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Date: 1st December 2017

Dear Sir/Madam,

A Special meeting of the **Education for Life Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Thursday, 7th December, 2017** at **5.30 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

AGENDA

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

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

A greener place Man gwyrddach



To receive and consider the following Scrutiny reports: -

- | | | |
|---|---|---------|
| 3 | Draft Budget Proposals for 2018/19. | 1 - 16 |
| 4 | Medium Term Financial Plan - Savings Proposals for 2018/19. | 17 - 66 |

Circulation:

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

Co-opted Members:

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

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

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

Caerphilly Governors Association (without voting rights)
Mr D Davies

And Appropriate Officers



SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE – 7TH DECEMBER 2017

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2018/19

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151
OFFICER**

- 1.1 The attached report setting out details of draft revenue budget proposals for the 2018/19 financial year was presented to Cabinet at its meeting on the 15th November 2017.
- 1.2 As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report.

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Appendices:
Appendix Cabinet Report 15/11/17 – Draft Budget Proposals for 2018/19



CABINET – 15TH NOVEMBER 2017

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2018/19

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

1.1 To present Cabinet with details of draft budget proposals for the 2018/19 financial year to allow for a period of consultation prior to a final decision in February 2018.

2. SUMMARY

2.1 The report provides details of draft budget proposals based on the Welsh Government (WG) Provisional 2018/19 Local Government Financial Settlement.

2.2 The report also provides details of draft savings proposals for 2018/19 totalling £7.205m.

3. LINKS TO STRATEGY

3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.

3.2 Effective financial planning and the setting of a balanced budget support the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -

- A prosperous Wales.
- A resilient Wales.
- A healthier Wales.
- A more equal Wales.
- A Wales of cohesive communities.
- A Wales of vibrant culture and thriving Welsh Language.
- A globally responsible Wales.

4. THE REPORT

4.1 Headline Issues in the Provisional Settlement

4.1.1 Published on the 10th October 2017, the key points of the WG Provisional 2018/19 Local Government Financial Settlement are the following: -

- An overall net cash increase of 1.8% in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) on an all-Wales basis. This cash increase includes specific grants totalling circa £92m that have been transferred into the RSG and £6m funding for new responsibilities in relation to the prevention of homelessness.

- After adjusting for the transfer in of the specific grants and new responsibilities there is an overall net decrease in the Aggregate External Finance of 0.5% on an all-Wales basis (comparing on a like-for-like basis with 2017/18). This varies by Authority due to the funding formula and ranges from minus 1% to plus 0.2%.
- For Caerphilly CBC there is a cash increase of £1.973m in the Aggregate External Finance. However, after adjusting for the transfer in of specific grants and new responsibilities this equates to a net cash reduction of £2.965m (1%) compared to the 2017/18 financial year.
- Caerphilly CBC's element of the £92m specific grants transferred into the Settlement and the £6m for new responsibilities totals £4.937m. Details are provided in paragraph 4.1.2.
- Changes to other passported grants in the Provisional Settlement result in a net reduction of £0.473m as detailed in paragraph 4.1.3.
- An all-Wales indicative reduction in Aggregate External Finance of minus 1.5% has been provided by WG for the 2019/20 financial year.
- The capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant have decreased by £64k from the 2017/18 financial year.

4.1.2 Table 1 provides details of transfers into the WG Financial Settlement and new responsibilities: -

Table 1 – Transfers In and New Responsibilities 2018/19

	£m
Transfers In: -	
Single Revenue Grant (waste element only)	1.818
Welsh Independent Living Grant	1.010
Social Care Workforce Grant	1.140
Carers' Respite Care Grant	0.180
Looked After Children: -	
• Expanding Edge of Care Service	0.342
• Support for Care Leavers	0.111
• Reflect	0.054
New Responsibilities: -	
Prevention of homelessness	0.282
TOTAL	4.937

4.1.3 Table 2 provides details of changes to other passported grants included in the WG Financial Settlement: -

Table 2 – Other Passported Grants 2018/19

	£m
Council Tax Reduction Scheme	(0.272)
Private Finance Initiative (PFI)	(0.201)
TOTAL	(0.473)

4.1.4 As in previous years, the adjustments in Tables 1 and 2 (both the increases and decreases in funding) will be passed directly to those services that they relate to.

4.2 2018/19 Draft Budget Proposals

4.2.1 The proposals contained within this report will deliver a balanced budget for 2018/19 on the basis that Council Tax is increased by 4.52%. Table 3 provides a summary: -

Table 3 – Summary

Paragraph	Description	£m	£m
4.2.3 – 4.2.9	Whole-Authority cost pressures	8.867	
4.2.10 – 4.2.18	Inescapable service pressures	2.310	
4.1.1	Increase in WG funding		1.973
4.3.1	Draft savings proposals 2018/19		7.205
4.3.3	Contingent sum/savings in advance	1.000	
4.4.1 – 4.4.2	Council Tax uplift (4.52%)		2.999
	TOTAL	12.177	12.177

4.2.2 Cabinet should note that the draft budget proposals assume no growth for Schools in 2018/19 i.e. a cash flat position. There is no requirement in the Provisional Settlement to protect Schools and they will therefore be required to manage their own pay and non-pay inflationary increases in 2018/19 along with other emerging cost pressures. This in effect equates to a real terms cut of £1.644m (1.68%). However, this needs to be considered alongside the need to deliver savings of £7.205m for other services across the Council, which equates to 3.24% of current budgets. This does therefore provide some relative protection to schools from the full extent of savings required to deliver a balanced budget.

4.2.3 The whole Authority cost pressures totalling £8.867m are set out in Table 4 below -

Table 4 – Whole Authority Cost Pressures

	£m
Pay – Weighted average increase of 1.2%	1.383
Living Wage	0.148
Employer pension contributions	0.249
Non-pay inflation at 2%	2.623
Transfers in and new responsibilities	4.937
Other passported grants	(0.473)
TOTAL	8.867

4.2.4 **Pay – Weighted average increase of 1.2%** - The pay award for the 2018/19 financial year is still subject to agreement so the draft budget proposals currently assume a pay award at 2017/18 levels. This presents a risk as the pay claim submitted by the Trade Unions significantly exceeds this sum. A further risk in relation to pay is that pay scale differentials may need to be reviewed as a result of annual increases in the National Living Wage which was introduced by the UK Government from April 2016. Work is ongoing in this area and the position is being kept under review.

4.2.5 **Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals to allow for annual increases in the Living Wage hourly rate.

4.2.6 **Employer pension contributions** – Following the outcome of the most recent triennial valuation of the Pension Fund, Caerphilly CBC is required to increase its pension contribution by £249k (0.28%) for the 2018/19 financial year.

4.2.7 **Non-pay inflation at 2%** - The Consumer Prices Index (CPI) inflation rate is currently 3% against the Bank of England’s target rate of 2%. The draft budget proposals only allow for non-pay inflation at 2% so budget holders will need to manage the impact of any shortfall. This is sustainable for 2018/19 but in the longer-term additional funding may need to be set-aside if inflation continues to exceed the Bank of England target of 2%.

4.2.8 **Transfers in and new responsibilities** – As per the table in paragraph 4.1.2.

4.2.9 **Other passported grants** - As per the table in paragraph 4.1.3.

- 4.2.10 It is incumbent upon Council to set a realistic budget each year. Table 5 provides details of the 2018/19 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 5 – Inescapable Service Pressures and Other Service Commitments

	£m
Social Services cost pressures	1.500
City Deal partnership revenue contribution	0.060
City Deal debt charges	0.050
Private Finance Initiative (PFI) review	0.700
TOTAL	2.310

- 4.2.11 **Social Services cost pressures** - Cabinet will recall that the 2016/17 budget included additional funding of £2.5m for Social Services cost pressures and a further £3.5m was also set aside in 2017/18. This has been necessary to fund increases in fees for external care providers due in the main to the introduction of the National Living Wage, and additional costs arising from increasing demand for services in both Adult and Children's Services. It is proposed that a further sum of £1.5m should be allocated in the 2018/19 budget to meet ongoing financial pressures for Social Services.
- 4.2.12 **City Deal partnership revenue contribution** – At its meeting on the 31st January 2017, Council agreed an annual revenue contribution of £120k towards the support structure for the City Deal Regional Cabinet. For 2017/18 the contribution was only expected to be £60k due to underspends being carried forward from 2016/17 so £60k was included in the base budget. From 2018/19 onwards there will need to be provision in the base budget to meet the full £120k annual commitment therefore a further £60k will need to be included in the 2018/19 budget.
- 4.2.13 **City Deal Debt Charges** – The City Deal includes a borrowing requirement of £120m for the ten partner Local Authorities. £50k has been included in the 2018/19 draft budget proposals to meet the current anticipated cost for Caerphilly CBC's share of potential early borrowing that may be undertaken during the year. This is being kept under review and will be updated in the final budget 2018/19 budget proposals report that will be presented to Cabinet and Council in February 2018.
- 4.2.14 **Private Finance Initiative (PFI) review** – A review of the Council's PFI contracts is currently being undertaken. These contracts relate to Fleur de Lys (Ysgol Gyfun Cwm Rhymini) and Pengam (Lewis Boys) Secondary Schools, and Sirhowy Enterprise Way (SEW). To assist with this review the services of a company called Local Partnerships have been commissioned. This organisation has a proven track record in relation to supporting public sector bodies through reviews of operational PFI contracts and was recommended by WG.
- 4.2.15 The PFI Schemes are financially managed through two Sinking Funds which profile the anticipated costs and financial contributions over the life of the contracts. At the outset of the contracts the Sinking Funds showed a projected balanced position based on a range of assumptions at that time.
- 4.2.16 Based on updated financial projections completed as part of the ongoing review process the SEW Sinking Fund remains fully funded over the life of the project. However, the latest financial projections for the Schools PFI reveal an anticipated shortfall of circa £22m on the Schools PFI Sinking Fund. The main reasons for this are the following: -
- Financial impact of additional services agreed through the contract benchmarking process i.e. £3.3m.
 - There appears to have been a 'double count' from the outset in relation to the treatment of Free School Meals, with a cost implication of circa £3.5m.
 - Interest on balances is projected to be circa £7.1m less than originally anticipated due to changes in the payment profile and the impact on balances held.

- The remaining balance of £8.1m is due in the main to actual inflationary pressures compared to original assumptions.

4.2.17 To address this anticipated shortfall budgetary growth of circa £700k will need to be built into the Education & Lifelong Learning base budget from 2018/19 to ensure that a balanced position can be achieved for the Schools PFI Sinking Fund. This figure may reduce as part of the ongoing work being undertaken with Local Partnerships as discussions are continuing with the service provider regarding the potential for savings on services such as catering and cleaning.

4.2.18 A separate detailed report on the PFI review will be scheduled for Cabinet prior to final 2018/19 budget proposals being presented to both Cabinet and Council in February 2018.

4.3 2018/19 Draft Savings Proposals

4.3.1 Draft savings proposals have been identified for the 2018/19 financial year totalling £7.205m as summarised in Table 6: -

Table 6 – Draft Savings Proposals 2018/19

Description	2018/19 Saving £m
Savings proposals with no public impact	4.682
Savings proposals with a public impact: -	
• Low impact	1.218
• Medium impact	1.305
TOTAL	7.205

4.3.2 A summary of savings proposals by Directorate/Service Area is provided in Appendix 1 and Appendix 2 provides further details of the savings proposals that are likely to have an impact on the public. As in previous years, those savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings consist in the main of vacancy management, budget realignment and minor changes to service provision.

4.3.3 The proposed savings of £7.205m along with the proposed Council Tax increase of 4.52% will allow for a contingent sum of £1m to be set aside to meet additional cost pressures that may arise from the final pay award for the 2018/19 financial year and potential changes to pay scale differentials. If this contingent sum is not required in full or in part to meet these potential cost pressures then it is recommended that any balance should be treated as savings in advance to assist with further financial pressures that will need to be managed in future financial years.

4.4 Council Tax Implications 2018/19

4.4.1 The draft budget proposals within this report include a proposed increase of 4.52% in Council Tax for the 2018/19 financial year. This will increase the Caerphilly CBC Band D precept from £1,011.96 to £1,057.70 i.e. an annual increase of £45.74 or weekly increase of £0.88.

4.4.2 The proposed increase of 4.52% for 2018/19 will result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts would be added to these totals when confirmed at a later date): -

Table 7 – 2018/19 Council Tax (CCBC Element) at 4.52% Increase

Band	Council Tax (CCBC Element) £	Weekly Increase £
A	705.13	0.59
B	822.66	0.68
C	940.18	0.78
D	1,057.70	0.88
E	1,292.75	1.08
F	1,527.79	1.27
G	1,762.83	1.47
H	2,115.40	1.76
I	2,467.97	2.05

4.5 Financial Outlook for Future Years

- 4.5.1 The Medium-Term Financial Plan presented to Council in February 2017 showed a potential savings requirement of £22.161m for the three-year period 2019/20 to 2021/22. This assumed a cash flat position in terms of the WG Financial Settlement for each of the three years. As mentioned in paragraph 4.1.1, WG has provided an all-Wales indicative reduction in Aggregate External Finance of minus 1.5% for the 2019/20 financial year. This would increase Caerphilly CBC's savings requirement by a further £3.984m for 2019/20 alone. If this was replicated in 2020/21 and 2021/22 then further savings of £7.789m would be required. This would result in a total savings requirement of circa £34m for the three-year period 2019/20 to 2021/22.
- 4.5.2 The indicative reduction of 1.5% provided by WG for the 2019/20 financial year is based on a current assumption that a proportion of unallocated UK Government savings totalling circa £3.5bn will flow through to WG. The Chancellor of the Exchequer will present his Autumn Budget Statement on the 22nd November 2017 and this will provide further clarity on any unallocated savings that may impact on WG. Details of the Final 2018/19 Local Government Financial Settlement will be issued on the 20th December 2017 and this will include a revised indicative figure for 2019/20 based on the implications of the Autumn Statement.
- 4.5.3 An updated Medium-Term Financial Plan covering the period 2018/19 to 2022/23 will be presented to both Cabinet and Council in February 2018.

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities impact assessment will be completed for all of the 2018/19 savings proposals that are expected to have an impact on the public. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process.
- 6.2 Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

7. FINANCIAL IMPLICATIONS

7.1 As detailed throughout the report.

8. PERSONNEL IMPLICATIONS

8.1 Where staff reductions are required as a consequence of savings proposals the Council will firstly try to achieve this through 'natural wastage' and not filling vacancies. However, where this is not possible then every opportunity will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.

9. CONSULTATIONS

9.1 Cabinet is asked to agree that the draft budget proposals for 2018/19 should now be subject to a period of consultation prior to final 2018/19 budget proposals being presented to Cabinet on the 14th February 2018 and then Council on the 20th February 2018. The consultation process will run from the 13th November 2017 to the 8th January 2018 and will consist of the following: -

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

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

- 04/12/17 – Policy & Resources.
- 07/12/17 – Education for Life.
- 11/12/17 – Health, Social Care & Wellbeing.
- 13/12/17 – Regeneration & Environment.

10. RECOMMENDATIONS

10.1 Cabinet is asked to: -

10.1.1 Endorse the draft 2018/19 budget proposals including the proposed savings totalling £7.205m.

10.1.2 Support the proposal to increase Council Tax by 4.52% for the 2018/19 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,057.70).

10.1.3 Agree that the draft budget proposals should now be subject to consultation prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

11. REASONS FOR THE RECOMMENDATIONS

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

12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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Consultees: Corporate Management Team
Andrew Southcombe, Finance Manager, Corporate Finance
Richard Harris, Internal Audit Manager & Acting Monitoring Officer
Cllr Dave Poole, Leader
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance

Background Papers:

WG Provisional 2018/19 Local Government Financial Settlement (10th October 2017).

Council (22/02/17) - Budget Proposals 2017/18 and Medium-Term Financial Strategy 2017/2022.

Appendices:

Appendix 1 - Summary of 2018/19 Savings Proposals

Appendix 2 - 2018/19 Savings Proposals

Summary of 2018/19 Savings Proposals

Directorate/Service Division	Public Impact				Total Proposed Savings £000's
	Nil £000's	Low £000's	Medium £000's	High £000's	
Education & Lifelong Learning					
- Planning & Strategy	341	0	333	0	674
- Learning, Education & Inclusion	353	0	186	0	539
- Lifelong Learning	108	25	35	0	168
Sub-Total: -	802	25	554	0	1,381
Social Services/Public Protection/Policy					
- Children's Services	385	0	0	0	385
- Adult Services	330	563	0	0	893
- Service Strategy & Business Support	50	0	0	0	50
- Public Protection	134	151	86	0	370
- Corporate Policy	79	14	0	0	93
Sub-Total: -	978	728	86	0	1,791
Communities					
- Regeneration and Planning	288	166	0	0	454
- Engineering	175	180	534	0	888
- Community & Leisure Services	646	40	131	0	817
- Housing Services	117	0	0	0	117
Sub-Total: -	1,226	386	665	0	2,276
Corporate Services					
- Corporate Finance	80	0	0	0	80
- Procurement & Customer Services	85	80	0	0	165
- Information Technology	340	0	0	0	340
- Corporate Property	197	0	0	0	197
- Human Resources & Communications	140	0	0	0	140
- Health & Safety	70	0	0	0	70
Sub-Total: -	912	80	0	0	992
Miscellaneous Finance	765	0	0	0	765
Grand Total: -	4,682	1,218	1,305	0	7,205

2018/19 Savings Proposals

Savings Proposal	£000's	Comments	Public Impact
EDUCATION & LIFELONG LEARNING			
PLANNING & STRATEGY			
Savings proposals with no public impact.	341.00		Nil
Maintenance of School Buildings - Withdrawal of budget for 50/50 schemes.	333.00	LMS Contingency balances to be used initially. However, In the medium to long-term this would have a significant impact on repairs and maintenance spend on our schools.	Medium
Sub-Total: -	674.00		
LEARNING, EDUCATION & INCLUSION			
Savings proposals with no public impact.	353.00		Nil
Language Support Primary - Vacant posts.	66.00	2 postholders retired end of Summer Term 2017. No impact on statutory provision but some impact for Schools on discretionary provision.	Medium
School Improvement Initiatives - Budget reduction.	120.00	Initially low impact on Schools if Chief Education Officer is able to access Education balances. However, this is not a long-term solution so will rise to medium impact.	Medium
Sub-Total: -	539.00		
LIFELONG LEARNING			
Savings proposals with no public impact.	108.00		Nil
Libraries - Reduction in Book Fund.	25.00	Public unlikely to notice any significant impact, budget currently circa £380k.	Low
Libraries - Reduction in newspapers	20.00	Reduced Open Access provision within our libraries.	Medium
Youth Service - Removal of payment to GAVO for Holiday Scheme Co-ordinator.	15.00	The medium impact assessment is not in relation to the impact on service users but on the potential impact to GAVO. There would be minimal impact on service users as the Youth Service would take up any shortfall in capacity. GAVO would continue to be supported to the value of £25k.	Medium
Sub-Total: -	168.00		
TOTAL: -	1,381.00		
SOCIAL SERVICES, PUBLIC PROTECTION & POLICY			
CHILDREN'S SERVICES			
Savings proposals with no public impact.	385.00		Nil
Sub-Total: -	385.00		
ADULT SERVICES			
Savings proposals with no public impact.	330.00		Nil
Decommission Age Concern Hospital Discharge contract	46.00	Decommissioning of contract for relatively low numbers of people receiving low level non-statutory services for a short period. Links to Information, Advice & Assistance and implementation of the Social Services & Well-Being (Wales) Act 2014 re. promoting independence.	Low

Savings Proposal	£000's	Comments	Public Impact
Decommission 2 Luncheon Clubs contract.	12.00	A small number of people attend these 2 Luncheon Clubs. The service may need to cease or different arrangements will need to be put in place if an alternative funding stream cannot be found.	Low
Domiciliary Care Client Income - Realign budget to reflect outcomes from Members Task & Finish Group and Welsh Government Cap.	75.00	There is an expectation that WG will gradually increase the weekly cap on service users contributions for non-residential care which will translate into a small increase in income each year.	Low
Small reduction in externally commissioned Respite Care for older people and adults with physical disabilities.	30.00	The small reduction will be offset by alternative respite arrangements that can be provided through the Carers Respite Grant.	Low
Decommission DEWIS advocacy contract (residential homes).	12.00	Decommissioning of contract with £45k budget retained for spot purchase. Spot contract is more reflective of the level of service demand.	Low
Decommission Care & Repair (Safety at Home) contract.	13.00	Other schemes are available that provide this service.	Low
Decommission GAVO and MENCAP contracts.	57.00	MENCAP contract ended some time ago and the GAVO contract relates to GAVO's central costs.	Low
Decommission Stroke Association contract.	18.00	Alternative services available through the NHS.	Low
Reduce Crossroads (Advocacy) contract by 50%.	36.00	Advocacy services are available from other agencies.	Low
Implications of Social Services & Well-Being (Wales) Act 2014.	264.00	Potential service users for some services to be signposted to alternative low or nil cost services.	Low
Sub-Total: -	893.00		
SERVICE STRATEGY/BUSINESS SUPPORT			
Savings proposals with no public impact.	50.00		Nil
Sub-Total: -	50.00		
PUBLIC PROTECTION			
Savings proposals with no public impact.	133.50		Nil
Meals Direct - Removal of 1 Van Helper post.	7.50	Will require a severance payment.	Low
Schools Catering - Increase price of Secondary School meals by 10p from April 2018 i.e. from £2.15 to £2.25.	50.00	Will not impact on the most vulnerable families due to Free School Meal eligibility.	Low
Schools Catering - Increase price of Primary School meals by 10p from April 2018 i.e. from £1.90 to £2.00.	54.00	Will not impact on the most vulnerable families due to Free School Meal eligibility.	Low
Registrar's - Increase in ceremony fees in line with cost of providing the service.	10.00	To ensure costs of service provision are fully recovered.	Low
Environmental Health - Pest Control/Animal Trespass post	29.00	Vacant post.	Low
Meals Direct - Increase in charge for Meals on Wheels.	11.00	Proposed increase of 20p per meal.	Medium
Environmental Health - Rat Treatment Fees	20.00	Introduction of a £20 charge for household rat treatments.	Medium
Environmental Health - Deletion of vacant Community Safety Warden posts.	40.00	2 vacant posts to be deleted.	Medium
Environmental Health - Reduce Air Quality & Contaminated Land Monitoring & Contractors	15.00	Will result in reduced activity in these areas.	Medium
Sub-Total: -	370.00		
CORPORATE POLICY			
Savings proposals with no public impact.	79.00		Nil

Savings Proposal	£000's	Comments	Public Impact
Voluntary Sector - Reduction in Technical Assistance Budget.	4.00	Reduction in grants available to Voluntary Sector (total budget is currently £19k).	Low
Policy - Reduction in Well-being budget.	10.00	Reduction in grants available (total budget is currently £41k).	Low
Sub-Total: -	93.00		
TOTAL: -	1,791.00		
COMMUNITIES			
REGENERATION & PLANNING			
Savings proposals with no public impact.	288.00		Nil
Business Support & Funding - Reduction in Community Regeneration Fund.	137.00	Community Regeneration Fund underspend of £115k in 2016/17. Budget for 2017/18 is £232k.	Low
Business Support & Funding - Reduction in Business Grants Budget.	12.00	Business Grants underspend of £4k in 2016/17. Budget for 2017/18 is £62k.	Low
Destinations & Events - Review of events at Llancaiach Fawr.	10.00	A review of events will be undertaken and some of those which are financially unviable will not be hosted in the future.	Low
Urban Renewal - Reduction in Publicity & Promotion budget.	7.00	Reduced frequency of Town Centre banner replacement and change-over and reduced expenditure on "Choose the High Street" campaigns.	Low
Sub-Total: -	454.00		
ENGINEERING			
Savings proposals with no public impact.	174.50		Nil
Highways Operations - Traffic Management minor works budget reduction.	6.00	Reduced programme and maximising grant applications for main schemes.	Low
Highways Operations - Reduction in Winter Maintenance budget.	35.50	This represents a 3.1% reduction in the budget and will be achieved through a review of gritting routes.	Low
Highways Operations - Street Lighting non-routine maintenance budget reduction.	5.00	New contract with external provider provides some efficiency with an increased fixed element, but with more items included in fixed element the non-routine can be reduced.	Low
Highways Operations - Consultancy/road survey budget reduction	4.00	Reduce the frequency of road condition reports	Low
Highways Operations - Reduction in Structures Service Level Agreement (SLA) budget.	20.00	Requires a new programme of inspection on a risk basis.	Low
Transportation - Road Safety salary budget reduction	25.00	Restructure of Team resulting in removal of 1 Road Safety post that transfers to School Crossing Patrol Supervisor (based on retirement).	Low
Transportation - School Crossing Patrol salary budget reduction.	38.00	Based on current vacant posts accumulated over time due to not meeting the ROSPA criteria when sites assessed after employee leaves/retires.	Low
Transportation - Accident Studies budget reduction.	10.00	New contract with external provider reduces the minimum fixed contract element and gives more flexibility to use as and when. This does reduce the detailed information across the whole borough but focus can be on target/risk areas.	Low
Transportation - Traffic Signal maintenance budget reduction.	11.00	Efficiency savings on existing maintenance contract (£4k). Reduction in planned works (£7k) which will reduce ability to replace life expired equipment.	Low

Savings Proposal	£000's	Comments	Public Impact
Transportation - Highways Act S38 etc. fee increase in income budget.	15.00	Due to economic improvement in recent years increased scope to improve external fees. Risks relate to sustainability of existing developments and economic climate.	Low
Transportation - Concessionary Fare Grant support service element increased income budget.	10.00	Due to planned regional collaboration, Caerphilly CBC will look after smaller operator reimbursement for all SE Wales. As we won't have to process large operators this should be maintained within existing support costs but produce more income.	Low
Highways Operations - Reduction in Highways Maintenance budget.	524.00	This represents a 11.3% reduction in the budget and will be achieved through a range of measures including a reduction in the carriageway surface dressing programme and a reduction in the frequency of gully cleansing.	Medium
Transportation - Bus shelter maintenance budget reduction.	10.00	Reduced maintenance programme, assisted by recent Capital grant in Caerphilly Basin. Assets replacement will be affected in the long-term.	Medium
Sub-Total: -	888.00		
COMMUNITY & LEISURE SERVICES			
Savings proposals with no public impact.	646.00		Nil
Caerphilly Adventures Service - increase in income.	20.00	This will be achieved through a review of the pricing structure for the service.	Low
Waste Strategy & Operations - Introduction of "admin" fee for Duty of Care Transfer notes for Commercial Waste Customers.	20.00		Low
Sport & Leisure Services - Closure of Pontllanfraith Leisure Centre.	81.00	This proposal is currently subject to consultation.	Medium
Waste Strategy & Operations - Review of charges for bulky waste.	50.00	Charge of £16 for 1 to 3 items with each item thereafter being charged at £5 per item. This will apply to all items other than fixtures and fittings.	Medium
Sub-Total: -	817.00		
HOUSING SERVICES			
Savings proposals with no public impact.	117.00		Nil
Sub-Total: -	117.00		
TOTAL: -	2,276.00		
CORPORATE SERVICES			
CORPORATE FINANCE			
Savings proposals with no public impact.	80.00		Nil
Sub-Total: -	80.00		
PROCUREMENT & CUSTOMER SERVICES			
Savings proposals with no public impact.	85.00		Nil
Customer First - Staffing reductions.	80.00	This will be achieved through vacancy management linked to the delivery of the approved Customer Services Strategy.	Low
Sub-Total: -	165.00		
INFORMATION TECHNOLOGY			
Savings proposals with no public impact.	340.00		Nil
Sub-Total: -	340.00		

Savings Proposal	£000's	Comments	Public Impact
<i>CORPORATE PROPERTY</i>			
Savings proposals with no public impact.	197.00		Nil
Sub-Total: -	197.00		
<i>HUMAN RESOURCES & COMMUNICATIONS</i>			
Savings proposals with no public impact.	140.00		Nil
Sub-Total: -	140.00		
<i>HEALTH & SAFETY</i>			
Savings proposals with no public impact.	70.00		Nil
Sub-Total: -	70.00		
TOTAL: -	992.00		
<i>MISCELLANEOUS FINANCE</i>			
Savings proposals with no public impact.	765.00		Nil
TOTAL: -	765.00		
TOTAL 2018/19 PROPOSED SAVINGS: -	7,205.00		

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SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE – 7TH DECEMBER 2017

**SUBJECT: MEDIUM TERM FINANCIAL PLAN – SAVINGS PROPOSALS FOR
2018/19**

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

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

2. SUMMARY

- 2.1 The report provides details of the savings proposals, presented to Cabinet on 15th November 2017, for Members to consider prior to a final decision in February 2018.

3. LINKS TO STRATEGY

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

4. THE REPORT

- 4.1 The Directorate's savings proposals for 2018/19 can be summarised as follows:

Description	£'000
<i>Savings with no direct public impact</i>	802
<i>Savings proposals with a public impact</i>	
<u>Low Impact</u>	
• Library book fund reduction	25

Medium Impact

• Maintenance of school buildings (50/50 funding with schools)	333
• Specific Learning Difficulties Support	66
• School Improvement Initiatives	120
• Libraries – removal of newspapers & reduction in online subscriptions	20
• Youth Service – reduced contribution to GAVO for Holiday Scheme post	15

Total savings proposals **1,381**

4.2 The total proposed savings of £1.381m include savings proposals of £802k, these proposals are not expected to have an impact on the public and as in previous years have been consolidated into a single line for reporting purposes. These “nil impact” savings consist in the main of vacancy management, budget realignment & minor changes to service provision.

4.3 Proposals that will have a Public Impact

4.3.1 The remaining savings proposals of £579k will impact on the public to varying degrees. The remainder of this report focuses on these proposals.

4.3.2 Library Book Fund Reduction £25k (Public Impact: Low)

The County Borough Library Service proposes to reduce its book fund by an amount of £25k in 2018/19, against existing budget provision of £380k. The proposal is to top slice equally across all areas of stock with little to no direct effect on customer provision.

This budget reduction represents 6.5% of the overall resource allocation and due to the proposed method of reduction no individual customer grouping or communities will be adversely disadvantaged. The Library Service will seek to affect increased discounts from book suppliers wherever possible and strategically purchase a greater portion of paper book items that are less expensive.

4.3.3 Maintenance of School Buildings – 50/50 Funding with Schools £333k (Public Impact: Medium)

Following the introduction of the Fair Funding Regulations in 2000, the Directorate retained a residual revenue budget to assist with supporting lower value capital schemes. In recent years this budget has typically been used to enhance the core capital programme by offering assistance on a 50/50 basis to support school projects. Schools presently submit bids annually in the Autumn term for consideration for the following financial year. This proposal will have little or no impact upon compliance with statutory maintenance but will adversely affect school condition survey work.

The proposal involves removing the budget of £333k in its entirety in 2018/19. It is acknowledged that this will have an adverse effect on school buildings with the potential to accelerate their depreciation and worsen their general condition.

To mitigate this effect, it is proposed that consideration is given to utilising Local Management of Schools (LMS) contingency balances to support continued investment with schools in school buildings. It is specifically suggested that a sum of £830k is earmarked over 3 years (£330k in year 1 and £250k in each of the following 2 years) to support schemes, particularly with regards to bids relating to fire risk and health & safety works.

The letter requesting bids from schools for 2018/19 projects has already been sent out to schools on the basis of 50/50 funding. It is therefore suggested that the 50/50 commitment is retained for 2018/19 but funded from LMS Contingency.

This arrangement would have the benefit of continuing to support school capital projects but utilising LMS contingency funds for the Central Education proportion, thereby fulfilling the MTFP proposals.

4.3.4 SPLD Teachers Team (Specific Learning Difficulties) – Removal of Vacant Posts - £66k (Public Impact: Medium)

The SPLD Teachers Team currently has a structure which equate to 10.2 full time equivalents. Following the retirement of 2 postholders (equating to 1.4 FTE's), it is proposed that these vacant posts are deleted from the structure contributing a saving of £66k towards the Directorates savings target. In 2017/18 the budget for this Team is £484k.

The Team work with Schools supporting children with disabilities and with a range of additional learning needs. For those children / young people with the most complex needs and with a Statement of Special Educational Need (legal document), there are no consequences relating to this proposal. The provision of support would only be changed following a Statement Review.

For children / young people at School Action Plus (SA+), it is the schools responsibility to ensure that the needs of pupils with additional needs are met, working closely with the Local Authority to ensure that appropriate support / interventions are in place. Again service delivery will be unaffected for this group by this proposal.

Whilst there is a potential for this to impact on the children & young people who meet the criteria for support, existing staff members and schools, this is not currently the case. This scenario would only arise if there were a significant increase in the number of referrals, there are currently no capacity issues. The only notable difference following the retirement of the 2 postholders is that the Team has not provided any additional generic support, however this support is already provided by the Advisory Teacher Team.

Current service delivery will be unaffected by the proposal as the posts are already vacant.

4.3.5 School Improvement Initiatives – Budget Reduction - £120k (Public Impact: Medium)

This proposal is to reduce the budget available for targeted School Improvement Initiatives, in 2017/18 the budget is £250k. This funding is directed by the Chief Education Officer and is targeted at Schools which get into difficulty from a school improvement point of view. As a result of decreasing numbers of schools at higher risk categories, this level of reduction is achievable at this time. The need to utilise this budget varies from year to year and the level of funding provided to support a school is reviewed and assessed on a case by case basis.

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

In the short term it is not anticipated that there will be any significant impact by reducing this budget provision, although this position is dependent on circumstances in our schools. This budget reduction has been identified as low impact in the short term, assuming that the Chief Education Officer could request approval for use of Education balances. However, this is not a long term solution, hence the assessment rising to a potential medium impact in the future.

4.3.6 Libraries – Removal of Newspapers and Reduction in Online Subscriptions - £20k (Public Impact: Medium)

This savings proposal includes the withdrawal of hard copy newspapers (local & national) from all Library sites (£10k) and a reduction in online subscriptions (£10k). This proposal is for the removal of the full £10k budget provision for newspapers and £10k of a £15k budget for subscriptions.

The removal of hard copy daily newspapers across all 18 static libraries will impact on customers who visit to read this material. However the following mitigating steps will be introduced and managed in advance of the withdrawal of newspapers to assist all users in adjusting to the changes in provision:

- Staff in libraries will promote access to online newspaper editions both of local and national titles where they are freely available.
- In each library at least one internet terminal will be allocated to newspaper access on a booking basis and all 250 computers provided in the County Boroughs libraries will clearly promote online editions of popular titles.
- Customers who require mediated access to online newspaper titles will be assisted by library staff, again supporting the transition to the alternative provision.
- Subject to the outcome of this proposal, the intention would be to introduce the above adjustments for at least 2 months prior to the final date of hardcopy newspaper removal.

In addition to the proposed withdrawal of newspapers, reductions in online information subscriptions, withdrawal from the pan UK Inter-Library Loans system “Unity” and other back office savings associated with book stock processing will provide a further £10k saving.

The withdrawal of a number of online information databases (including Britannica) will not disproportionately impact on any customer grouping or community within the County Borough. The level of present usage of Britannica and Law & Rights online does not merit their continued provision at a cost of £1.68 per use for the electronic encyclopaedia. Alternative free online resources such as Wikipedia will be promoted to customers who may require this type of service.

The impact of streamlining inter library loan arrangements and licensing costs for online catalogue records will have a small effect on some individual customers who may wish to request books or other materials that prove challenging to source via the South Wales Cooperative Library inter lending initiative. It is anticipated that the South Wales Library Scheme would be able to accommodate 97% of all future customer requests based on performance data for 2015 to 2017.

Whilst staff in libraries may be affected by the introduction of new processes and methods of working in respect of requests and new stock purchased, this change is considered to be relatively minor.

4.3.7 Youth Service – Reduction in Contribution to GAVO for Holiday Scheme Co-Ordinator - £15k (Public Impact: Medium)

Since 2008, the Youth Service has supported the employment of a full time Holiday Scheme Co-Ordinator (employed by GAVO) whose function is to advise and support any groups considering the provision of School holiday period-specific activity for children and young people between the ages of 8 to 18 years. Although a Steering Group to inform this role has been in place since inception, this has not completely enabled the role to be focussed on holiday specific activity support as originally envisaged.

The proposal would reduce the current funding of £40k in 2017/18 to £25k for 2018/19, prior to 2017/18 financial support from the Authority was £50k. This level of reduction is intended to strike a balance between making the necessary savings and enabling in part a level of continued support of a partner group.

The “medium” impact assessment is not in relation to the impact on service users but refers to the potential impact on GAVO. There will be minimal impact on service users, as the Youth Service would take up any shortfall in capacity.

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities impact assessment has been completed for all the 2018/19 savings proposals that are expected to have an impact on the public. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process. Details contained in appendix 1 to 5.
- 6.2 Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

7. FINANCIAL IMPLICATIONS

- 7.1 As detailed throughout the report.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

- 9.1 Consultation discussions and responses have been reflected in this report.
- 9.2 The Authority's wider budget consultation is running from 13th November 2017 to the 8th January 2018, details included in Draft Budget Proposals to Cabinet on 15th November 2017.

10. RECOMMENDATIONS

- 10.1 Members of the Scrutiny Committee are asked to consider and comment upon the range of savings proposals outlined in this report.
- 10.2 Members support a report to Cabinet recommending use of a total of £830k of LMS contingency balances, towards the maintenance of school buildings for a period of 3 years.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that the views of the Scrutiny Committee are considered prior to savings proposals being presented to Cabinet on 14th February 2018 and then Council on the 20th February 2018.

12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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E-mail: southj@caerphilly.gov.uk

Consultees: Chris Burns, Interim Chief Executive
Keri Cole, Chief Education Officer
Sue Richards, Interim Head of Service – Education, Planning and Strategy
Gareth H Evans, Senior Manager Libraries
Paul O’Neill, Senior Youth Service Manager
Sarah Ellis, Lead for Inclusion and ALN
Councillor Philippa Marsden, Cabinet Member for Education & Lifelong Learning
Stephen R Harris, Acting Head of Corporate Finance
Councillor Barbara Jones, Deputy Leader and Cabinet Member for Corporate Services
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Lynne Donovan, Acting Head of HR and Organisational Development

Appendices:

Appendix 1: Equality Impact Assessment – Library Service Savings Proposals
Appendix 2: Equality Impact Assessment – Maintenance of School Buildings Proposal
Appendix 3: Equality Impact Assessment – SPLD Team – Vacant Posts Proposal
Appendix 4: Equality Impact Assessment – School Improvement Initiative Reduction
Appendix 5: Equality Impact Assessment – Youth Service – Reduction in funding GAVO

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL *	Education and Lifelong Learning 2018-19 Saving Proposals: Low Impact – Reduction in Book Fund £25,000 Medium Impact – Reduction in Newspapers & Online Subscriptions £20,000
DIRECTORATE	Education and Lifelong Learning
SERVICE AREA	Libraries
CONTACT OFFICER	Gareth Evans Senior Manager Libraries Lisa Thomas Acting Senior Manager Libraries
DATE FOR NEXT REVIEW OR REVISION	6 monthly review in the first instance, followed by annual for a 2 year period.

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Education and Lifelong Learning 2018-19 Saving Proposals:</p> <p>Low Impact – Reduction in Book fund £25,000</p> <p>This saving proposal area includes:</p> <ul style="list-style-type: none">• Top slicing of book fund expenditure to equally impact all areas of stock with little to no direct effect on customer provision. <p>Medium Impact – Reduction in Newspapers & Online Subscriptions £20,000</p> <p>This saving proposal area includes:</p> <ul style="list-style-type: none">• Withdrawal of remaining hard copy Newspapers both local and national from all Library sites.• Reduction in online information subscriptions including Britannica.• Withdrawal from pan UK Inter-Library Loans system 'Unity'.• Reduction in licencing costs for the processing of new catalogue records for local and ephemeral items.
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Low Impact – Reduction in Book fund £25,000</p> <p>No individual customer groupings or communities will be adversely disadvantaged. The budget reduction proposed, £25,000, represents 6.5% of the overall resource allocation and will be top sliced equally to ensure the minimum impact on the number and quality of materials acquired for the public.</p> <p>The County Borough Library Service will seek to affect increased discounts from book suppliers wherever possible and strategically purchase a greater proportion of paperback items that are less expensive.</p> <p>Customers generally may experience longer waiting times for new or requested items of stock though this should be extremely rare as the level of saving outlined will be minimal.</p>

Medium Impact – Reduction in Newspapers & Online Subscriptions £20,000 in total

Withdrawal of remaining hard copy Newspapers both local and national from all Library sites (£10k).

It is anticipated that there will be some direct impact from the withdrawal of daily Newspapers across all 18 static libraries. Customers who visit Libraries to read these materials will be affected in the first instance by the lack of hard copy resources. It should however be noted that the following mitigating steps will be introduced and managed in advance of the withdrawal of Newspapers to assist all users to adjust to the changes in provision:

1. Staff at Libraries will promote access to online Newspaper editions both of local and national titles where they are freely available.
2. In each Library at least one Internet Terminal will be allocated to Newspaper access on a booking basis and all 250 computers provided in the County Boroughs Libraries will clearly promote online editions of popular titles thus increasing the level of access that the wider public currently have to these resources.
3. Customers who require supported access to online Newspaper titles will be assisted by Library staff to make the transition to the alternative provision.
4. The above measures will be introduced 2 months before the date of final Newspaper withdrawal to support the transition period for those customers worst affected.

Reduction in online information subscriptions including Britannica (£10k).

The withdrawal of a number of online information databases will not disproportionately impact on any one customer grouping or community within the County Borough. The level of present usage of Britannica and Law & Rights Online does not merit their continued provision with a cost of £1.68 per use for the electronic Encyclopaedia. Alternative free online resources such as Wikipedia will be promoted to customers who may require this type of service.

A number of other Online information tools will be retained including:

- Go Citizen (Citizenship resource)
- Driving Theory Test
- Ancestry/Find my Past (Genealogical resources)

Withdrawal from pan UK Inter-Library Loans system 'Unity' and other back office savings associated with book stock processing.

The impact of streamlining inter library loan arrangements and licencing costs for online catalogue records will have a small effect on some individual customers who may wish to request books or other materials that prove challenging to source via the South Wales cooperative Library inter lending initiative 'Books 4 U'. If the materials required are deemed urgent then the option to borrow materials from the British

Library will be considered on a needs basis. It is anticipated that the South Wales Library scheme 'Books 4 U' can accommodate 97% of all future customer requests based on performance data for 2015 to 2017. The cost of 'Books 4 U' is relatively minor for each Local Authority partner.

Staff in Libraries may be affected by the introduction of new processes and methods of working in respect of requests and new stock purchased, though this is considered to be relatively minor.

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>No individual customer groupings will be disadvantaged by either the low or medium impact saving proposals identified in 2 above.</p> <p>As noted in section 2 a number of contingency measures will be put in place to ensure customers are able to adjust successfully to Newspaper online and to address urgent book or other material requests that cannot be sourced within the South Wales area.</p>
	<p>Actions required:</p> <p>See section 2 for detailed actions proposed by the County Borough Library Service.</p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>As noted above no individuals or groups regardless of race, gender, sexuality, age, language, or religious belief will be adversely disadvantaged by the saving proposals and operational changes outlined in this Equality Impact Assessment.</p> <p>Reductions to the book fund will be managed across all areas of spend equally and represent 6.5% of the total allocation for 2017-18.</p> <p>Hard copy Newspapers once removed will be provided via free online editions where available and promoted to all with staff guided assistance.</p>
	<p>Actions required:</p> <p>Not Applicable.</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>No impact anticipated from saving proposals for 2018-19.</p>
	<p>Actions required:</p> <p>Not applicable.</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The saving proposals under consideration are not focused on one user group or community they address areas of provision that are universally accessed and the changes envisaged can be managed in new/different ways that will support customer to maintain their access to books, online content, and resources in different formats.</p>
	<p>Actions required:</p> <p>See above.</p>

CONSULTATION

<p>7</p>	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>No specific consultation on the book fund reduction planned has taken place as the savings identified will have little or no impact on individual users.</p> <p>The process of reducing and shortly withdrawing the Newspaper resource fund has taken place over a number of years as Journal and Paper subscriptions have seen managed reductions.</p> <p>Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.</p>
	<p>Actions required:</p> <p>During the roll-out period of online Newspaper resources, and withdrawal of hard copy print titles, customer comments and experiences will be assessed to review if any transitional improvements can be made.</p>

MONITORING AND REVIEW

<p>8</p>	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Customer feedback for both low and medium impact proposals will be collected as part of the Library Services normal operation. All service points operate user surveys as a matter of course and comments made are given appropriate consideration and responses. The impact of small book fund reductions and amendments to electronic information offer should lead to few or no complaints as alternative delivery routes or stock sourcing will be employed to ensure continuity in the Library offer.</p> <p>The withdrawal of hard copy Newspapers will be managed in parallel to the promotion of free online editions where available, this will allow customers time to adjust to the changes in provision and for the Library Service to consider any comments received.</p>
	<p>Actions required:</p> <p>See above.</p>

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>All customer comments will be considered and responded to separately. The feedback from the withdrawal of hard copy Newspapers will be assessed closely and any additional mitigating actions required introduced to support customers to continue to benefit from up to date information albeit in a different format.</p> <p>The number of requests for book and other materials will be monitored as part of the County Borough Library Service's Annual Public Library Standards return and if needed alternative sourcing options considered including loans from the British Library in exceptional cases.</p> <p>The County Borough Library Service consults its customers on a bi-annual basis by Children and Adult Public Library User Surveys that are nationally recognised. Both survey forms include satisfaction questions relating to choice of stock and information provision.</p>
	<p>Actions required:</p> <p>See above.</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not at this time.</p>
	<p>Actions required:</p> <p>Not applicable.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Low Impact – Reduction in Book fund £25,000</p> <p>No individual customer groupings or communities will be adversely disadvantaged. The budget reduction proposed, £25,000, represents 6.5% of the overall resource allocation and will be top sliced equally to ensure the minimum impact on the number and quality of materials acquired for the public.</p>
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The County Borough Library Service will seek to affect increased discounts from book suppliers wherever possible and strategically purchase a greater proportion of paperback items that are less expensive.

Customers generally may experience longer waiting times for new or requested items of stock though this should be extremely rare as the level of saving outlined will be minimal.

Medium Impact – Reduction in Newspapers & Online Subscriptions £20,000 in total

Withdrawal of remaining hard copy Newspapers both local and national from all Library sites (£10k).

It is anticipated that there will be some direct impact from the withdrawal of daily Newspapers across all 18 static libraries. Customers who visit Libraries to read these materials will be affected in the first instance by the lack of hard copy resources. It should however be noted that the following mitigating steps will be introduced and managed in advance of the withdrawal of Newspapers to assist all users to adjust to the changes in provision:

1. Staff at Libraries will promote access to online Newspaper editions both of local and national titles where they are freely available.
2. In each Library at least one Internet Terminal will be allocated to Newspaper access on a booking basis and all 250 computers provided in the County Boroughs Libraries will clearly promote online editions of popular titles thus increasing the level of access that the wider public currently have to these resources.
3. Customers who require supported access to online Newspaper titles will be assisted by Library staff to make the transition to the alternative provision.
4. The above measures will be introduced 2 months before the date of final Newspaper withdrawal to support the transition period for those customers worst affected.

Reduction in online information subscriptions including Britannica (£10k).

The withdrawal of a number of online information databases will not disproportionately impact on any one customer grouping or community within the County Borough. The level of present usage of Britannica and Law & Rights Online does not merit their continued provision. Alternative free online resources such as Wikipedia will be promoted to customers who may require this type of service.

A number of other Online information tools will be retained including:

- Go Citizen (Citizenship resource)
- Driving Theory Test
- Ancestry/Find my Past (Genealogical resources)

	<p>Withdrawal from pan UK Inter-Library Loans system 'Unity' and other back office savings associated with book stock processing.</p> <p>The impact of streamlining inter library loan arrangements and licencing costs for online catalogue records will have a small effect on some individual customers who may wish to request books or other materials that prove challenging to source via the South Wales cooperative Library inter lending initiative 'Books 4 U'. If the materials required are deemed urgent then the option to borrow materials from the British Library will be considered on a needs basis. It is anticipated that the South Wales Library scheme 'Books 4 U' can accommodate 97% of all future customer requests based on performance data for 2015 to 2017. The cost of 'Books 4 U' is relatively minor for each Local Authority partner.</p> <p>Staff in Libraries may be affected by the introduction of new processes and methods of working in respect of requests and new stock purchased, though this is considered to be relatively minor.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Copies of this Equality Impact Assessment will be made available for public inspection and feedback in all 18 static Library locations.</p> <p>EIA included in Report to Education for Life Scrutiny 7th December 2017.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Gareth Evans
Date:	15 th November 2017
Position:	Senior Manager Libraries
Name of Head of Service:	Sue Richards

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL *	Maintenance of School Buildings – 50/50 funding with Schools (£333k)
DIRECTORATE	Education and Lifelong Learning
SERVICE AREA	Planning & Strategy
CONTACT OFFICER	Sue Richards, Interim Head of Service – Education, Planning & Strategy
DATE FOR NEXT REVIEW OR REVISION	Autumn 2018

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This proposal involves removing in full the £333k budget currently utilised towards jointly funded school projects of a capital nature.</p> <p>In recent years this budget has been typically used to enhance the core capital programme by offering assistance on a 50/50 basis to support school projects.</p> <p>Schools presently submit bids annually in the Autumn Term for consideration for the following financial year.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>It is acknowledged that this proposal will have an adverse effect on school buildings with the potential to accelerate their depreciation and worsen their general condition.</p> <p>Schools will be impacted as it removes a current source of 50/50 funding, accepting that this funding is subject to a bid process.</p> <p>To mitigate this effect, it is proposed that consideration is given to utilising Local Management of Schools (LMS) contingency balances to support continued investment with schools in school buildings.</p> <p>It is suggested that a sum of £830k is earmarked over 3 years [Year 1 - £330k; Year 2 - £250k; Year 3 - £250k] to support building related schemes, particularly with regards to bids relating to fire risk and health & safety works.</p> <p>This arrangement would have the benefit of continuing to support school capital projects but utilising LMS contingency funds for the Central Education proportion, thus fulfilling the MTFP proposals.</p>

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Subject to the appropriate approval to utilise LMS contingency balances, all Schools through a bidding process, would be able to apply for funding. Priority being given to applications relating to fire safety and health & safety projects.</p>
	<p>Actions required:</p> <p>Report to Cabinet with regards to the proposal to access LMS Contingency balances for a period of 3 years.</p>
<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Subject to the approval of the use of balances, low impact in the first few years. In the medium to longer term potential significant impact with regards to pressure on school budgets and the condition of buildings.</p> <p>In future years increased pressure on capital spend requirements, impacting on the Education capital budget.</p>
	<p>Actions required:</p> <p>No further actions currently.</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>Not Applicable</p>
	<p>Actions required:</p> <p>Not Applicable</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>In the short term, subject to the approval of the use of LMS Contingency balances, minimal impact on users / schools.</p>
	<p>Actions required:</p> <p>Report to Cabinet with regards to the proposal to access LMS Contingency balances for a period of 3 years.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Savings proposals for 2018/19 will be presented to Education for Life Scrutiny on 7th December 2017.</p> <p>Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.</p>
	<p>Actions required:</p> <p>As above.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <ul style="list-style-type: none"> - Feedback from Scrutiny Members - Feedback from Schools - Condition Surveys (as part of normal cycle) - Regular meetings with Property Services
	<p>Actions required:</p> <p>Ongoing monitoring as part of normal service delivery.</p>

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <ul style="list-style-type: none"> - Feedback from Schools - Condition Surveys (as part of normal cycle) - Regular meetings with Property Services
	<p>Actions required:</p> <p>Ongoing monitoring as part of normal service delivery.</p>

<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not applicable.</p>
	<p>Actions required:</p> <p>Not applicable.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>To mitigate this effect, it is proposed that consideration is given to utilising Local Management of Schools (LMS) contingency balances to support continued investment with schools in school buildings.</p> <p>It is suggested that a sum of £830k is earmarked over 3 years [Year 1 - £330k; Year 2 - £250k; Year 3 - £250k] to support building related schemes, particularly with regards to bids relating to fire risk and health & safety works.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in Report to Education for Life Scrutiny 7th December 2017.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jane Southcombe
Date:	27 th November 2017
Position:	Finance Manager (Education & Lifelong Learning & Schools)
Name of Head of Service:	Sue Richards

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL*	SPLD (Specific Learning Difficulties) Teachers Team (£66k)
DIRECTORATE	Education & Lifelong Learning
SERVICE AREA	Inclusion Services
CONTACT OFFICER	Sarah Ellis, Lead for Inclusion and ALN
DATE FOR NEXT REVIEW OR REVISION	Review at the end of academic year 2017/18.

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The SpId teacher team has a full time equivalency of 10.2 with 1.4 vacant posts. The proposal is to contribute to the savings proposals for 2018/2019 by deleting these vacant posts from the structure thus saving £66k.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Those who may be affected by this proposal:</p> <ul style="list-style-type: none">• Existing staff members• Children and young people who meet the criteria for input from the SPId team• Schools <p>Whilst there is a potential for this savings proposal to impact on children & young people who meet the criteria for support, existing staff members and schools, this is not currently the case. There are currently no capacity issues, consequently current service delivery will be unaffected by the proposal as the posts are already vacant.</p>

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Any potential reduction in the staffing complement will need to consider the impact on the groups identified above. It is considered that the proposals will not have any detrimental effect on the service to schools or young people. These posts are already vacant. Service users will continue to have access to appropriate intervention based on identified criteria as is currently the case.</p>
	<p>Actions required: The LA will need to consider timely and effective support to ensure that needs are met. Any further reduction may necessitate a review of criteria / access to the service.</p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Children with disabilities and with a range of additional learning needs access support from schools and the Local Authority (LA) as appropriate. Children/ young people with the most complex needs usually have a statement of special educational need (in accordance with the SEN Code of Practice for Wales). This is a legal document which sets out the child/ young person's needs and the provision necessary to meet them. There would be no direct effect of the proposal for children/young people with statements as if it is considered that they require specific support this is written into the statement. This provision can only be changed following a review. There are no consequences relating to the proposal for this group.</p> <p>For children/ young people at School Action plus (SA+) (in accordance with the SEN Code of Practice for Wales), it is the schools responsibility to ensure that the needs of pupils with additional needs are met working with the LA to ensure appropriate support / interventions are in place.</p> <p>Service delivery will be unaffected by the proposal as the posts are already vacant.</p>
	<p>Actions required: No further actions required.</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</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>The proposal would not have any effect on the opportunities for persons to use the Welsh language or contribute to Welsh language being treated less favourably than the English language.</p>
	<p>Actions required:</p> <p>No further actions required.</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Reduction of the service due to retirements has meant that the SPLD teachers do not provide generic support. This is already provided by the Advisory Teacher (AT) team. These two posts are already vacant and there has been no impact on service delivery to the cohort of children identified as having Spld. Information indicates that referrals for the SPld service have reduced in 17/18 to date compared with 16/17. It is hypothesised that this may have been impacted by changes in service delivery, referral mechanisms and alignment of services across Education Psychology Service / AT's.</p>
	<p>Actions required:</p> <p>No further actions required.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with service users.</p> <p>Savings proposals for 2018/19 will be presented to Education for Life Scrutiny on 7th December 2017.</p> <p>Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.</p>
	<p>Actions required:</p> <p>Report to Education For Life Scrutiny 7th December 2017.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>No specific monitoring required above normal service delivery monitoring.</p>
	<p>Actions required:</p> <p>No further actions required.</p>

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Not applicable</p>
	<p>Actions required:</p> <p>Not applicable.</p>

<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No training requirements from this proposal.</p>
	<p>Actions required:</p> <p>Not applicable.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Based on current levels of demand, it is considered that this proposal will not have any detrimental effect on the service to children & young people, schools and staff.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>On-going review as part of normal service delivery.</p> <p>Report to Education For Life Scrutiny 7th December 2017.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Sarah Ellis
Date:	27 th November 2017
Position:	Lead for Inclusion & ALN
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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NAME OF NEW OR REVISED PROPOSAL *	School Improvement Initiatives – Budget Reduction (£120k)
DIRECTORATE	Education and Lifelong Learning
SERVICE AREA	Learning, Education & Inclusion
CONTACT OFFICER	Keri Cole
DATE FOR NEXT REVIEW OR REVISION	Termly Review

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

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This proposal is to reduce the funding (currently £250k) set aside to support schools which get into difficulty from a school improvement point of view. These situations are normally linked to inspection outcomes and more recently to national categorisation.</p> <p>As a result of decreasing numbers of schools in higher risk categories this level of reduction is achievable at this time.</p> <p>However, this is on the condition that should “emergency” funds be required, there is a potential to access funding from reserves, subject to the appropriate approval.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Funding has been used to support additional staffing (teachers / teaching assistants) for specified interventions for pupils. It has sometimes been used to improve a particular learning environment which has been highlighted as in need. It has also been used to purchase vital resources to build leadership capacity and mentoring on a temporary basis.</p>

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>As described previously, this allocation of funding is linked to the delivery of Post Inspection Action Plans and national categorisation.</p>
	<p>Actions required:</p> <p>Ongoing monitoring with EAS (Education Achievement Service).</p>
<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>None anticipated currently.</p>
	<p>Actions required:</p> <p>None</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</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>None</p>
	<p>Actions required:</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Estyn Reports (available on the Estyn website) and national categorisation information (available on My Local School website).</p>
	<p>Actions required:</p> <p>None.</p>

CONSULTATION

<p>7</p>	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Savings proposals for 2018/19 will be presented to Education for Life Scrutiny on 7th December 2017.</p> <p>Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.</p>
	<p>Actions required:</p> <p>As above.</p>

MONITORING AND REVIEW

<p>8</p>	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This area of need is monitored through monthly intervention panels with Cabinet Member, Chair of Scrutiny, EAS, LA Senior Staff, Headteachers and Chair of Governors of identified schools. It will also be monitored through "schools causing concerns" meetings between the Local Authority and EAS.</p>
	<p>Actions required:</p> <p>As above.</p>

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Evaluations incorporated into the outcomes of intervention planning meeting process and the schools causing concern regional meetings.</p>
	<p>Actions required:</p> <p>As above.</p>

<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not applicable.</p>
	<p>Actions required:</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Reduction in the number of schools identified to access this funding, means that individual schools can still be supported.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>EIA included in Report to Education for Life Scrutiny 7th December 2017.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Jane Southcombe
Date:	28 th November 2017
Position:	Finance Manager (Education & Lifelong Learning and Schools)
Name of Head of Service:	Keri Cole

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL *	GAVO Holiday Scheme Coordinator funding (Gwent Association of Voluntary Organisations) - £15k
DIRECTORATE	Education & Lifelong Learning
SERVICE AREA	Youth Service
CONTACT OFFICER	Paul O'Neill
DATE FOR NEXT REVIEW OR REVISION	Annual review as part of normal cycle.

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The continued grant funding to an external partner, though at a reduced level, that will support the GAVO role of Holiday scheme coordinator.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Broadly, those requiring support to deliver activities in school holiday periods could be affected, should the proposed reduction in funding support impact on the continuation of the service by the host agency. No equalities-related impact is anticipated.</p>

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposals ensure that all have equal access to the service and that no particular group or type of individual is affected to any greater extent than any other.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • Confirm host agency’s intentions regarding the continuation of this service. • As necessary, arrange for coverage of any subsequently outstanding key elements of the post by the Youth Service.
<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Output/results of the work-streams associated with this post have been reviewed in this light and there are no diversity-related implications.</p>
	<p>Actions required:</p> <p>None</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>No impact.</p>
	<p>Actions required:</p> <p>None</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The group support nature of the role is such that individual users are not engaged, therefore individual beneficiary profiles are not available. However, there is no apparent imbalance in the support available to participating groups of any kind.</p>
	<p>Actions required:</p> <p>None.</p>

CONSULTATION

<p>7</p>	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Initial discussions have been held with GAVO around the principle of reducing funding.</p> <p>Savings proposals for 2018/19 will be presented to Education for Life Scrutiny on 7th December 2017.</p> <p>Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.</p>
	<p>Actions required:</p> <p>Discussions ongoing with GAVO.</p>

MONITORING AND REVIEW

<p>8</p>	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>There is in place a system of contact and support between the host agency (GAVO) and the funding agency (CCBC Youth Service) which remains regardless of funding levels.</p>
	<p>Actions required:</p> <p>Ensure that monitoring arrangements remain in place.</p>

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The activity and function of this post is subject to formalised annual review and also via a steering group mechanism.</p>
	<p>Actions required:</p> <p>Ensure that the annual review process and other support mechanisms remains in place.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>N/A in this respect.</p>
	<p>Actions required:</p> <p>None</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>There will be minimal impact on service users, as the Youth Service would take up any shortfall in capacity.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>To be applied in all relevant cases.</p> <p>EIA included in Report to Education for Life Scrutiny 7th December 2017.</p>
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	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.
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Completed by:	Paul O'Neill
Date:	22/11/17
Position:	Senior Youth Service Manager
Name of Head of Service:	Keri Cole

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