken place.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>All complaints about cleanliness are recorded and relayed back to co-ordinate action. A corporate complaint system is in place too.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>An inspections regime is in place which includes regular Authority staff checks reinforced by an independent inspection by Keep Wales Tidy. These classify conditions of cleanliness in all land categories.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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>Consultation with our residents has been undertaken:</p> <ul style="list-style-type: none"><li>i. Household Survey</li><li>ii. Budget Consultation</li></ul> <p>Staff awareness continues to be developed and any new corporate policies are updated and circulated for action/implementation.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>N/A</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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>It helps us continue to refine services to ensure compliance and effective delivery.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>



<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Closure of two Civic Amenity Sites
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones / Rhodri Lloyd
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Financial savings through the closure of 2 civic amenity sites (Aberbargoed and Penallta). The Authority currently operates a network of six disposal/recycling centres. Other neighbour Local Authorities have much lower provision (one or two facilities) and as our network is considered to be more than adequate.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The sites are for vehicle users only. Therefore, the impact would be minimal as other facilities will be available (363 days of the year)</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>Given that the Authority will continue to operate four sites for residents this will not compromise access. Travel times might be extended but well within industry standards for provision per head of population.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	

<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The service contains an array of Welsh speakers. New signage is provided bilingual with other language text available on request.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Our corporate communications team publicises information on all our operational facilities including opening hours, specific recycling information as well as on site practical physical help with disposals.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>We have looked at how our neighbouring Local Authorities are operating similar facilities. It is evident that our existing network of facilities is well above the industry standards in our ratio of sites per head of population.</p>
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b> <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>  Patterns of site user is not recorded, however, we are in the midst of developing a 'proof of residency' policy for site usage which would allow us to recognise information on site users. Complaints are forwarded to our officers; however, at this juncture systems do not record issues by equality category.
<b>9</b>	<b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i>  As above.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <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>  Customer care training has been provided and further training will be provided to ensure changes are communicated effectively.
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  N/A
<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <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>  The EIA will aid the corporate communications team in undertaking consultation.
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  No adverse impacts.

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Reduction in proactive initiatives: awareness campaigns for the recycling service
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To support MTFP proposals and reduce the number of innovative projects and topical matters that arise during the year that need priority resolution and mitigations.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The nature of the budget is flexible allowing deployment of resources to topical issues and unexpected challenges for the service area. In the last few years the allocation has been utilised for awareness campaigns for the recycling service. This has included door knocking residential properties across the whole of the County Borough. This has included door knocking to residential properties across the County Borough.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>This education element has contributed to the continued improvement of the service and helped us to attain targets on recycling. This momentum on recycling performance could be affected/compromised.</p>															
<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>															
	<table border="1"> <thead> <tr> <th style="width: 25%;">Protected Characteristic</th> <th style="width: 15%;">Positive, Negative, Neutral</th> <th style="width: 60%;">Relevance of the Policy or Practice</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>Neutral</td> <td></td> </tr> <tr> <td>Disability</td> <td>Neutral</td> <td></td> </tr> <tr> <td>Gender Reassignment</td> <td>Neutral</td> <td></td> </tr> <tr> <td>Marriage &amp; Civil Partnership</td> <td>Neutral</td> <td></td> </tr> </tbody> </table>	Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice	Age	Neutral		Disability	Neutral		Gender Reassignment	Neutral		Marriage & Civil Partnership	Neutral	
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<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>We have staff at all levels of this service that are able to communicate bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Public satisfaction surveys and budget consultations reaffirm the key importance of recycling our environmental initiatives.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Discussions with staff and trade unions have taken place.</p>
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b> <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>  The waste management team will review the performance of the reshaped service.
<b>9</b>	<b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i>  As above.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <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>  Public consultation work includes substantial surveys household surveys and forums
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  N/A
<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <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>  Aid the consultation process and help to further modernise our service.
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  N/A

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	CA/HWRC Sites to shut an additional day
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones / Rhodri Lloyd
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal is intended to achieve savings through operational costs and disposal charges too.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>These facilities are for those residents who can drive a car. (Pedestrians are prohibited). Given other sites are available on the same day then residents will not be unduly affected by this proposed service change.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>Equal access to service continues and does not compromise any sector of our society.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	



<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The division has an adequate network of staff who can communicate bilingually and all new site signage will be set out in line with the corporate policies.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>We are presently undertaking checks on site usage and it is evident that there is a considerable amount of traffic from non-residents of Caerphilly County Borough Council. This proposal could help us in reducing outside traffic.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation has commenced with staff, trade unions and members.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>Details on site users have recently commenced with waste management team undertaking spot checks monitoring. Presently there are no suggestions for recording issues by equality category.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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>Training will be undertaken with all staff to ensure changes are communicated effectively.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>N/A</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 will aid the communication team in undertaking public consultation.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>There are no adverse impacts on equality.</p>

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Closure of Public Conveniences
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Closure of the Council's 5 public conveniences (Risca, Blackwood, Caerphilly, Ystrad Mynach, Bargoed) to achieve a financial saving of £74,000 within the Council's Medium Term Financial Plan.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>General public and visitors who may use the facilities if visiting or working in the area.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 removal of public conveniences will remove access for all services users equally. However, some groups with protected characteristics may be impacted to a greater extent as highlighted in Section 4 below.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	negative	Toilets are more important to certain groups within society, including older people. These groups can be disproportionately affected by a reduction in provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity in later life.

<b>Disability</b>	<b>negative</b>	Toilets are more important to certain groups within society, including people with disabilities and people with particular needs (including certain medical problems). These groups can be disproportionately affected by a reduction in provision; for example, poor provision is understood to have particular negative impacts on disabled people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity.
<b>Gender Reassignment</b>	<b>neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>neutral</b>	
<b>Pregnancy and Maternity</b>	<b>negative</b>	A reduction in toilet provision has the potential for a greater impact upon those seeking baby changing facilities.
<b>Race</b>	<b>neutral</b>	
<b>Religion &amp; Belief</b>	<b>neutral</b>	
<b>Sex</b>	<b>neutral</b>	
<b>Sexual Orientation</b>	<b>neutral</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service does not collect data on current users of the toilets currently provided. However, some data has been collected in relation to need in the draft Local Toilet Strategy Needs Assessment.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Council is required to adopt a Local Toilet Strategy by the end of May 2019 which is subject to a review every 2 years.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This will be evaluated in connection with the review of the Local Toilet Strategy.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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 identified.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Steps will be taken to maximise and raise awareness of alternative provision in accordance with the Local Toilet Strategy.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 published in connection with the Council's draft budget consultation process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Reduction on level of cleansing on weekends
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To reduce level of cleansing to the main business districts on weekends to achieve financial savings within the Council's Medium Term Financial Plan.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The general public will be affected. Staff working in the service are will be affected (i.e less requirement for weekend working).</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 service remains equitable in all areas, however, by the nature of the football in the main towns they warrant extra attention for cleansing management.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>A number of staff at all levels in the service have the ability to communicate bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Regular satisfaction surveys and budget consultations are integrated to the service. Feedback always re-emphasises the importance and expectations about cleansing services.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Discussions with staff and trade unions have taken place.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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 regime in place for monitoring conditions of cleanliness. We also have a complaint management system to monitor trends and service issues relating to cleansing.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <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.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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>Public consultation work includes satisfaction surveys, household surveys and forums.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>There is an impact on conditions of cleansing and this could lead to an increase in complaints and reputational damage on our area as a place to visit.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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>Aids the consultation process and help to further modernise services.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>Smart working systems need to be implemented.</p>

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	50% Reduction in Public Rights of Way Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Currently, the service area has a revenue budget allocation of £62K to manage its Public Rights of Way Network across the county borough. The provision and maintenance of Public Rights of Way is a statutory service with the network amounting to some 870 kilometres.</p> <p>This proposal is to realign the budget by <b>£31K</b> to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The proposed reduction in budget has the potential to impact directly upon members of the public. The reduction in budget will lessen the Council's ability to respond to requests for service, which as a result could potentially lead to legal challenges.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 proposed reduction in budget will diminish officer's ability to respond to requests for maintenance to PROW. This proposed budget realignment could potentially have an impact on current staffing levels if alternative tasks could not be found.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The reduction of this budget will affect members of the general public equally irrespective of any protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Whilst this proposal is to reduce the existing revenue budget by £31K, opportunities to maintain individual PROW with new access furniture, maintenance of the footpath surface and cutting back etc. will be still available albeit to a lesser degree.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored by the service area's management team in conjunction with colleagues in Corporate Finance. Any compliments or complaints received from members of the public and or PROW users will help identify issues and lessen the impact.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored by the service area's management team (in conjunction with colleagues from Corporate Finance) when a need for assistance from particular PROW are identified.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Whilst this proposal is to reduce the existing revenue budget by £31K, opportunities to maintain individual PROW with access furniture, maintenance of the footpath surface and cutting back of over growth etc. will be still available albeit to a lesser degree. Any issues will be ranked in order of priority and available budget.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	50% Reduction in Maintenance of Land Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Green Spaces & Transport
<b>CONTACT OFFICER</b>	Michael Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Currently, the service area has a revenue budget allocation of £30K for the maintenance of land (Green Spaces) across the county borough, for ongoing maintenance for reclaimed land and tip sites including contractual obligations.</p> <p>This proposal is to realign the budget by <b>£15K</b> to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The proposed reduction in budget has the potential to impact members of the public.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b> <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 proposed reduction in budget will diminish officer's ability to respond to requests for maintenance and schedule regular maintenance. This proposed budget realignment would not have any impact on current staffing levels.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	This proposal will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Whilst this proposal is to reduce the existing revenue budget by £15K, opportunities to maintain areas of land will be still available albeit to a lesser degree.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal will be subject to full public consultation as part of the Council's budget setting process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored by the service area's management team in conjunction with colleagues in Corporate Finance. Any compliments or complaints received from members of the public will help identify issues and lessen the impact.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored by the service area's management team (in conjunction with colleagues from Corporate Finance) when a need for assistance is identified.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Whilst this proposal is to reduce the existing revenue budget by £15K, opportunities to maintain areas of land will be still available albeit to a lesser degree. Any issues will be ranked in order of priority and available budget.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Pregnancy and Maternity
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- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Temporary (1 year) removal of the Waste Vehicles budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Community & Leisure Services (Waste Strategy & Operations)
<b>CONTACT OFFICER</b>	Hayley Jones
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Identified as part of Financial Plan Saving options. A 1 year saving of £390,000 is proposed.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>All households and business in receipt of the Authority's waste and recycling collection service.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>This proposal may reduce waste vehicle availability and could therefore have an impact on waste and recycling collections resulting in delayed collections.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service holds records of its vehicle fleet.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation on this proposal will be undertaken in conjunction with the draft budget consultation process.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>All complaints are recorded. Service performance is monitored. Data is held by the service in relation to its vehicle fleet.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <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.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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 identified.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No impact upon groups of people with protected characteristics. There is the potential for impact upon service availability, but this will be mitigated by the retention of spare vehicles and by hiring in replacement vehicles if required. It should be noted that this is a temporary, 1 year proposal.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 published in conjunction with the Council's budget consultation process.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>



<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Introduction of bus station departure charges
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Introduce departure charges for bus operators at Bus Stations at Blackwood, Bargoed and Caerphilly. Revenue raised based on nominal 35p per departure respectively.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally as bus service provision could be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services. All eligible users of the public bus services will continue to have equal access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>None.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Equality unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>The number of services / departures using bus stations and any impacts on other services.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The impact on revenue funding available to finance the supported bus network and any changes to it.</p>
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If the savings income target is met and reductions in services minimised, the proposal will be considered to have been fully successful. If the implementation of the proposal leads to the withdrawal of marginal bus routes, or the termination of existing tendered services, these will result in additional costs to the service or a contraction in bus service provision, or a combination of both and the degree of increased cost / reduction of service provision will determine the level of success of the charging regime.

**10** **Have any support / guidance / training requirements been identified?**  
*(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?)*

None.

**11** **If any adverse impact has been identified, please outline any mitigation action.**

No adverse impacts have been identified.

**12** **What wider use will you make of this Equality Impact Assessment?**  
*(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?)*

This form will be appended to the report to Cabinet and be available for public inspection.

**13** **If any adverse impact has been identified, please outline any mitigation actions.**

No adverse impacts have been identified.

**14** **An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.**

**Please tick as appropriate:**

**No major change** – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

**Adjust the proposal** – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality.

**Continue the proposal** – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.)

**Stop and remove the proposal** – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed.

<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	29 October 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Carriageway resurfacing treatments budget reduction
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the Carriageway resurfacing treatments budget to achieve a saving of £113,000.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken in the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A programme of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the programme is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of Road users.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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- foster good relations between people who share a protected characteristic and those who do not.

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

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

The protected characteristics are:

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

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

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce the Budget for Highway Reactive Maintenance
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways reactive maintenance budget to achieve a saving of £55,000.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Service level reductions on structural Inspections – Highways Structures budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways budget areas to achieve a saving of £36,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys or Service Requests received then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Traffic Management minor works budget reduction
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the Traffic Management minor works budget to achieve a saving of £5,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>



<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper and household survey delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A programme of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the programme is monitored throughout the year.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met, the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	29 October 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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- Pregnancy and Maternity
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- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Street lighting budget reductions on Non Routine Maintenance.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce street lighting non routine maintenance budget area to achieve a saving of £9,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Minor Highway budget reductions across the service area.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways budget areas to achieve a saving of £66,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
		<b>Relevance of the Policy or Practice</b>
	Age	Neutral
	Disability	Neutral A £2000 reduction in improved access is proposed, however, improvements will continue to be installed via footway renewal schemes so the service needs are met.
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration and Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
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- Welsh Language\*

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Highway and Land Drainage Budgets
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highway and Land drainage Budgets to achieve a saving of £21,300</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
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	<b>Sex</b>	<b>Neutral</b>
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<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

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October 2018

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Budget reduction for maintenance of the Monmouth and Brecon Canal.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce budget for maintenance of the Canal to achieve a saving of £10,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There should be minimal disruption to people who walk, cycle, fish along the canal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and the Service Requests relating to the Canal can be monitored.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse responses via service requests then the proposal will be considered to have been successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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

The protected characteristics are:

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

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

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce the number of Gullies cleaned within Caerphilly CBC
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highway Gully cleansing regime to achieve a saving of £64,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received. Service requests and referrals are also monitored.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys or increase in Service Requests or Referrals then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Removal of Community Response Team
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Remove the community response team to achieve a saving of £100,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
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	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce public bus service funding
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Review of contracts with the highest subsidy per passenger.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally as bus passengers would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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>Under the Public Service Vehicle Access Regulation (PSVAR), all buses engaged in the provision of local bus routes have to be accessible to all passengers</p> <p>Any reduction of public transport services could potentially have a negative impact on regular service users, and the negative impact will be even greater on those who fall under one or more of the protected characteristics (as noted in the Council's Strategic Equality Plan), who have no other affordable or accessible means of transport.</p> <p>The Council recognises that older people, people with disabilities and young people who are seeking education or career opportunities for example, would be significantly affected by cuts to public transport services; however, steps will be taken to minimise the impact on service users as far as possible.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Negative	
Disability	Negative	
Gender Reassignment	Negative	
Marriage & Civil Partnership	Negative	

<b>Pregnancy and Maternity</b>	<b>Negative</b>	
<b>Race</b>	<b>Negative</b>	
<b>Religion &amp; Belief</b>	<b>Negative</b>	
<b>Sex</b>	<b>Negative</b>	
<b>Sexual Orientation</b>	<b>Negative</b>	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>None.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Equality unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper delivered to all households within the county borough, drop in centres etc.</p> <p>Further consultation in accordance with the Council's constitution will also need to be undertaken.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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>Information will continue to be collected on the number of tickets issued and the number of passengers using the service.</p> <p>All communications from users of the service are already logged and responded to or forwarded to bus operators for consideration, as appropriate.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings income target is met and reductions in services minimised, the proposal will be considered to have been fully successful. If the implementation of the proposal leads to the withdrawal of marginal bus routes, or the termination of existing tendered services, these will result in additional costs to the service or a contraction in bus service provision, or a combination of both and the degree of increased cost / reduction of service provision will determine the level of success of the reductions to budget.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>

**14** An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.

Please tick as appropriate:

**No major change** – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

**Adjust the proposal** – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality.

**Continue the proposal** – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.)

**Stop and remove the proposal** – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed.

<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	7 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Income generation
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>We will proactively market our design services and increase inspection regimes to ensure works by utility companies are done in compliance with regulations.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would benefit from this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken in the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A review of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Progress is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of Road users.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	26 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Sexual Orientation
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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	School Crossing Patrol budget reduction – Withdraw Lunchtime SCPs
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the School Crossing Patrol budget to achieve a saving of £36,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Primary school children and their parents and carers would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Information is available of the surveys of the SCP sites undertaken and the assessment against national criteria.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper and household survey delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>Information will be retained on the number of sites operated, assessed and those that no longer meet the assessment criteria.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	30 October 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase fee for replacement of Concessionary Fare pass
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The current replacement fee of £5 for the first replacement and £10 thereafter will be changed to a flat rate of £10 for all pass replacements.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public eligible for concessionary passes would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services. All eligible users of the concessionary fares pass replacement service will continue to have equal access to this service.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
		<b>Relevance of the Policy or Practice</b>
	Age	Negative
	Disability	Negative
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>None.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Equality unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>The number of concessionary fare passes replaced will be monitored.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Review the number of applications for replacement passes and customer feedback to see if there is a significant change.</p> <p>If the savings income target is met, the proposal will be considered to have been fully successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <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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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	1 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase off-street parking charges
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase car parking charges by 20p for each tariff to achieve a saving of £40,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>



<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper and household survey delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>Information will continue to be collected on the number of tickets issued and the income received to check if the savings have been achieved.</p> <p>All communications from users of the car parks are already logged and responded to.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met, the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	2 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Introduce annual fee for resident permit parking
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Introduce a charge of £15 per permit per annum (allowing up to 2 permits per eligible property) in accordance with the Council's adopted Resident Permit Parking policy (2012) to achieve a contribution to maintenance and administration costs amounting to £30,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Eligible residents in particular and the public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 introduce a more balanced, equal and consistent approach across the county borough for eligible residents.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all eligible users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposal was advertised via Traffic Regulation Order and subject to statutory and public consultation between July and September 2018 and all responses/ objections will be considered by Cabinet in November 2018.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>Information will continue to be collected on the number of permits issued and the income received to check if the savings have been achieved.</p> <p>All communications from users of the permits are already logged and responded to and compliance will be monitored by Civil Enforcement Officers.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met, the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	2 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Carriageway resurfacing treatments budget reduction
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the Carriageway resurfacing treatments for one year to achieve a saving of £910,000 on top of current MTFP savings.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken in the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A programme of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the programme is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of Road users.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Service level reductions on structural Inspections.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways structural SLA to achieve one year additional saving of £40,000 on top of current MTFP savings</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys or Service Requests received then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Sexual Orientation
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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce the Budget for Highway Reactive Maintenance
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Additional one year Highways reactive maintenance saving of £43,000 on top of the MTFP saving of £55,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust and there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

# THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Budget reduction for maintenance of the Monmouth and Brecon Canal.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce budget for maintenance of the Canal to achieve a saving of £40,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There should be minimal disruption to people who walk, cycle, fish along the canal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b>  <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 does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></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 protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></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>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and the Service Requests relating to the Canal can be monitored.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse responses via service requests then the proposal will be considered to have been successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	MTFP Savings Proposal– Reduction in Community Regeneration Fund.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Regeneration & Planning – Business Support & Funding Team
<b>CONTACT OFFICER</b>	Antony Bolter Business Support & Funding Manager <a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a> 01443 866251
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A

# PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The purpose of the Community Regeneration Fund is to foster and enhance viable and sustainable communities within Caerphilly county borough. The Fund enables community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed for the benefit of the local community or service users. Community Regeneration Fund grants have been part of a funding package that the Third Sector Officers utilise to secure other sources of funding.</p> <p>This savings proposal should be reported to the Voluntary Sector Liaison Committee for consideration. The revenue budget is currently £100,057 (2018-19). It is proposed that the budget be reduced to zero in 2019-20 and then reinstated at £50,000 in subsequent years. The proposed 100% reduction in 2019-20 and £50K reduction in subsequent years is considered to be medium public impact.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The Fund is used by voluntary and community groups to deliver community based projects in the county borough that have a social, economic, environmental and/or cultural impact on the area or community concerned. Projects must have one of more of the following aims:</p> <ul style="list-style-type: none"><li>• they will enhance employment prospects and skills of local people, particularly the young and those at a disadvantage, and promote equality of opportunity</li><li>• they will protect and improve the local environment and infrastructure, and bring land and buildings into effective use</li><li>• they will enhance the quality of life of people through social, cultural and recreational opportunities</li><li>• they will promote and encourage local people to secure a sustainable future for local communities and/or encourage regeneration.</li></ul> <p>During the past year, the fund has supported organisations such as:</p> <ul style="list-style-type: none"><li>• Allotments associations</li><li>• Churches and religious groups</li><li>• Rugby clubs</li><li>• Community centres and partnerships</li><li>• A wide range of local third sector organisations.</li></ul> <p>Some of these projects have been aimed at specific sections of the public. However, it is not possible to list the sections of the public that are likely to be affected by the proposed budget reduction.</p> <p>In 2017-18, £129K was allocated to 9 applicants via five funding rounds during the year, giving an average award of £14K. The intended revenue budget reduction would reduce the potential outcomes to zero in 2019-20 and to 4 or 5 local projects supported in subsequent years.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b></p> <p>Future delivery of the Community Regeneration Fund depends on the outcome of a report reviewing the various grants offered by the Council's Regeneration &amp; Planning Division. This will be considered by Cabinet on 16<sup>th</sup> January 2019. It is anticipated that, as has always been the case, applications will be considered against the Fund criteria and assessed by the Funding Panel.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	neutral	
Disability	neutral	
Gender Reassignment	neutral	
Marriage & Civil Partnership	neutral	
Pregnancy and Maternity	neutral	
Race	neutral	
Religion & Belief	neutral	
Sex	neutral	
Sexual Orientation	neutral	

<b>5</b>	<p><b>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.</b>  <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>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually. All Fund application forms and processes are available bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<b>Is full information and analysis of users of the service available?</b>  Each fund application has particular aims and particular target groups. It is not possible to accurately state whether particular groups are likely to be either adversely or advantageously affected by this proposal.
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## CONSULTATION

<b>7</b>	<b>What consultation has taken place?</b>  The Consultation and Monitoring Guidance has been referred to and the proposal should be considered at the Voluntary Sector Liaison Committee.
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  Monitor the applications received and review the target populations and groups that will benefit from the funding.
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<b>9</b>	<b>How will the monitoring be evaluated?</b> Ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported.
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  Officers ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported, by marketing, encouraging and supporting applications for the fund from all groups, organisations and communities in the county borough.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This assessment will underpin monitoring and evaluation of the Community Regeneration Fund to ensure that it reaches all communities in the county borough.
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Antony Bolter
<b>Date:</b>	14 <sup>th</sup> November 2018
<b>Position:</b>	Business Support & Funding Manager
<b>Name of Head of Service:</b>	Rhian Kyte



# THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in opening hours at Winding House Museum
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Destinations and Events
<b>CONTACT OFFICER</b>	Paul Hudson - Destination & Events Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A- savings proposal

# PURPOSE OF THE PROPOSAL

**1 What is the proposal intended to achieve?**

The proposal is to reduce the number of days that the Winding House Museum is open to the public from seven days to five days by closing regularly on a Sunday and Monday.

The Winding House Museum is currently open all year round, seven days a week attracting around 9,000 visitors per year.

The proposal will help maintain the sustainability of the service by reducing the operating costs of running the service whilst maintaining a comprehensive opening schedule.

Accompanied by other staff savings, this proposal will contribute towards an estimated £47,000 worth of savings.

The proposal is being piloted from September 2018 and customers and user groups will be surveyed to determine assess any equality impacts and potential mitigation considerations.

**2 Who are the service users affected by the proposal?**

User information is currently limited to the number of visitors to the site and during the pilot of the proposal, further information will be gathered on users to inform a review of the proposal. Visitor numbers are lowest during the two days identified.

2017-18	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Open 10am to 5pm					Open 11am to 4pm	
April	71	137	86	62	118	121	110
May	71	181	94	87	23	69	96
June	35	104	78	120	93	89	66
July	90	111	98	65	108	142	90
August	92	265	192	208	249	117	114
September	51	108	148	198	250	80	98
October	112	141	223	113	153	99	99
November	76	157	147	224	220	74	75
December	26	45	73	147	108	60	28
January	53	102	46	42	46	73	80
February	61	107	56	107	106	63	65
March	89	161	184	201	120	67	27
<b>DAILY AVERAGE</b>	<b>16</b>	<b>31</b>	<b>27</b>	<b>30</b>	<b>31</b>	<b>20</b>	<b>18</b>

Most visitors to the site are casual. There are a small number of specifically identifiable group bookings via the Alzheimer’s Society and NHS promoting Wellness classes that take place outside of the days affected by the proposal.

Similarly, school group workshop visits are normally arranged for a Thursday or Friday and are unaffected by the proposal.

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b></p> <p>The most readily identifiable groups visiting the Winding House Museum are the school groups, representing over a quarter of the visitors to the venue who will remain unaffected by the proposals.</p> <p>The reduction in the number of days will not affect any specifically identifiable groups as the Winding House Museum will still be accessible on a Saturday and during the majority of the week.</p> <p>The Winding House Engine is run by a volunteer group once a month on a Saturday and will remain unaffected both in terms of visitors attending and volunteers taking part.</p> <p>The Winding House Museum will maintain a varied programme of events throughout the year appealing to a broad audience range.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Relevance of the Policy or Practice</b>	
	<b>Age</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Disability</b>	<b>Neutral</b> The only regular user group are the Alzheimer's Society and NHS promoting Wellness classes take place outside of the days affected by the proposal.
	<b>Gender Reassignment</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Marriage &amp; Civil Partnership</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Pregnancy and Maternity</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Race</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Religion &amp; Belief</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Sex</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Sexual Orientation</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The opportunities for the public to engage with the Winding House in Welsh are unchanged by this proposal.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>The statistical collection of information shows a broad age range of visitors, outside of school visitors which are predominately primary school age.</p> <p>Our educational work during the week allow for differences in interest levels, educational attainment, intellectual differentiation and physical access. None of which are affected by the proposal.</p> <table border="1"> <thead> <tr> <th>2017/18</th> <th>Adults</th> <th>Children</th> <th>Volunteers</th> <th>Schools</th> <th>Room Hire</th> <th>Meeting</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>April</td> <td>477</td> <td>132</td> <td>0</td> <td>0</td> <td>87</td> <td>9</td> <td>0</td> <td>705</td> </tr> <tr> <td>May</td> <td>373</td> <td>83</td> <td>2</td> <td>26</td> <td>129</td> <td>2</td> <td>6</td> <td>621</td> </tr> <tr> <td>June</td> <td>345</td> <td>66</td> <td>0</td> <td>60</td> <td>110</td> <td>4</td> <td>0</td> <td>585</td> </tr> <tr> <td>July</td> <td>467</td> <td>159</td> <td>3</td> <td>0</td> <td>57</td> <td>3</td> <td>15</td> <td>704</td> </tr> <tr> <td>August</td> <td>783</td> <td>375</td> <td>2</td> <td>0</td> <td>71</td> <td>6</td> <td>0</td> <td>1237</td> </tr> <tr> <td>September</td> <td>418</td> <td>74</td> <td>0</td> <td>317</td> <td>122</td> <td>2</td> <td>0</td> <td>933</td> </tr> <tr> <td>October</td> <td>420</td> <td>85</td> <td>2</td> <td>292</td> <td>137</td> <td>4</td> <td>0</td> <td>940</td> </tr> <tr> <td>November</td> <td>505</td> <td>115</td> <td>4</td> <td>227</td> <td>113</td> <td>9</td> <td>0</td> <td>973</td> </tr> <tr> <td>December</td> <td>162</td> <td>17</td> <td>0</td> <td>273</td> <td>33</td> <td>2</td> <td>0</td> <td>487</td> </tr> <tr> <td>January</td> <td>302</td> <td>58</td> <td>3</td> <td>0</td> <td>65</td> <td>14</td> <td>0</td> <td>442</td> </tr> <tr> <td>February</td> <td>262</td> <td>80</td> <td>3</td> <td>143</td> <td>75</td> <td>2</td> <td>0</td> <td>565</td> </tr> <tr> <td>March</td> <td>299</td> <td>61</td> <td>4</td> <td>410</td> <td>73</td> <td>2</td> <td>0</td> <td>849</td> </tr> <tr> <td><b>Total</b></td> <td><b>4813</b></td> <td><b>1305</b></td> <td><b>23</b></td> <td><b>1748</b></td> <td><b>1072</b></td> <td><b>59</b></td> <td><b>21</b></td> <td><b>9041</b></td> </tr> <tr> <td><b>Total %</b></td> <td><b>53.24%</b></td> <td><b>14.43%</b></td> <td><b>0.25%</b></td> <td><b>19.33%</b></td> <td><b>11.86%</b></td> <td><b>0.65%</b></td> <td><b>0.23%</b></td> <td><b>100%</b></td> </tr> </tbody> </table> <p>A comments book is also maintained at the museum and a user survey is being carried out at the site during the pilot period. The survey includes monitoring information to identify any protected groups that will be fed back into the review of the pilot period.</p>	2017/18	Adults	Children	Volunteers	Schools	Room Hire	Meeting	Other	Total	April	477	132	0	0	87	9	0	705	May	373	83	2	26	129	2	6	621	June	345	66	0	60	110	4	0	585	July	467	159	3	0	57	3	15	704	August	783	375	2	0	71	6	0	1237	September	418	74	0	317	122	2	0	933	October	420	85	2	292	137	4	0	940	November	505	115	4	227	113	9	0	973	December	162	17	0	273	33	2	0	487	January	302	58	3	0	65	14	0	442	February	262	80	3	143	75	2	0	565	March	299	61	4	410	73	2	0	849	<b>Total</b>	<b>4813</b>	<b>1305</b>	<b>23</b>	<b>1748</b>	<b>1072</b>	<b>59</b>	<b>21</b>	<b>9041</b>	<b>Total %</b>	<b>53.24%</b>	<b>14.43%</b>	<b>0.25%</b>	<b>19.33%</b>	<b>11.86%</b>	<b>0.65%</b>	<b>0.23%</b>	<b>100%</b>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>Staff at the Winding House museum have been consulted to identifying specific groups potentially affected by the proposal. So far, no discernible group of users have been identified for further consultation of those that hire the facility for regular bookings.</p>
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	<p>The Council's Equalities team have been consulted and recommend undertaking a survey of visitors to the site to ensure an accurate current visitor profile can be used to identify any user groups affected by the proposal.</p> <p>A survey has been produced and is being carried out at the site during the pilot period. The survey includes monitoring information to identify any protected groups that will be fed back into the review of the pilot period.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>Due to the low number of visitors (an average of 16 visitor on Monday and 18 on a Sunday) this is a low impact proposal.</p> <p>Visitor numbers and a breakdown of visitors by type will continue to be monitored to assess the impact upon the public.</p> <p>Data from the survey will be used to analyse the potential impact on protected users following a review of the pilot and to identify any mitigation measures required to reduce / remove the effect of any such impacts.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>Verbal feedback and on site comments book will be monitored regularly and the results discussed at staff meetings to ensure that we can respond effectively with any issues that arise during the implementation of the proposal.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b></p> <p>No</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>We will maintain our varied visitor programme and maintain opening through the week / weekend from Tuesdays to Saturdays.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b></p> <p>The process of considering these matters will feed into our event plans and promotion of the museum's opening hours.</p> <p>The EIA will be attached to the report proposing the change to be approved which will be published on the Council's website.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, though more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Paul Hudson
<b>Date:</b>	16.11.18
<b>Position:</b>	Destination and Events Manager
<b>Name of Head of Service:</b>	Rhian Kyte

# THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Realignment of Urban Renewal Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Urban Renewal Team
<b>CONTACT OFFICER</b>	Allan Dallimore
<b>DATE FOR NEXT REVIEW OR REVISION</b>	Annually

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The Urban Renewal's public realm maintenance/improvement budget will be reduced by £4,000 effectively from 2019/20 onwards</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The main impact of the savings will be experienced across the town and villages within the County Borough , with a focus on the 5 town centres that are covered by the Town Centre Development Manager</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b></p> <p>The reduction in the budget will be felt equally across all 5 managed town centres and smaller towns and will not be concentrated on a single town centre.</p>	
<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	neutral
	<b>Disability</b>	neutral
	<b>Gender Reassignment</b>	neutral
	<b>Marriage &amp; Civil Partnership</b>	neutral
	<b>Pregnancy and Maternity</b>	neutral
	<b>Race</b>	neutral
	<b>Religion &amp; Belief</b>	neutral
	<b>Sex</b>	neutral
	<b>Sexual Orientation</b>	neutral



<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>No impact</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>No research has been conducted or evidence available which supports this proposal.</p> <p>Reducing this budget protects other areas of the Urban Renewal budget and allows the service area to continue undertaking valuable work. Therefore this proposal to reduce the budget by £4,000 effectively helps to protect the Urban Renewal team.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>£4,000 of savings is proposed and because this will be spread across the county borough towns, there will be a minimal impact on each. It has therefore been deemed unnecessary for a wider consultation process to be undertaken.</p> <p>The five Town Centre Management Groups are fully aware of the need for the Council to make large savings and the year on year MTFP savings that the Council are required to make.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>The Town Centre Manager will manage and monitor the change in the 5 managed town centres. Feedback from the town centre communities and through the town centre management groups will be canvassed to establish if the savings have had a large detrimental impact on them.</p> <p>Town Centre Manager will proactively engage with the town centre community to encourage feedback.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>The Town Centre Development Manager will collate feedback and report up to Head of Service.</p>
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  A clear message is already being presented to the business community through the regular dialogue that Urban Renewal and Town Centre Development Manager have with them and also through the Town Centre Management Group and Town Centre Improvement Group meetings that budgets are reducing and that some functions will be affected.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This Equality Impact Assessment will be included as an appendix to the report outlining the 2019/20 MTFP proposals to be presented to Full Council
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<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  The reduction in budget will be spread across the county borough so that the impact on any one community is minimal
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Allan Dallimore
<b>Date:</b>	22/10/2019
<b>Position:</b>	Team Leader, Urban Renewal
<b>Name of Head of Service:</b>	Rhian Kyte – Head of Regeneration and Planning

# THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Town Centre Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Town Centre Management
<b>CONTACT OFFICER</b>	Allan Dallimore
<b>DATE FOR NEXT REVIEW OR REVISION</b>	Annually

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The Town Centre Management Team’s marketing and Promotional budget will be reduced by £5,000 from the 2019/20 financial year. The savings will be focused on reduced expenditure on marketing and a possible reduction in the frequency of Town Centre banner replacement and change-over</p> <p>Promotional activity under the umbrella “Choose the High Street” brand forms a cornerstone of the Unique Places town centre management model. Savings will be realised by reducing the promotional activity surrounding the Choose the High Street brand.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The main impact of the savings will be experienced by the retail/commercial community in each of the 5 managed town centres.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>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?</b></p> <p>The reduction in the budget will be felt equally across all 5 town centres and will not be concentrated on a single town’s retail/commercial community. There will be less marketing of each of the five towns and a possible reduction in the number of banner changeovers per annum.</p> <p>Officers will be tasked with ensure that the reduced promotion is spread across all five towns and not focused in on any one community.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	neutral	
Disability	neutral	
Gender Reassignment	neutral	
Marriage & Civil Partnership	neutral	
Pregnancy and Maternity	neutral	

Race	neutral	
Religion & Belief	neutral	
Sex	neutral	
Sexual Orientation	neutral	

<b>5</b>	<p><b>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.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>All marketing material including text on lamppost banners is produced bilingually and this will continue, post budget cuts.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>No research has been conducted or evidence available which supports this proposal.</p> <p>Reducing this budget protects savings been made in other areas of the Town Centre management budget, in particular, that of salaries. Therefore this proposal to reduce the marketing budget by £5,000 protects the post of Town Centre Development Manager.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>£5,000 of savings is proposed and this will result in specific elements of current marketing and promotional activity being cut. Because this is saving is spread across five town centres, it is considered to a low impact and as such is has bene deemed unnecessary for a wider consultation process to be undertaken.</p> <p>However the five Town Centre Management Groups are fully aware of the need for the council to make savings and the pressure the current administration is under to achieve MTFP savings year on year.</p>
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  The Town Centre Manager will manage and monitor the change. Feedback from the retail community and through the town centre management groups will be canvassed to establish if the savings have had a large detrimental impact on them.  Town Centre Manager will proactively engage with the town centre community to encourage feedback.
<b>9</b>	<b>How will the monitoring be evaluated?</b>  The Town Centre Development Manager will collate feedback and report up to Head of Service.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  A clear message is already being presented to the business community through the regular dialogue that Urban Renewal and Town Centre Development Manager have with them and also through the Town Centre Management Group and Town Centre Improvement Group meetings that budgets are reducing and that some functions will be affected.
<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This Equality Impact Assessment will be included as an appendix to the report outlining the 2019/20 MTFP proposals to be presented to Full Council
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  The reduction in budget will be spread across the 5 main towns in the county borough so that the impact on any one community is minimal

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Allan Dallimore
<b>Date:</b>	22/10/2018
<b>Position:</b>	Team Leader – Urban Renewal
<b>Name of Head of Service:</b>	Rhian Kyte – Head of Regeneration and Planning

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	MTFP Savings Proposal– Reduction in Business Development Grants.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Regeneration & Planning – Business Support & Funding Team
<b>CONTACT OFFICER</b>	Antony Bolter Business Support & Funding Manager <a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a> 01443 866251
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A



## PURPOSE OF THE PROPOSAL

<b>1</b>	<b>What is the proposal intended to achieve?</b> <p>The purpose of the BDGs is to support established businesses to purchase capital equipment, IT equipment, software, marketing and web site development and some internal building works to upgrade their premises. BDGs help create jobs and support the growth and financial success of businesses.</p> <p>The revenue budget is currently £51,251 (2018-19). It is proposed that the budget be reduced to £25,251 in 2019-20 and then reinstated to £51,000 in subsequent years. The proposed 50% reduction in 2019-20 is considered to be low public impact.</p>
<b>2</b>	<b>Who are the service users affected by the proposal?</b> <p>The Grant is used by local private sector businesses to support their growth and development, in many cases leading to new jobs. Eligible costs include:</p> <ul style="list-style-type: none"><li>• Capital equipment</li><li>• Websites and e-commerce</li><li>• Marketing</li><li>• Feasibility studies</li><li>• Business planning.</li></ul> <p>During 2017-18, a total of £56,000 was expended on grants awarded to 32 local businesses and supported the creation of 36 jobs. A 50% reduction will reduce the potential outcomes to 16 businesses awarded a grant and an estimated job creation of 18 jobs. However, it should be noted that the Business Support &amp; Funding Team provides a holistic advice and guidance service to the business community and only a small percentage of those businesses supported request and receive a grant. Therefore, it is likely that most businesses will not be affected by the reduction in the budget.</p> <p>It is important to continue to provide a grant for new business start-ups. At the moment, this is funded by a £5,000 grant from UK Steel Enterprise and in 2017-18, the Team supported 13 start ups with a grant of up to £500 creating 21 new jobs. Support from UK Steel Enterprise has not yet been confirmed for 2019-20, but a meeting to discuss this will be held in January.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<b>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?</b> <p>Future delivery of the BDG depends on the outcome of a report reviewing the various grants offered by the Council's Regeneration &amp; Planning Division. This will be considered by Cabinet on 16<sup>th</sup> January 2019. It is anticipated that, as has always been the case, applications will be considered against the Fund criteria and decisions made by the Head of Regeneration &amp; Planning, in consultation with the Cabinet Member for Economy, Infrastructure, Sustainability &amp; Wellbeing of Future Generations.</p> <p>Officers ensure that all applications are fairly assessed and in line with the Fund criteria. The Business Support &amp; Funding Team must continue to mitigate the reduction in grant awards by providing a meaningful business support, advice and guidance service for local businesses, new start-ups and inward investing companies. This includes timely and appropriate referrals to relevant internal and external partners (including Welsh Government) at a local, regional and national level.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
		<b>Relevance of the Policy or Practice</b>
	Age	neutral
	Disability	neutral
	Gender Reassignment	neutral
	Marriage & Civil Partnership	neutral
	Pregnancy and Maternity	neutral
	Race	neutral
	Religion & Belief	neutral
	Sex	neutral
	Sexual Orientation	neutral

<b>5</b>	<p><b>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.</b></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>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually. All Fund application forms and processes are available bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Is full information and analysis of users of the service available?</b></p> <p>Eligible businesses must be SMEs in either a manufacturing or service to manufacturing sector or a minimum of 60% business to business service (i.e., customers must be other businesses not the general public).</p>
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## CONSULTATION

<b>7</b>	<b>What consultation has taken place?</b>  The Consultation and Monitoring Guidance has been referred to and the proposal should be considered via the same procedure as all other MTFP proposals.  Caerphilly Business Forum will be contacted as a representative group of local businesses to ensure that they are aware of the proposal.
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  Monitor applicants for the fund and ensure that all eligible businesses are encouraged to apply in all parts of the county borough. Monitor economic outputs through regular visits to grant recipients.
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<b>9</b>	<b>How will the monitoring be evaluated?</b> Ensure that projects delivered have a beneficial impact on the economy, including the creation of jobs for local people. Review geographic spread of grant recipients to ensure that all eligible businesses are able to access the funding.
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> Need to encourage collaborative working and encourage everyone to work to sustainable development principles (I-CLIP – Involvement, Collaboration, Long Term, Integration, Prevention).
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  Officers ensure that all partners and local organisations are aware of the grant opportunities and are encouraged to share this information.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <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>  The assessment will underpin delivery of the Business Development Grant to ensure that all eligible local businesses are given the same opportunity to access the funding.
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Antony Bolter
<b>Date:</b>	14 <sup>th</sup> November 2018
<b>Position:</b>	Business Support & Funding Manager
<b>Name of Head of Service:</b>	Rhian Kyte