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**Date: 26th November 2018**

Dear Sir/Madam,

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

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

Yours faithfully,

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

**Christina Harrhy**  
INTERIM CHIEF EXECUTIVE

## AGENDA

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

Councillors and Officers are reminded of their responsibility to declare any personal and/or prejudicial interest(s) in respect of any 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

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



To receive and consider the following reports:-

- |   |   |         |
|---|---|---------|
| 3 | Draft Budget Proposals for 2019/20.   | 1 - 16  |
| 4 | 2019/20 Draft Savings Proposals for Corporate Services and Miscellaneous Finance. | 17 - 84 |

**Circulation:**

Councillors M.A. Adams, Mrs E.M. Aldworth, K. Etheridge, Mrs C. Forehead, Miss E. Forehead, L. Harding, G. Johnston, G. Kirby (Vice Chair), C.P. Mann, Mrs D. Price, J. Pritchard (Chair), J. Ridgewell, R. Saralis, Mrs M.E. Sargent, J. Taylor and L.G. Whittle

And Appropriate Officers

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## **SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 3RD DECEMBER 2018**

**SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20**

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

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

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



## CABINET - 14TH NOVEMBER 2018

**SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20**

**REPORT BY: DIRECTOR OF EDUCATION & CORPORATE SERVICES**

### 1. PURPOSE OF REPORT

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

### 2. SUMMARY

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

### 3. LINKS TO STRATEGY

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

### 4. THE REPORT

#### 4.1 Headline Issues in the Provisional Settlement

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

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

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

## 4.2 2019/20 Draft Budget Proposals

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

Table 1 – Summary

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

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

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

Table 2 – Whole Authority Cost Pressures

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

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

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

Table 3 – Inescapable Service Pressures and Other Service Commitments

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

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

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

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

### 4.3 2019/20 Draft Savings Proposals

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

Table 4 – Draft Savings Proposals 2019/20

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

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

#### 4.4 Council Tax Implications 2019/20

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

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

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

#### 4.5 Financial Outlook for Future Years

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



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

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

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

## **6. EQUALITIES IMPLICATIONS**

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

## **7. FINANCIAL IMPLICATIONS**

- 7.1 As detailed throughout the report.

## **8. PERSONNEL IMPLICATIONS**

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

## **9. CONSULTATIONS**

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

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

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

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

## **10. RECOMMENDATIONS**

10.1 Cabinet is asked to: -

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

## **11. REASONS FOR THE RECOMMENDATIONS**

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

## **12. STATUTORY POWER**

12.1 The Local Government Acts 1998 and 2003.

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

Background Papers:

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

Medium-Term Financial Strategy 2019/2024.

Appendices:

Appendix 1 Updated Medium Term Financial Plan

Appendix 2 2019/20 Permanent savings Proposals

Appendix 3 2019/20 Temporary Savings Proposals

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

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

## 2019-20 Permanent Savings Proposals

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

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

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

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



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

## 2019-20 Temporary Savings Proposals

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



## **SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 3RD DECEMBER 2018**

**SUBJECT: 2019/20 DRAFT SAVINGS PROPOSALS FOR CORPORATE SERVICES AND MISCELLANEOUS FINANCE**

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

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### **1. PURPOSE OF REPORT**

- 1.1 To provide the Scrutiny Committee with details of the 2019/20 draft savings proposals for the Corporate Services Directorate and Miscellaneous Finance.
- 1.2 To seek views from the Scrutiny Committee prior to final 2019/20 budget proposals being presented to Cabinet and Council in February 2019.

### **2. SUMMARY**

- 2.1 At its meeting on the 14<sup>th</sup> November 2018, Cabinet was presented with details of draft revenue budget proposals for the 2019/20 financial year, including savings proposals across the Council amounting to £14,660k.
- 2.2 This report provides details of the proposed 2019/20 savings for the Corporate Services Directorate and Miscellaneous Finance. As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report prior to final 2019/20 budget proposals being presented to Cabinet and Council in February 2019.

### **3. LINKS TO STRATEGY**

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

## 4. THE REPORT

### 4.1 Summary of savings proposals for Corporate Services and Miscellaneous Finance

4.1.1 The 2019/20 savings proposals for the Corporate Services Directorate and Miscellaneous Finance total £3,108k. Appendix 1 provides details of proposed permanent reductions in budgets with Appendix 2 providing details of temporary budget reductions for the 2019/20 financial year only. The overall position is summarised below: -

Savings Proposals	Corporate Services £000's	Misc. Finance £000's	Total £000's
<b>Savings proposals with no public impact</b>	<b>1,626</b>	<b>398</b>	<b>2,024</b>
<b>Savings proposals with a public impact: -</b>			
• Corporate Finance – Vacant post in Housing Benefits.	27		<b>27</b>
• Corporate Finance – New Burdens funding.	42		<b>42</b>
• Customer Services – Management/Team Leader restructure.	108		<b>108</b>
• Customer Services – Potential retirement.	26		<b>26</b>
• Corporate Policy – Reduction in Voluntary Sector Service Level Agreements (SLAs).	42		<b>42</b>
• Corporate Policy – Reduction in Technical Assistance budget.	5		<b>5</b>
• Corporate Policy – Reduction in Well-being budget.	10		<b>10</b>
• Corporate Property – Temporary 20% reduction in Property Maintenance budget.	309		<b>309</b>
• Deletion of Communities match funding budget.		15	<b>15</b>
• Deferred borrowing – 4.4% reduction.		500	<b>500</b>
<b>Total Proposed Savings: -</b>	<b>2,195</b>	<b>913</b>	<b>3,108</b>

### 4.2 Savings proposals with no public impact (£2,024k)

4.2.1 'Nil impact' savings proposals consist in the main of vacancy management, budget realignment and minor changes to service provision.

### 4.3 Corporate Finance – Vacant post in Housing Benefits and New Burdens funding - Proposed saving of £69k (low public impact)

4.3.1 The deletion of the vacant post will not impact on current performance, but if the post was filled and the New Burdens grant was used to create more posts it would be very likely that performance would improve. The key measures of performance are speed in respect of processing of claims and changes in circumstances, together with accuracy of process.

### 4.4 Customer Services – Management/Team Leader restructure and potential retirement – Proposed saving of £134k (low public impact)

4.4.1 In August 2018 the Authority appointed a new Head of Customer and Digital Services. The service now incorporates Customer Services, ICT, Procurement and Central Services. As a result of bringing together these services there is a clear need for service redesign. The

proposed resource restructure for Customer Services is part of a much wider service redesign which will set a vision and strategy for future service delivery in a modern digital environment.

#### **4.5 Corporate Policy – Reduction in Voluntary Sector Service Level Agreements (SLAs) – Proposed saving of £42k (medium public impact)**

4.5.1 The Corporate Policy Unit currently has three Service Level Agreements (SLAs) with the voluntary sector totalling £250k. The organisations that deliver services, in partnership with the local authority, under this budget are Caerphilly and Blaenau Gwent Citizens Advice Bureau (CAB), Groundwork and the Gwent Association of Voluntary Organisations. For 2019/20 it is proposed to implement a percentage reduction across all three agreements to achieve a saving of £42k. Each SLA has a defined focus; the CAB agreement supports free, confidential and impartial advice to county borough residents on a range of issues. It is proposed that an agreement to the value of £137k will remain. The agreement with Groundwork supports projects that develop sustainable communities and allows people to access qualifications in horticulture to increase employment prospects. It is proposed that an agreement to the value of £36k will remain. The agreement with the Gwent Association of Voluntary Organisations supports third sector organisations to grow and develop. It is proposed that an agreement to the value of £35k will remain.

#### **4.6 Corporate Policy - Reduction in Technical Assistance budget - Proposed saving of £5k (low public impact)**

4.6.1 The Technical Assistance Budget is used to support technical advice and guidance for the required professional assessments and fees to allow access to sources of external funding for third sector organisations e.g. Big Lottery funding, Welsh Government Community Facilities Fund and the local authority Community Regeneration Fund. Support is provided for architect fees, legal fees, and surveyor costs. The proposed reduction will leave a remaining budget of £10k.

4.6.2 Members should note that there is also a 2019/2020 draft savings proposal within the Communities Directorate to permanently reduce the budget for the Community Regeneration Fund by £50k with an additional temporary reduction of £50k for 2019/2020 only. Support through the current Community Regeneration Fund will therefore temporarily cease for the 2019/20 financial year.

#### **4.7 Corporate Policy - Reduction in Well-Being budget - Proposed saving of £10k (low public impact)**

4.7.1 The well-being budget supports a range of small scale well-being activity among partners and working with the community on initiatives to support health, sustainability, environmental projects and 50+ initiatives. For 2019/20 it is proposed that the budget reduces from £31k to £21k. The proposal is that a smaller budget will remain and that projects supported will be those that are likely to have the greatest benefit for community well-being.

#### **4.8 Corporate Property – Temporary 20% reduction in Property Maintenance budget – Proposed saving of £309k (low public impact)**

4.8.1 Property Services is currently allocated a budget of £1,658k per annum to maintain various corporate buildings. This budget funds non-discretionary essential services including cleaning, refuse collection, NNDR and utility bills but a proportion of the budget is used for discretionary works such as remodelling office areas to better suit service need and redecoration. It is proposed that the budget is temporarily reduced by 20% for the 2019/20 financial year only. Essential expenditure will continue but all discretionary works will be paused. The impact of this temporary reduction in budget should, at worst, be limited to some short-term inconvenience to building users.

#### **4.9 Miscellaneous Finance - Deletion of Communities Match-funding budget – Proposed saving of £15k (low public impact)**

4.9.1 In recent years this budget has been used for the Council to make a financial contribution to the Bargoed Ice Rink (£12k) and the Senghenydd Splash Pad (£3.5k). The proposal is to withdraw this funding from the 2019/20 financial year onwards.

**4.10 Miscellaneous Finance – Deferred borrowing (4.4% reduction) - Proposed saving of £500k (low public impact)**

4.10.1 Deferring borrowing would normally create an underspend in-year. That underspend would be available to use for one-off purposes such as capital spend or invest to save initiatives. It is anticipated that borrowing will not be required next year as it is extremely unlikely that funds previously set aside for capital such as Band B of the 21<sup>st</sup> Century Schools Programme will be committed and spent during the year.

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

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

**6. EQUALITIES IMPLICATIONS**

6.1 Equality Impact Assessment (EIA) screenings have been completed for the savings with no public impact in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore full EIAs have not been carried out.

6.2 EIAs in respect of the proposed savings that will have a public impact are appended to this report.

**7. FINANCIAL IMPLICATIONS**

7.1 As identified throughout the report.

**8. PERSONNEL IMPLICATIONS**

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

8.2 Expressions of interest recently received from employees to leave the employment of the Council via the workforce flexibilities policies are currently being considered to determine whether they can assist service areas to achieve savings and to avoid compulsory redundancy situations. Any requests supported will require robust business cases confirming the savings and impact on service delivery.

**9. CONSULTATIONS**

9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

## 10. RECOMMENDATIONS

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

## 11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that Members of the Scrutiny Committee are provided with an opportunity to comment upon the draft savings proposals prior to final 2019/20 budget proposals being presented to Cabinet and Council in February 2019.

## 12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

Authors: Stephen Harris, Interim Head of Business Improvement Services  
E-mail: [harrisr@caerphilly.gov.uk](mailto:harrisr@caerphilly.gov.uk) Tel: 01443 863022

Consultees: Cllr Colin Gordon, Cabinet Member for Corporate Services  
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance  
Cllr Lisa Phipps, Cabinet Member for Homes and Places  
Richard Edmunds, Corporate Director for Education & Corporate Services  
Nicole Scammell, Head of Corporate Finance and S151 Officer  
Liz Lucas, Head of Customer and Digital Services  
Kath Peters – Corporate Policy Manager  
Mark Williams, Interim Head of Property Services  
David Roberts, Principal Group Accountant, Corporate Finance

### Appendices:

- Appendix 1 2019/20 Permanent Savings Proposals - Corporate Services and Miscellaneous Finance
- Appendix 2 2019/20 Temporary Savings Proposals - Corporate Services and Miscellaneous Finance
- Appendix 3 Equality Impact Assessment – Corporate Finance - Vacant post in Housing Benefits
- Appendix 4 Equality Impact Assessment - Corporate Finance - New Burdens funding
- Appendix 5 Equality Impact Assessment - Customer Services - Management/Team Leader restructure
- Appendix 6 Equality Impact Assessment - Customer Services - Potential retirement
- Appendix 7 Equality Impact Assessment - Corporate Policy - Reduction in Voluntary Sector Service Level Agreements (SLAs)
- Appendix 8 Equality Impact Assessment - Corporate Policy – Reduction in Technical Assistance budget
- Appendix 9 Equality Impact Assessment - Corporate Policy – Reduction in Well-being budget
- Appendix 10 Equality Impact Assessment - Corporate Property – Temporary 20% reduction in Property Maintenance budget

Appendix 11 Equality Impact Assessment – Miscellaneous Finance - Deletion of Communities match funding budget

Appendix 12 Equality Impact Assessment – Miscellaneous Finance - Deferred borrowing, 4.4% reduction

Background Papers:

Cabinet (14/11/18) – Draft Budget Proposals for 2019/20



Proposed Saving	£000's	Comments	Public Impact
<b>CORPORATE SERVICES</b>			
<b>Corporate Finance</b>			
Housing Benefits - vacant post	27	Could increase performance if post filled	Low
Environment Finance - vacant post	24	Budget Realignment / Vacancy Management	Nil
Environment Finance - restructure	33	Budget Realignment / Vacancy Management	Nil
Housing Benefits - New Burdens funding	42	Could increase performance if post filled	Low
Additional grant and fees and charges income	67	Budget Realignment / Vacancy Management	Nil
<b>Total Corporate Finance</b>	<b>193</b>		
<b>Procurement and Customer Services</b>			
Customer Services - management/team leader restructure	108	Front line service but no impact on service delivery due to revised working practices.	Low
Customer Services - potential retirement	26	Front line service but no impact on service delivery due to revised working practices.	Low
<b>Total Procurement and Customer Services</b>	<b>134</b>		
<b>Information Technology</b>			
Staff restructure / workforce planning	150	Staffing Restructure	Nil
Reduction in PSBA charges	132	Budget Realignment / Vacancy Management	Nil
Reduction in telephony costs and line rentals	35	Budget Realignment / Vacancy Management	Nil
Staffing restructure in Central Services	33	Vacant Posts	Nil
Reduce to a single van (mailroom)	4	Budget Realignment / Vacancy Management	Nil
Agenda distribution - cessation of delivery of papers to Members	5	Budget Realignment / Vacancy Management	Nil
<b>Total Information Technology</b>	<b>358</b>		
<b>Corporate Policy</b>			
Reduction in voluntary sector Service Level Agreements (SLAs)	42	Directly impact Voluntary Sector SLA payments.	Medium
Reduction in Technical Assistance budget	5	Reduction in budget which is used to provide technical advice and guidance to Voluntary sector to allow them to access external grant programmes.	Low
Reduction in Well-being budget	10	Reduction in budget used to support well-being activities.	Low
Deletion of former Outcome Agreement budget	40	Budget Realignment / Vacancy Management	Nil
Equalities Team - reduction in publicity and promotion budgets	4	Budget Realignment / Vacancy Management	Nil
Reduction in Welsh Language Translation budget	10	Budget Realignment / Vacancy Management	Nil
Cease the use of Ffynnon	12	New ways of working	Nil
Service Review	67	Budget Realignment / Vacancy Management	Nil
<b>Total Corporate Policy</b>	<b>190</b>		
<b>Corporate Property</b>			
Ty Duffryn - standing charges and lease income	394	New lease agreed with Third Party Operators	Nil
Enterprise House - termination of lease	67	Staff moving to Tredomen	Nil
Reduction in Corporate Property DDA budget	50	Reduced Budget availability	Nil
Energy savings from LED lights in Ty Penallta	20	Budget Realignment / Vacancy Management	Nil
Reduction in cleaning of Corporate Buildings	15	Budget Realignment / Vacancy Management	Nil
<b>Total Corporate Property</b>	<b>546</b>		
<b>Housing Services</b>			
Private Housing - staffing restructure	34	Budget Realignment / Vacancy Management	Nil
Removal of Homeless Prevention Fund budget - to be funded through growth in RSG	46	Nil effect	Nil
Revise staff apportionments between General Fund and HRA	50	Budget Realignment / Vacancy Management	Nil
Llamau grant reduction	3	Reduced service already being provided	Nil
<b>Total Housing Services</b>	<b>133</b>		
<b>Human Resources and Communications</b>			
Human Resources - restructure	120	Vacant posts	Nil
<b>Total Human Resources and Communications</b>	<b>120</b>		
<b>Health and Safety</b>			
Health & Safety - restructure	83	Vacant posts	Nil
<b>Total Health and Safety</b>	<b>83</b>		
<b>MISCELLANEOUS FINANCE</b>			
Pension contributions former Authorities - budget realignment	50	Budget Realignment / Vacancy Management	Nil
External Audit fees - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Welsh language - budget realignment	53	Budget Realignment / Vacancy Management	Nil
NNDR on empty properties	131	Budget Realignment / Vacancy Management	Nil
Rent Allowances, War Widow Concessions - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Reduction in Careline budget	20	Budget Realignment / Vacancy Management	Nil
Reduction in Carbon Management Scheme budget	25	Budget Realignment / Vacancy Management	Nil
PV Panels income	15	Budget Realignment / Vacancy Management	Nil
Class 1A NI Contributions (Tusker)	40	Budget Realignment / Vacancy Management	Nil
Reduction in miscellaneous items budget	4	Budget Realignment / Vacancy Management	Nil
Communities Match Funding Pot	15	Could impact on Communities to organise these 2 events. Community council/sponsorship funding would be needed to continue with the events.	Low
<b>Total Miscellaneous Finance</b>	<b>413</b>		
<b>Total Corporate Services and Miscellaneous Finance</b>	<b>2,170</b>		

Proposed Saving	£000's	Comments	Public Impact
<b>CORPORATE SERVICES</b>			
<b>Information Technology</b>			
PC Refresh -100% Reduction	129	Replacement PC and MFP capacity Budget £132k	Nil
<b>Total Information Technology</b>	<b>129</b>		
<b>Corporate Property</b>			
Property Maintenance - 20% Reduction	309	Reduced funding available for discretionary work.	Low
<b>Total Corporate Property</b>	<b>309</b>		
<b>MISCELLANEOUS FINANCE</b>			
Deferred Borrowing - 4.4% Reduction	500	Reduces opportunity to use as a one off underspend on capital schemes.	Low
<b>Total Miscellaneous Finance</b>	<b>500</b>		
<b>Total Corporate Services and Miscellaneous Finance</b>	<b>938</b>		

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Vacant Post Housing Benefits
<b>DIRECTORATE</b>	Corporate Services and Education
<b>SERVICE AREA</b>	Finance
<b>CONTACT OFFICER</b>	Nicole Scammell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

1	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>A budgetary saving for the Authority with minimal impact on service delivery</p>
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2	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Housing benefit claimants</p>
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## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All claimants will have the same access to services</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	neutral	<b>The proposal retains the current arrangements</b>
<b>Disability</b>	neutral	<b>As above</b>
<b>Gender Reassignment</b>	neutral	<b>As above</b>
<b>Marriage &amp; Civil Partnership</b>	neutral	<b>As above</b>
<b>Pregnancy and Maternity</b>	neutral	<b>As above</b>
<b>Race</b>	neutral	<b>As above</b>
<b>Religion &amp; Belief</b>	neutral	<b>As above</b>
<b>Sex</b>	neutral	<b>As above</b>
<b>Sexual Orientation</b>	neutral	<b>As above</b>

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

None anticipated

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>As the proposal is to not fill a vacant post ,that has been unfilled for over 6 months there is not any expected change to current performance for service users.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Current performance in respect of processing times will be monitored quarterly.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Performance indicators are collated by the service area manager and reported to scrutiny annually.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None as there is no change</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None identified</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>It will be included as part of the budget making decision process</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/> tic</p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/> tic</p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Nicole Scammell
<b>Date:</b>	12 <sup>th</sup> November 2018
<b>Position:</b>	Head of Corporate Finance
<b>Name of Head of Service:</b>	Nicole Scammell



## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Housing Benefit New burdens grant use as income
<b>DIRECTORATE</b>	Corporate Services and Education
<b>SERVICE AREA</b>	Finance
<b>CONTACT OFFICER</b>	Nicole Scammell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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## PURPOSE OF THE PROPOSAL

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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Housing benefit claimants</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All claimants will have the same access to services</p>
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<b>Disability</b>	neutral	<b>As above</b>
<b>Gender Reassignment</b>	neutral	<b>As above</b>
<b>Marriage &amp; Civil Partnership</b>	neutral	<b>As above</b>
<b>Pregnancy and Maternity</b>	neutral	<b>As above</b>
<b>Race</b>	neutral	<b>As above</b>
<b>Religion &amp; Belief</b>	neutral	<b>As above</b>
<b>Sex</b>	neutral	<b>As above</b>
<b>Sexual Orientation</b>	neutral	<b>As above</b>

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

None anticipated

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>As the proposal is to utilise additional grant as income against the current structure there is not any expected change to current performance for service users.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Current performance in respect of processing times will be monitored quarterly.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Performance indicators are collated by the service area manager and reported to scrutiny annually.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None as there is no change</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None identified</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>It will be included as part of the budget making decision process</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/> tic</p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/> tic</p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Nicole Scammell
<b>Date:</b>	12 <sup>th</sup> November 2018
<b>Position:</b>	Head of Corporate Finance
<b>Name of Head of Service:</b>	Nicole Scammell

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Customer Services Management / Team Leader Restructure
<b>DIRECTORATE</b>	Education and Corporate Services
<b>SERVICE AREA</b>	Customer & Digital Services
<b>CONTACT OFFICER</b>	Elizabeth Lucas, Head of Customer & Digital Services
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

1	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Rationalisation of the Management Structure to support the modernisation proposals for the services area.</p>
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2	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>No service delivery impact due to modernisation agenda and revised working practices.</p>
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## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes, equal access to all services. Management structure rationalisation will have no impact.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

No Impact

## INFORMATION COLLECTION

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Service reviews will monitor outcomes and performance of the team. Key outcomes will be monitored as part of Self Evaluation and Service Improvement Plans.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Monitoring will be in line with the Service Improvement Plans and Service Strategy.</p>

<p><b>10</b></p>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None required, however all staff are subject of regular 121's and PDR's as part of Corporate Policy whereby training needs are discussed and addressed.</p>
<p><b>11</b></p>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None Identified</p>
<p><b>12</b></p>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>None</p>

<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	E J Lucas
<b>Date:</b>	07/11/2018
<b>Position:</b>	Head of Customer & Digital Services
<b>Name of Head of Service:</b>	Customer & Digital Services

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Customer Services Advisor Retirement
<b>DIRECTORATE</b>	Education and Corporate Services
<b>SERVICE AREA</b>	Customer & Digital Services
<b>CONTACT OFFICER</b>	Elizabeth Lucas, Head of Customer & Digital Services
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

1	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Customer Services Advisor Retirement</p>
2	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>No service delivery impact due to modernisation agenda and revised working practices.</p>

## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes, equal access to all services. Customer Services Advisor Retirement will facilitate introduction of alternative way of working. Implementation of apprenticeship scheme will support the proposed retirement.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

No Impact

## INFORMATION COLLECTION

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Service reviews will monitor outcomes and performance of the team. Key outcomes will be monitored as part of Self Evaluation and Service Improvement Plans.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Monitoring will be in line with the Service Improvement Plans and Service Strategy.</p>



<p><b>10</b></p>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None required, how all staff are subject of regular 121's and PDR's as part of Corporate Policy whereby training needs are discussed and addressed.</p>
<p><b>11</b></p>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None Identified</p>
<p><b>12</b></p>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>None</p>

<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	E J Lucas
<b>Date:</b>	07/11/2018
<b>Position:</b>	Head of Customer & Digital Services
<b>Name of Head of Service:</b>	Customer & Digital Services

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Proposed reduction in the budget that supports service level agreements with the voluntary sector
<b>DIRECTORATE</b>	Education and Corporate Services
<b>SERVICE AREA</b>	Business Improvement
<b>CONTACT OFFICER</b>	Kathryn Peters-Corporate Policy Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	The assessment relates to the 2019/2020 Medium Term Financial Plan. The next review of this budget will occur as part of the 2020/2021 Medium Term Financial Plan.

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal relates to the savings requirement imposed on the local authority as a result of the budget settlement. The budget in question is managed by the Corporate Policy Unit and currently supports service levels agreements with:</p> <p>Citizens Advice Bureau  Gwent Association of Voluntary Organisations  Groundwork Trust</p> <p>The total budget released from the authority in service level agreements for 2018/2019 is £250,570. In order to meet savings targets it is proposed to reduce this budget for 2019/2020 by £42,000, equivalent to 16.76% of the total budget.</p> <p>The proposal is to reduce the budget proportionately across the three service level agreements as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Organisation</th> <th style="width: 25%;">Current budget</th> <th style="width: 25%;">Proposed Reduction</th> <th style="width: 25%;">Proposed 2019/20 budget</th> </tr> </thead> <tbody> <tr> <td>CAB</td> <td>£164,244</td> <td>£27,530</td> <td>£136,714</td> </tr> <tr> <td>GAVO</td> <td>£42,466</td> <td>£7,120</td> <td>£35,346</td> </tr> <tr> <td>Groundwork</td> <td>£43,860</td> <td>£7,350</td> <td>£36,510</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£250,570</b></td> <td><b>£42,000</b></td> <td><b>£208,570</b></td> </tr> </tbody> </table> <p>There have been no changes in the service level agreement budgets in the past 8 financial years. However, it must be noted that further reductions are likely to occur in subsequent years due to overall budget projections for local authorities. This would be subject to a renewed Equality Impact Assessment process that would be dependent on the content of the current SLA's at that time.</p>	Organisation	Current budget	Proposed Reduction	Proposed 2019/20 budget	CAB	£164,244	£27,530	£136,714	GAVO	£42,466	£7,120	£35,346	Groundwork	£43,860	£7,350	£36,510	<b>TOTAL</b>	<b>£250,570</b>	<b>£42,000</b>	<b>£208,570</b>
Organisation	Current budget	Proposed Reduction	Proposed 2019/20 budget																		
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<b>TOTAL</b>	<b>£250,570</b>	<b>£42,000</b>	<b>£208,570</b>																		

<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The service users will be those groups served by the service level agreements (SLAs) that the local authority funds. Taking each SLA in turn:</p> <p><b><u>CAB</u></b>  The SLA supports the main functions of the CAB in providing free, confidential and impartial advice to everybody regardless of protected characteristic status. The CAB has a particular focus on anti-poverty work including maximising income, welfare benefits advice and debt advice. While deprivation is not a protected characteristic it is acknowledged that discrimination and life chances are disproportionately likely to affect those in material deprivation. CAB Advice areas include debt, welfare benefits, employment, housing, consumer, family and personal matters, taxes, immigration and nationality. The SLA expects 25,000 advice issues to be dealt with on behalf of</p>
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4,800 clients. CAB services do support individuals facing discrimination, and advice will consider whether clients are being discriminated against because of one of more protected characteristics. For quarter 1 of the current SLA, 58% of clients had a disability or long term health issue.

### **GAVO**

The SLA with GAVO helps to support third sector organisations to grow and develop, support volunteers, support governance across the third sector, support the voice of third sector organisations and promote good practice and innovation. Specifically the SLA supports the Caerphilly Public Services Boards Well-being Plan and the development and delivery of work to support volunteering across the county borough. The SLA supports voluntary sector roadshows and the annual voluntary sector achievement awards. Third sector organisations are often run by, and supporting, communities of interest and consequently many groups are set up specifically to support persons with protected characteristics. The SLA supports the involvement of third sector organisations in local authority scrutiny, including scrutiny by groups representing protected characteristics, and also supports the Health and Social Care Alliance.

### **GROUNDWORK**

The SLA supports sustainable communities where individuals are encouraged to reach their full potential. Through three sub projects; Routes 2 Life (45% contribution), which supports adults and young people, some with learning difficulties, to access qualifications in horticulture; Wood 2 Work (8% contribution) supporting practical, horticulture and traditional skills in rural communities, with a focus on improving employment prospects; The Furniture Revival (10% contribution) providing training and employment, recycled furniture for low income families and diversion of waste from landfill.

## **IMPACT ON THE PUBLIC AND STAFF**

**3 Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?**

*(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)*

Each of the SLAs is supporting more disadvantaged individuals. Some of those individuals will be from groups that may have a disability or may be younger people accessing training support. The CAB SLA will be supporting people who require advice because of personal circumstances. Those circumstances are likely to have been exacerbated by protected characteristic status.

However, there are no projects that are specifically focussing on providing a service solely for persons with protected characteristics. Each of the SLA's is delivering projects mindful of equality and diversity and ensures equality of access for all.

The budget proposal is not targeted at a single SLA. A proportionate cut across all SLA's is proposed, this is to minimise the adverse effect on the groups being supported.

<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	<b>Possible negative effect on young people accessing training through the Groundwork SLA</b>
<b>Disability</b>	<b>Negative</b>	<b>Possible negative effect on people accessing welfare and benefits support and people with learning disabilities accessing training with Groundwork. Potential for less support via GAVO for communities of interest</b>
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Negative</b>	<b>CAB provide advice services on immigration and nationality.</b>
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so,</i></p>
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	<p><i>what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>No research conducted as part of the SLA's. CAB have, however, provided information on the number of disabled clients supported.</p>
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## CONSULTATION

<p><b>7</b></p>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b>  <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposed reductions will be part of the Medium Term Financial Plan budget consultation process.</p> <p>The current recipients of the SLA amounts will be consulted on the proposal and will be encouraged to respond through the budget consultation process. To comply with the third sector agreement funding code of practice no reductions will be made without the required 12- week notice period to allow recipients the time to implement reductions.</p>
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## MONITORING AND REVIEW

<p><b>8</b></p>	<p><b>How will the proposal be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The proposal is for a proportionate cut across the current SLA's to minimise the impact and allow organisations to plan for absorbing the potential reduction. The content of the SLA's for 2019/2020 will not be finalised until the final agreed budget is set in early February 2019. Thereafter the content of the SLA's, and required performance reporting, will need to reflect the reduced amounts.</p> <p>As part of the series of SLA's we will require more robust monitoring of the client base and whether the support provided is reaching people with protected characteristics or is directly targeted at them because of a need for additional support.</p>
<p><b>9</b></p>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p>

	SLA's provide quarterly reports on progress against agreed targets. These will be monitored to assess the impact on particular groups.
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i>  No.
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  The proposal is to reduce the budget proportionately across the SLA's so that the impact of the cut is shared across all projects. Each of the organisations is accessing funding from other sources and in some cases the SLA amounts support a proportion of project work. The Corporate Policy Unit will work with the organisations in negotiating the 2019/2020 series of SLA's to minimise the impact where possible. As open access projects none are directly supporting a protected characteristic group however there will be implications attached to this proposal. In the light of future budget projections for the authority we will request that the next series of SLAs monitor more closely the impact by recording better information on equalities characteristics supported. The proposal is the first cut in this budget for 8 years.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>  This EIA will be attached to relevant scrutiny reports that will support the Medium Term Financial Plan and will be placed on the CCBC website.
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Kathryn Peters
<b>Date:</b>	22 <sup>nd</sup> October 2018
<b>Position:</b>	Corporate Policy Manager
<b>Name of Head of Service:</b>	Stephen Harries- Interim Head of Business Improvement

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Proposed reduction in the technical assistance grant
<b>DIRECTORATE</b>	Education and Corporate Services
<b>SERVICE AREA</b>	Business Improvement
<b>CONTACT OFFICER</b>	Kathryn Peters-Corporate Policy Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	The assessment relates to the 2019/2020 Medium Term Financial Plan. The next review of this budget will occur as part of the 2020/2021 Medium Term Financial Plan.

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal is to further reduce the technical assistance grant available to community and voluntary sector organisations by £5,000 to £10,000. The budget supports technical fees for third sector organisations such as architecture, building engineer, structural surveys, and legal fees to assist them in accessing sources of external funding to develop and support community resources.</p> <p>The budget is proposed to reduce incrementally over subsequent years. The progressive reduction is to minimise the effect on the third sector.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The service users are third sector organisations have made use of the grant to access further sources of external funding. Often funding providers such as The Big Lottery require detailed surveys and legal documentation to be provided as part of any bid for funding. These costs can be prohibitive to smaller community and voluntary organisations. The inability to provide technical documents can prevent the access to significant external funding.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The scope of awards for technical assistance funding is wide. Historically small scale community groups have accessed the funding. These groups will be supporting particular sections of the community either on a geographical or interest basis.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	<b>The effect will depend on the nature of each project supported</b>
<b>Disability</b>	<b>Neutral</b>	“
<b>Gender Reassignment</b>	<b>Neutral</b>	“
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	“
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	“
<b>Race</b>	<b>Neutral</b>	“
<b>Religion &amp; Belief</b>	<b>Neutral</b>	“
<b>Sex</b>	<b>Neutral</b>	“
<b>Sexual Orientation</b>	<b>Neutral</b>	“

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>No data has been requested of projects as the fund support pre-cursor work.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The proposal is for a further incremental cut in the technical assistance budget. We will monitor the number of organisations that cannot be supported after the final funding round.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Further incremental cuts are planned in subsequent years however the total budget available is significantly less than in previous years. Given the cost of technical and legal work the budget may only be sustainable from the 2019/2020 financial year. Should this prove to be the case, after monitoring, a further impact assessment will be conducted before any further proposed cuts are made.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  Mitigation will include fewer funding rounds which will be well publicised to ensure that organisations have an equal chance of applying.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>  This EIA will be attached to relevant scrutiny reports that will support the Medium Term Financial Plan and will be placed on the CCBC website.
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Kathryn Peters
<b>Date:</b>	22 <sup>nd</sup> October 2018
<b>Position:</b>	Corporate Policy Manager
<b>Name of Head of Service:</b>	Stephen Harries- Interim Head of Business Improvement

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Proposed reduction in the Corporate Policy Unit well-being budget
<b>DIRECTORATE</b>	Education and Corporate Services
<b>SERVICE AREA</b>	Business Improvement
<b>CONTACT OFFICER</b>	Kathryn Peters- Corporate Policy Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	The assessment relates to the 2019/2020 Medium Term Financial Plan. The next review of this budget will occur as part of the 2020/2021 Medium Term Financial Plan.

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

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

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

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

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

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



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The well-being budget is used to support collaborative activity among partners, and some Caerphilly Public Services Board activity, to promote economic, environmental and cultural well-being in the county borough. It supports partnership projects and activity to deliver the aims of the Well-being Plan for the area. For example projects that support health, sustainability, and 50+ initiatives.</p> <p>The proposal is to reduce this budget by £10,000 to £21,000 for the financial year 2019/2020. The current medium term financial plan proposes incremental reductions in this budget over subsequent years. The progressive reduction is planned to minimise the effects on the projects and activities supported. The public impact is considered to be low.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The total budget supports activity among partners and communities to improve the well-being of the area. In the past the budget has supported the installation of solar panels on schools, health and well-being initiatives such as the daily mile in schools, installation of electric vehicle charge points in council buildings, other renewable energy initiatives, support for initiatives by the 50+ forum, a small grant scheme to eco-schools, projects to educate on the importance of pollinators etc.</p> <p>The reduction in the budget will affect the community in general with some specific sections of the community likely to experience greater impact i.e. children and older people. However, the proposal is that a budget will remain for 2019/2020 and that some activity will be able to continue in the next financial year. Albeit that the level of support for community well-being activity will need to decrease.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>A budget will remain for 2019/2020. The budget supports the wider community and well-being. The budget is therefore used to support the environmental, economic, social and cultural well-being of the whole population through small scale initiatives. Historically initiatives have supported activity in schools and activity to support older</p>
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people. Schools based projects have become mainstreamed e.g. the daily mile, solar panels used in education for sustainable development, and eco schools work. There will be less money available to start new projects however existing projects should have no additional funding requirement, the impact is therefore considered to be low.

Initiatives that support older people have included printing costs for newsletters etc. The 50+ Forum has become self-sustaining over recent years as less local authority support has been possible. It is proposed that some financial support will still be available in the next financial year.

**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Negative	The proposal is to retain a smaller budget for 2019/2020. Some support will still be available.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

There are no positive or negative impacts on the Welsh language in this proposal. Support for the Welsh language and promotion of initiatives to support it are not part of this proposal. A separate budget exists to support Welsh language initiatives. All promotional activity supported by the budget will continue to be bilingual.

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Please see above for potential impacts on the 'age' protected characteristic. Older and younger people have historically been supported more by the budget. In the context of future generations the initiatives have supported a sustainable county borough for the future. Other work has supported the community in general. There is no analysis of those affected other than an assessment of what the budget has supported in the past and what projects may need to be prioritised in the next financial year. There will be a continued emphasis on supporting groups with protected characteristics.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Throughout the coming financial year an assessment will be made of the ability to support projects and which ones provide this most value to the well-being of the county borough. As the current financial plan proposes reductions in subsequent years this assessment will be an ongoing process.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community</i></p>

	<p><i>are being met?)</i></p> <p>Assessment of the value of projects funded to well-being.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Where possible, support for initiatives in schools will continue to be supported as will small levels of support for the 50+ Forum.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be attached to relevant scrutiny reports that will support the Medium Term Financial Plan and will be placed on the CCBC internet site.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Kathryn Peters
<b>Date:</b>	15 <sup>th</sup> November 2018
<b>Position:</b>	Corporate Policy Unit Manager
<b>Name of Head of Service:</b>	Stephen Harries- Interim Head of Business Improvement

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Temporary 20% reduction for FY 2019/20 in annual budget for the maintenance of Authority buildings
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Property Services
<b>CONTACT OFFICER</b>	Mark Williams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<b>What is the proposal intended to achieve?</b> <i>Budget reduction</i>
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<b>2</b>	<b>Who are the service users affected by the proposal?</b> <i>Potential to affect persons who use Authority buildings</i>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>Yes the status quo will be maintained</i>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  no
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage & Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion & Belief	None	
Sex	None	
Sexual Orientation	None	

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>Property Services is currently allocated a budget of £1.658m per annum to maintain various corporate buildings. This budget funds non-discretionary essential services including cleaning, refuse collection, utility bills etc but some of the budget is used for discretionary works such as remodelling office areas to better suit service need, redecoration etc.</p> <p>It is proposed that the budget is reduced by 20% for FY 2019/20 only. Essential expenditure will continue but discretionary works will be paused.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>The proposal will be subject to the Council's MTFP Budget Consultation Process and that the EIA will be updated to reflect any views or feedback received.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>The intention is to complete all essential works. Expenditure will be monitored and if the budget is found to be insufficient it is anticipated that additional funding will be made available.</i></p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>See 8</i></p>



<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>Not required this is core work for Property Services</i>
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  <i>None</i>
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  <i>None envisaged</i>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Mark Williams
<b>Date:</b>	8/11/18
<b>Position:</b>	HofS
<b>Name of Head of Service:</b>	Mark Williams

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Deletion of Communities Match Funding Budget – Bargoed Ice Rink & Splash Pad
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Destination & Events Team & Parks Services
<b>CONTACT OFFICER</b>	Paul Hudson & Mike Headington
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A- savings proposal

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal is to withdraw CCBC's match funding for the Bargoed Ice Rink and the Splash Pad in Senghenydd.</p> <p>The Bargoed Ice Rink is currently partly funded by Bargoed Town Council and the CCBC Communities Match Funding budget.</p> <p>The Senghenydd Splash Pad is currently funded by Aber Valley Community Council and the CCBC Communities Match Funding.</p> <p>This will be a saving of £15k.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p><b><u>Bargoed Ice Rink</u></b> Bargoed Ice Rink 2017-2018 – Event Footfall 1,219 (excluding school visits)</p> <p>The Bargoed Ice Rink attracted 46% of total admissions through school groups which in 2017/18 was an additional 1,021 to the above figure.</p> <p><b><u>Senghenydd Splash Pad</u></b> Caerphilly County Borough Council does not play an active part in the management of this facility. The financial contribution has been made to assist with the facility's operation and management.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The withdrawal of the match funding will place an additional burden on Bargoed Town Council to consider making up the shortfall in funding and may possible lead to the ice rink not taking place from 2019 onwards.</p> <p>The removal of the match funding for the Splash Pad could have an impact on the viability of the facility. However, the Partnership would need to obtain other sources of grant income (which are not available to the Council) to replace the lost revenue.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>		
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
	<b>Age</b>	<b>Negative</b>	If the splash pad were to close due to the lack of funding, it could have an adverse effect on young people/children.
	<b>Disability</b>	<b>Neutral</b>	The withdrawal of match-funding for Bargoed Ice Rink does not directly impact these groups.
	<b>Gender Reassignment</b>	<b>Neutral</b>	
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
	<b>Race</b>	<b>Neutral</b>	
	<b>Religion &amp; Belief</b>	<b>Neutral</b>	
	<b>Sex</b>	<b>Neutral</b>	
	<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b> <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i>  Not applicable		
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p><b><u>Bargoed Ice Rink</u></b> Bargoed Ice Rink 2017-2018 – Event Footfall 1,219 (excluding school visits)</p> <p>The Bargoed Ice Rink attracted 46% of total admissions through school groups which in 2017/18 was an additional 1,021 to the above figure.</p> <p>An analysis of social media (Facebook) data shows that visitors expressing an intention to attend the Bargoed Ice Rink are predominately female at 91% compared to 9% of males expressing an interest to attend.</p> <p>The same data shows us that the age range for attending the Bargoed Ice Rink is of the age range 25 – 34.</p> <p><b><u>Senghenydd Splash Pad</u></b> Caerphilly County Borough Council does not play an active part in the management of this facility. The financial contribution has been made to assist with the facility's operation and management.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p><b><u>Bargoed Ice Rink</u></b> Bargoed Town Council have been consulted (5 09 18) on the potential for future withdrawal of funding for the Bargoed Ice Rink and have said that they would have to reconsider their future funding options.</p> <p><b><u>Senghenydd Splash Pad</u></b> Arrangements have been made to notify Aber Valley Community Council of the proposed withdrawal of CCBC's match-funding with effect from 1<sup>st</sup> April 2019.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Verbal feedback and online comments will be monitored regularly including comments and complaints from members of the public and other interested stakeholders.</p> <p>Footfall data will continue to be monitored.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Verbal feedback and online comments will be monitored regularly including comments and complaints from members of the public and other interested stakeholders.</p> <p>Footfall data will continue to be monitored.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p><b><u>Bargoed Ice Rink</u></b> If the Ice Rink does not continue there is potential mitigation in the form of a new ice rink opening in Caerphilly Castle for an extended period over two weeks that has good direct transport links via rail, bus and road to Bargoed and the surrounding catchment area.</p> <p><b><u>Senghenydd Splash Pad</u></b> The withdrawal of match funding from CCBC may result in the Splash Pad not being available from the 1<sup>st</sup> April 2019.</p> <p>There are possible funding avenues that Aber Valley Community Council could explore to make up the withdrawal of funding.</p> <p>The nearest Splash Park is based in Morgan Jones Park which is less than 5 miles away from Senghenydd.</p>

<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The process of considering these matters will feed into the Council's 2019/20 draft budget proposals for public consultation, which includes, online Consultation, Newline, drop-in sessions and a Viewpoint Panel meeting.</p> <p>The EIA will be attached to the report proposing the change to be approved which will be published on the Council's website.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, though more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Paul Hudson and Mike Headington
<b>Date:</b>	26.11.18
<b>Position:</b>	Marketing & Events Manager and Green Spaces And Transport Services Manager
<b>Name of Head of Service:</b>	Rob Hartshorn and Rhian Kyte

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Defer Borrowing for 2019/20 only
<b>DIRECTORATE</b>	Corporate Services and Education
<b>SERVICE AREA</b>	Finance
<b>CONTACT OFFICER</b>	Nicole Scammell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

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



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>A budgetary saving for the Authority with minimal impact on service delivery, that is temporary only for a year.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>It is not obvious who the service users impacted by this one off saving are as it would depend on where this one off saving was spent i.e. what capital project. There could never have been any expectation or any plans to spend these funds so no schemes are being stopped as nothing has ever been identified against this one off funding.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>No group would ever have expected or been advised of a benefit in respect of this one off spend.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	neutral	The proposal is to not spend funds that would never have been planned. It is for one year only.
<b>Disability</b>	neutral	As above
<b>Gender Reassignment</b>	neutral	As above
<b>Marriage &amp; Civil Partnership</b>	neutral	As above
<b>Pregnancy and Maternity</b>	neutral	As above
<b>Race</b>	neutral	As above
<b>Religion &amp; Belief</b>	neutral	As above
<b>Sex</b>	neutral	As above
<b>Sexual Orientation</b>	neutral	As above

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

None anticipated

## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>As the proposal is for one year and the funds were never anticipated and built into any capital schemes there is not any expected change to current performance for service users.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>For one year only the saving will be monitored as part of budget monitoring arrangements in respect of Treasury management. The reports are presented to Policy and Resources Scrutiny committee.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>By members of the Policy and Resources Scrutiny.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None as there is no change</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None identified</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>It will be included as part of the budget making decision process</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/> tic</p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/> tic</p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Nicole Scammell
<b>Date:</b>	12 <sup>th</sup> November 2018
<b>Position:</b>	Head of Corporate Finance
<b>Name of Head of Service:</b>	Nicole Scammell

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