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For all enquiries relating to this agenda please contact Rebecca Barrett  
(Tel: 01443 864245 Email: barrerm@caerphilly.gov.uk)

**Date: 12th December 2018**

Dear Sir/Madam,

A Special meeting of the **Regeneration and Environment Scrutiny Committee** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 18th December, 2018** at **5.00 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

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

Yours faithfully,

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

**Christina Harrhy**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

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

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

A greener place Man gwyrddach

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



To receive and consider the following report:-

3 Draft Budget Proposals For 2019/20.

1 - 650

**Circulation:**

Councillors J. Bevan, D.T. Davies (Chair), C. Elsbury, Mrs C. Forehead (Vice Chair), R.W. Gough, A.G. Higgs, A. Hussey, S. Kent, Ms P. Leonard, J. Ridgewell, J. Scriven, G. Simmonds, A. Whitcombe, T.J. Williams, W. Williams and B. Zaplatynski

And Appropriate Officers

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## **SPECIAL REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 18TH DECEMBER 2018**

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

**REPORT BY: INTERIM CORPORATE DIRECTOR – COMMUNITIES**

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

- 1.1 To obtain the views of the Regeneration and Environment Scrutiny Committee on the draft 2019/20 budget proposals that were considered by Cabinet on 14<sup>th</sup> November 2018.

### **2. SUMMARY**

- 2.1 The Cabinet report provides details of the draft budget proposals based on the Welsh Government (WG) Provisional 2019/20 Local Government Financial Settlement.
- 2.2 The Cabinet report also provides details of the draft savings proposals for 2019/20 totalling £14.66m.
- 2.3 This report seeks the views of the Regeneration and Environment Scrutiny Committee on the draft savings proposals for the Communities Directorate.

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

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet its priorities.
- 3.2 Effective financial planning and the setting of a balanced budget support the 7 Well-being goals within the Well-being of Future Generations Act (Wales) 2015, namely:
- 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 The Headline Issues relating to the provisional settlement, Whole Authority and Service Cost Pressures, Council Tax and Savings Implications and Financial Outlook for future years are outlined in detail in the Cabinet report of 14<sup>th</sup> November 2018.

- 4.2 The Communities Directorate provides a broad range of front line services which comprise a mix of statutory and discretionary services that are delivered across the County Borough.
- 4.3 Effective delivery of these services generally impacts on the look and feel of the County Borough as well as the health and well-being of its residents. Many of the services are received by every resident of the County Borough.
- 4.4 The services are delivered across 4 divisions of the Directorate as follows:-
- Public Protection, Community & Leisure Services – Environmental Health, Trading Standards, Licensing, Community Safety, Registration, Catering, Waste Management, Street Cleansing, Parks Services, Countryside, Cemeteries, Fleet Management, Building Cleaning, Sport & Leisure.
  - Infrastructure Services – Highway Operations, Engineering Consultancy, Transport Engineering.
  - Regeneration & Planning – Strategic Planning & Development Control, Building Control, Economic & Community Regeneration, Tourism & Events.
  - Property Services – Corporate Property & Facilities Management, Building Consultancy.

**NB:** Members should note that the Property function currently reports to the Policy & Resources Scrutiny Committee given the corporate nature of the function. The proposed property savings will therefore be included within the Policy and Resources Scrutiny Committee budget consultation report.

- 4.5 The draft Communities Directorate recurring savings (excluding property) are outlined in Table 1 below.

Table 1 – Draft Communities Directorate Recurring Savings 2019/20

Service Division	Draft Recurring Savings Total	Total 2018/19 Net Budget	Saving as % of Budget
Public Protection	£797,000	£7,234,627	11%
Community & Leisure	£1,580,000	£21,346,386	7.4%
Infrastructure	£1,063,000	£19,818,706	5.4%
Regeneration & Planning	£418,000	£2,508,733	16.7%
<b>TOTAL</b>	<b>£3,858,000</b>	<b>£50,908,452</b>	<b>7.6%</b>

- 4.6 The draft recurring savings include a mix of individual proposals that have been classified as having either nil, low, medium or high public impact. Those with “nil public impact” classification are summarised in Appendix 1 to this report. Those with low, medium or high public impact are the subject of individual pro-formas combined with equality impact assessments. These are included in the following appendices to this report.

- Appendix 2 - Communities Directorate Permanent Savings Summary
- Appendix 3 - Public Protection
- Appendix 4 - Community & Leisure
- Appendix 5 - Infrastructure
- Appendix 6 - Regeneration & Planning

- 4.7 In addition to the draft recurring savings, there are a number of temporary savings proposed for 2019/20 to assist in delivering a balanced budget. These generally include suspension or reduction in maintenance or replacement of plant, vehicles and equipment for a 1 year period. Table 2, below outlines the temporary savings totals for the Communities Directorate. These are included in detail in Appendix 7.

Table 2 – Draft Communities Directorate Temporary Savings 2019/20

<b>Service Division</b>	<b>Draft Temporary Savings Total</b>
Community & Leisure	£390,000
Infrastructure	£1,579,000
Regeneration & Planning	£110,000
<b>TOTAL</b>	<b>£2,079,000</b>

- 4.8 Unsurprisingly, the number of “nil impact” savings is significantly less than in previous years as the Authority has taken advantage of these savings in setting its budget over the last 3-4 years.

The budget savings proposals noted in tables 1 and 2 are in addition to budgets savings applied in the previous 5 years (2014/2015 to 2018/2019) as noted in table 3.

Table 3

<b>Service Division</b>	<b>MTFP Savings 14/15 to 18/19 £000</b>	<b>% of 14/15 Budget</b>
Regeneration & Planning	2,403	45.00
Infrastructure	3,190	15.10
Public Protection	1,142	15.70
Community & Leisure	5,812	30.00
<b>TOTAL</b>	<b>12,547</b>	<b>23.30</b>

- 4.9 The Scrutiny Committee is therefore asked for its views on the draft savings proposals outlined in this report and its appendices.

## **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 (Wales) Act 2015 are met.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 As stated above, Equalities Impact Assessments have been completed for each low, medium or high impact saving and these are included within the appendices.
- 6.2 Consultation with residents when completed in accordance with the Council’s Public Engagement Strategy and the Equalities Consultations and Monitoring Guidance, also ensures that every resident has the opportunity to have their views heard and considered in the Council’s decision making process.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 These are detailed throughout the report and appendices.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 The Medium Term Financial Plan Savings pro-forma includes a section on personnel implications which is very detailed. These are included within the appendices to this report.

## **9. CONSULTATIONS**

- 9.1 An extensive consultation process on the 2019/20 draft savings proposals has commenced. This process consists of:

- Online & Paper Consultation
- Articles in Newslines
- Use of Social Media
- Drop-in Sessions at Locations across the County Borough
- Meetings with the Viewpoint Panel, 50+ Forum, Youth Forum etc
- Engagement with employees and the Trade Unions
- Consultation with Town & Community Councils
- Consultation with the Voluntary Sector
- Posters at Affected Establishments
- Other targeted Stakeholder Engagement as Appropriate
- Four Special Scrutiny Committee Meetings.

## **10. RECOMMENDATIONS**

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

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

- 11.1 To ensure that the views of the Scrutiny Committee are considered prior to final savings proposals being presented to Cabinet and Council in February 2019.

## **12. STATUTORY POWER**

- 12.1 Local Government Acts 1998 & 2003.

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Consultees: Communities Directorate Senior Management Team  
Councillor Nigel George, Cabinet Member for Neighbourhood Services  
Councillor Sean Morgan, Deputy Leader and Cabinet Member for Economy  
Infrastructure Sustainability and Future Generations  
Councillor Eluned Stenner, Cabinet Member for Environment and Public  
Protection/Planning  
Nicole Scammell, Head of Corporate Finance & Section 151 Officer  
Stephen Harris, Interim Head of Business Improvement Services

Background Papers: Report to Cabinet 14<sup>th</sup> November 2018  
Draft Budget Proposals for 2019/20

Appendices:

Appendix 1	-	Departmental Nil Impact Proposals Savings
Appendix 2	-	Communities Directorate 2019/20 Permanent Savings Summary
Appendix 3	-	Public Protection 2019/20 Draft Savings Proposals and MTFP Proformas
Appendix 4	-	Community & Leisure Services 2019/20 draft savings proposals and MTFP proformas
Appendix 5	-	Infrastructure 2019/20 draft savings proposals and MTFP proformas
Appendix 6	-	Regeneration & Planning 2019/20 draft savings proposals and MTFP proformas
Appendix 7	-	Communities Directorate 2019/20 "temporary"
Appendix 8	-	Equalities Impact Assessments

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**Appendix 1 - Departmental Nil Impact Proposals Savings**

**2019-20 Permanent Savings Proposals**

Proposed Saving	£000's	Comments	Public Impact
<b>COMMUNITIES</b>			
<b>Regeneration and Planning</b>			
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
Urban Renewal - budget realignment	4	Budget Realignment / Vacancy Management	Nil
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
<b>Total Regeneration and Planning</b>	<b>249</b>		
<b>Infrastructure</b>			
4% reduction in Highways Reactive Maintenance budget through use of Technology (Jetpatcher)	55	New technology providing efficiency	Nil
2% reduction in Street Lighting Non-Routine Maintenance budget	9	Reduction in maintenance as a result of new LED technology	Nil
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
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
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
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>535</b>		
<b>Public Protection</b>			
Increased catering income from Secondary Schools - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Environmental Health - budget realignment	15	Budget Realignment / Vacancy Management	Nil
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
<b>Total Public Protection</b>	<b>95</b>		
<b>Community and Leisure Services</b>			
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
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 - vacancy management	18	Budget Realignment / Vacancy Management	Nil
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 - development of an electronic Commercial Waste System	5	Budget Realignment / Vacancy Management	Nil
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>347</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 2019-20 Proposed Savings</b>	<b>1,772</b>		

**Appendix 2 - 2019-20 Permanent Savings Summary - Communities**

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 replacment 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>		
<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 Rhymer) (*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
	54	Cessation of minor infrastructure maintenance and upgrades; examples of works include the installation of knee rails, gates and barriers etc.	Low
Parks & Countryside - reduction in Community Asset budget	18	Budget Realignment / Vacancy Management	Nil
Parks & Countryside - vacancy management	20	Reduced budget to invest in new machinery.	Low
Parks & Countryside - reduction in machinery budget	10	Reduced ability to replace play equipment and ultimately could lead to the closure / removal of facilities.	Low
Parks & Countryside - reduction in playground maintenance budget	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 2019-20 Proposed Savings</b>	<b>4,404</b>		

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Catering Services
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## 1. GENERAL INFORMATION

SAVING PROPOSAL:	Review of Meals Direct Services
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BUDGET AREA:	Catering – Cost Centre 0275
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TOTAL BUDGET FOR THIS AREA:	£153,377 (2018/2019)
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TOTAL SAVING:	£141,000	Saving a 92% of total budget
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The savings will be achieved by ceasing the Meals Direct Service.</p> <p>The Meals Direct Service is not a statutory service.</p> <p>The budget is currently used to deliver a hot meal provision on a daily basis which is supplemented with a frozen meal and sandwich provision.</p>

## 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>Long Term</p> <p>The Meals Direct Service plays an important part of balancing short term needs with the need to safeguard ability to meet long term need by:-</p> <ul style="list-style-type: none"> <li>• The meals direct service not only provides a daily meal provision but is very often the only contact the individual has with the outside world.</li> <li>• Meals Direct staff often highlight safeguarding concerns that are escalated to the Information Advice &amp; Assistance team which can prevent issues becoming long term problems;</li> </ul>

- Because growing numbers of older people need the support of simple but important services like Meals on Wheels. Investing in them makes good economic sense - as well as being the right thing to do for many older people, who are otherwise often entirely alone.
- They are a vital link between Social Services nominated carers and family members to identify any cause for concerns;
- They are a highly valuable asset within the community;
- Meals Direct staff identify safeguarding concerns early that can prevent long term needs arising.
- There is no like for like alternative service provision to fill the gap if the Meals Direct service is ceased.
- Without a hot nutritious meal, an older person's health inevitably suffers and their resilience is often undermined and this at a time when our older population is growing. Older people are malnourished or at risk of malnourishment in our communities.

#### Prevention

The Meals Direct Service can prevent problems occurring and / or getting worse which help public bodies meet their objectives by:-

- Contributes in a positive way to Caerphilly County Borough Councils reputation as a caring innovative and front facing community service. The service helps to protect the most vulnerable people in our society and makes safeguarding a key priority;
- The service helps to promote and maintain independent living in their homes;
- The service can be used as a stepping stone towards building upon recovering after hospital stays;
- Working in partnerships with teams such as Hospital Discharge Team, Re-enablement Team, Social Workers and Mental Health organisation.

#### Integration

The Meals Direct Service supports the wellbeing objectives and goals of other public bodies by:

- Supporting the residents of CCBC and development of a sustainable health and care system focused on prevention and early intervention;

#### Collaboration

- The Meals Direct Service works in collaboration with teams such as Hospital Discharge Team, Re-enablement Team, Social Workers and Mental Health organisation.

#### Involvement

- Meals Direct Service promote social inclusion, poverty reduction and help those most deprived in rural Wales and those that have limited scope to change their circumstances and to develop the resilience and capability of rural communities so that they are better able to cope with and adapt to everyday life.
- A service which was once considered a mainstay of community support for older people and which has always been about much more than just something nutritious to eat

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
		<b>X</b>

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	<b>X</b>	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	<a href="#">CCBC Equality Impact Assessment Form 2018 - Review of Meals Direct Service.docx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There will be a loss of jobs for 14 and the removal of a valued service to over 180 customers per day. The Meals Direct Service often attracts very positive media coverage especially over periods of inclement weather which will be lost. The removal of this service will attract negative media coverage of what could be considered a negative impact on the removal of essential services for vulnerable and elderly clients. This service is valued by the council as a whole and therefore may make the decision to cease the service very difficult.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>A clear message is already being presented to all staff who will be impacted by this decision. However, a bespoke consultation process will need to be developed to ensure that it reaches the vulnerable group who access this service as the proposed consultation process is aimed at IT users, and those who have the ability to access drop in sessions within various sites within the community.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
There will be an impact on 14 members of staff as their posts would be deleted.

NUMBER OF FULL-TIME EQUIVALENT (FTE)	
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STAFF IN BUDGET AREA AFFECTED:	5
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	14
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	14
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	0
VOLUNTARY SEVERANCE:	3 have expressed an interest.
RETIREMENT:	2 out of the 3 above have expressed an interest.
REDEPLOYMENT:	Currently liaising with HR
REDUNDANCY:	Currently liaising with HR

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	If this decision is chosen there will need to be a planned implementation process as users of this service may require further support from social services once the meals are withdrawn.	
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE DESCRIBE BELOW:
<ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>

If this decision is chosen the service may require further support from social services once the meals are withdrawn an example would be that it may be necessary to request a carer to call over the lunchtime period to provide an alternative meal.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE DESCRIBE BELOW:
<ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>

Partners working with vulnerable people may find that they need to provide additional support.



**4. RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
<p>Risks and sensitivities are</p> <ul style="list-style-type: none"> <li>• Safeguarding issues causes for concerns may no longer be highlighted and escalated to IAA, police, ambulance and families;</li> <li>• Without a hot nutritious meal, an older person's health can suffer and their resilience is undermined;</li> <li>• Impact upon social inclusion.</li> </ul>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<p>A clear message to be presented to all staff who will be impacted by this decision and a bespoke consultation process to be developed to ensure that it reaches the vulnerable group who access this service as the proposed consultation process is aimed at IT users, and those who have the ability to access drop in sessions within various sites within the community.</p>		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
<p>Staff affected by this proposal have been informed.</p>

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
<p>We work very closely with social services and IIA who offer a variety of alternatives to the Meals Direct service. Very often it is the most vulnerable and needy members of the borough that access the service as no equivalent alternative is available to meet there needs of a hot meal delivered daily. The value of this service to members of our communities, especially those who are frail and vulnerable and who often refer to this service as the 4th emergency service, is not underestimated. The annual survey results for 2017/18 indicates that customers’ satisfaction was 95%.</p>

**HEAD OF SERVICE: Rob Hartshorn**.....

**DATE OF COMPLETION: 19/11/2018**.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Catering Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Increase price of secondary school meals by 10p from April 2019 (£2.25 to £2.35)
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BUDGET AREA:	Catering – Cost Centres 0205, 0206, 0215, 0225, 0207, 0224, 0210, 0226,0211
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TOTAL BUDGET FOR THIS AREA:	£1522,603 – income budget for 2018/19
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TOTAL SAVING:	£50,000	3% of total budget
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase price of secondary school meals by 10p from April 2019 from £2.25 to £2.35 to meet MTFP proposed savings £50k.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>Long Term The greatest impact will be on lower income families with multiple children of school age across the borough. Based on current comparable data from other local authorities any subsequent increases in future years could result in Caerphilly moving from being amongst the lowest price of a school meal in Wales.</p> <p>Prevention The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long term health related problems linked to obesity and malnutrition occurring and / or getting worse. We promote healthy eating to all users of the service.</p> <ul style="list-style-type: none"> <li>School meals service contributes in a positive way to Caerphilly County Borough Councils reputation as a caring innovative and front facing community service. The service helps to protect the children in our society and makes safeguarding a key priority;</li> </ul>

**Integration**

The School meals supports the wellbeing objectives and goals of other public bodies by:

- Supporting the residents of CCBC and development of a sustainable health and care system focused on prevention and early intervention.

**Collaboration**

- The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long term health related problems linked to obesity and malnutrition occurring and / or getting worse.

**Involvement**

- The service promotes social inclusion, poverty reduction and helps those most deprived in rural Wales and those that have limited scope to change their circumstances and to develop the resilience and capability of rural communities.
- This service sometimes provides the only hot meal a child will receive in a day. The service supports children and is more than just something nutritious to eat ie teaching social skills, educating their tastes and choices in life.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>Successive meal price increases may impact upon on the ability to remain viable due to food inflation, labour costs and the unknown impact of BREXIT on our budgets.</p> <p>Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.</p> <p>Also, please identify the mitigating actions that will assist in managing this:</p> <p>We notify customers that prices will increase. Catering staff have been made aware of the proposal.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
<p>If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p>

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0 at present
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	0
VOLUNTARY SEVERANCE:	0
RETIREMENT:	0
REDEPLOYMENT:	0
REDUNDANCY:	0

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	If this decision is chosen there will need to be a planned implementation in readiness for April 2019 to inform all users of the service.	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
<p>Risks and sensitivities are</p> <ul style="list-style-type: none"> <li>• If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</li> <li>• Many families that use this service are on low incomes.</li> <li>• A hot nutritious meal supports a child's health and resilience and also their ability to learn</li> <li>• School budgets may be impacted in the long term if their funding is decreased and they do not have sufficient funds to meet the increased price of a free school meal.</li> </ul>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
A clear message to be presented to all staff / customers who will be impacted by this proposal.		

## 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

Staff / customers will be informed as per CCBC Budget Engagement Activity 2019/20

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

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

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

APRIL 2018 - Current prices & Proposals

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

HEAD OF SERVICE: Rob Hartshorn.....

DATE OF COMPLETION: 19/11/2018.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Catering Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Increase price of primary school meals by 10p from April 2019 (£2.00 to £2.10)
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BUDGET AREA:	Catering – Cost Centre 0244
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TOTAL BUDGET FOR THIS AREA:	£1,617,077 – income budget for 2018/19
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TOTAL SAVING:	£54,000	3% of total budget
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase price of primary school meals by 10p from April 2019 from £2.00 to £2.10 to meet MTFP proposed savings £54k.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>Long Term The greatest impact will be on lower income families with multiple children of school age across the borough. Based on current comparable data from other local authorities any subsequent increases in future years could result in Caerphilly moving from being amongst the lowest price of a school meal in Wales.</p> <p>Prevention The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long term health related problems linked to obesity and malnutrition occurring and / or getting worse. We promote healthy eating to all users of the service.</p> <ul style="list-style-type: none"> <li>• School meals service contributes in a positive way to Caerphilly County Borough Councils reputation as a caring innovative and front facing community service. The service helps to protect the children in our society and makes safeguarding a key priority;</li> </ul>

**Integration**

The School meals supports the wellbeing objectives and goals of other public bodies by:

- Supporting the residents of CCBC and development of a sustainable health and care system focused on prevention and early intervention.

**Collaboration**

- The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long term health related problems linked to obesity and malnutrition occurring and / or getting worse.

**Involvement**

- The service promotes social inclusion, poverty reduction and helps those most deprived in rural Wales and those that have limited scope to change their circumstances and to develop the resilience and capability of rural communities.
- This service sometimes provides the only hot meal a child will receive in a day. The service supports children and is more than just something nutritious to eat ie teaching social skills, educating their tastes and choices in life.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		



### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>Successive meal price increases may impact upon on the ability to remain viable due to food inflation, labour costs and the unknown impact of BREXIT on our budgets.</p> <p>Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>We notify customers that prices will increase. Catering staff have been made aware of the proposal.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
<p>If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p>

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0 at present
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	0
VOLUNTARY SEVERANCE:	0
RETIREMENT:	0
REDEPLOYMENT:	0
REDUNDANCY:	0

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	If this decision is chosen there will need to be a planned implementation in readiness for April 2019 to inform all users of the service.	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
<p>Risks and sensitivities are</p> <ul style="list-style-type: none"> <li>• If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</li> <li>• Many families that use this service are on low incomes.</li> <li>• A hot nutritious meal supports a child's health and resilience and also their ability to learn</li> </ul>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
A clear message to be presented to all staff / customers who will be impacted by this proposal.		

## 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None to date.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

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

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

### SCHOOL MEALS PRICES

#### APRIL 2018 - Current prices & Proposals

<u>AUTHORITY</u>	Junior	Infant	Nursery	Adult (Inc VAT)	MTFP – Jun/Inf April 2019	MTFP –Nur April 2019
<b>Caerphilly</b>	<b>£2.00</b>	<b>£2.00</b>	<b>£2.40</b>	<b>£3.15</b>	<b>£2.10</b>	<b>£2.50</b>
<b>Merthyr</b>	<b>£2.00</b>	<b>£2.00</b>	<b>£2.00</b>	<b>£3.55</b>		
<b>Denbighshire</b>	<b>£2.10</b>	<b>£2.10</b>	<b>£2.10</b>	<b>£3.36</b>		
<b>Blaenau Gwent</b>	<b>£2.10</b>	<b>£2.10</b>	<b>£2.10</b>	<b>£3.20</b>		
<b>Newport</b>	<b>£2.10</b>	<b>£2.10</b>	<b>n/a</b>	<b>£3.20</b>		
<b>Monmouthshire</b>	<b>£2.10</b>	<b>£2.10</b>	<b>£2.10</b>	<b>£3.60</b>		
<b>Flintshire</b>	<b>£2.15</b>	<b>£2.15</b>	<b>£2.15</b>	<b>£3.12</b>		
<b>Anglesey</b>	<b>£2.20</b>	<b>£2.20</b>	<b>£2.20</b>	<b>£3.99</b>		
<b>Bridgend</b>	<b>£2.20</b>	<b>£2.20</b>	<b>£2.20</b>	<b>£3.48</b>		
<b>Swansea</b>	<b>£2.25</b>	<b>£2.25</b>	<b>n/a</b>	<b>£3.40</b>		

<b>Powys</b>	<b>£2.25</b>	<b>£2.25</b>	<b>n/a</b>	<b>£4.50</b>		
<b>Vale of Glamorgan</b>	<b>£2.25</b>	<b>£2.25</b>	<b>n/a</b>	<b>£3.05</b>		
<b>Conwy</b>	<b>£2.30</b>	<b>£2.30</b>	<b>£2.30</b>	<b>£3.60</b>		
<b>Neath &amp; Port Talbot</b>	<b>£2.30</b>	<b>£2.30</b>	<b>n/a</b>	<b>£3.25</b>		
<b>Pembrokeshire</b>	<b>£2.35</b>	<b>£2.25</b>	<b>n/a</b>	<b>£3.35</b>		
<b>Wrexham</b>	<b>£2.40</b>	<b>£2.35</b>	<b>£2.35</b>	<b>£3.15</b>		
<b>Torfaen</b>	<b>£2.40</b>	<b>£2.30</b>	<b>n/a</b>	<b>£4.00</b>		
<b>Ceredigion</b>	<b>£2.45</b>	<b>£2.45</b>	<b>n/a</b>	<b>£4.20</b>		
<b>Carmarthenshire</b>	<b>£2.50</b>	<b>£2.50</b>	<b>£2.50</b>	<b>£3.84</b>		
<b>Gwynedd</b>	<b>£2.50</b>	<b>£2.50</b>	<b>n/a</b>	<b>£3.60</b>		
<b>Rhondda Cynnon Taf</b>	<b>£2.50</b>	<b>£2.50</b>	<b>£2.50</b>	<b>£2.95</b>		
<b>Cardiff</b>	<b>£2.50</b>	<b>£2.50</b>	<b>na</b>	<b>£3.60</b>		

**HEAD OF SERVICE: Rob Hartshorn.....**

**DATE OF COMPLETION: 19/11/2018.....**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Catering Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Increase civic meal prices by 5%
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BUDGET AREA:	Catering – Cost Centre 0275
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TOTAL BUDGET FOR THIS AREA:	£128,981– income budget for 2018/19
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TOTAL SAVING:	£3,000	2.33% of total budget
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase price of Glass Restaurant tariff by 5% from April 2019 to meet MTFP proposed savings £3k.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>Long Term The greatest impact will be on employees based at Ty Penallta.</p> <p>Many employees may be impacted year on year if this price increase is agreed as it will not be in isolation; as there is a possibility that they will also receive higher bills on other MTFP proposal ie increase in fees such as council tax, council services, public transport etc..</p> <p>Prevention Helps support staff members to purchase nutritionally balanced meals. Reduce traffic flow over the lunch time period, increase staff moral and integration of the workforce. This service helps to support the needs of internal / external service to provide a hospitality service meeting core objectives of the authority.</p>

Integration  
 The Glass Restaurant supports the wellbeing objectives and goals of the authority:

Collaboration

- The service works in partnership with internal / external organisations such as members (mayors charity, health initiatives, events team, well being objectives, trade union etc
- 

Involvement

- The service is designed to meet various needs of its users ie the service can be used for the main meal of the day for an individual or a coffee bar providing light snack and cup of tea. The service is a key link in providing welfare facilities to the workforce.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	<a href="#">CCBC Equality Impact Assessment Form 2018 - Increase price of civic meals by 5%.docx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

**3. ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>Successive meal price increases may impact upon on the ability to remain viable due to food inflation, labour costs and the unknown impact of BREXIT on our budgets.</p>

Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.

**Also, please identify the mitigating actions that will assist in managing this:**

We notify customers that prices will increase. Catering staff have been made aware of the proposal.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0 at present
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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<b>PLEASE SPECIFY HOW THIS WILL BE MANAGED:</b>	<b>HOW MANY POSTS?</b>
POST(S) ALREADY VACANT:	0
VOLUNTARY SEVERANCE:	0
RETIREMENT:	0
REDEPLOYMENT:	0
REDUNDANCY:	0

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	If this decision is chosen there will need to be a planned implementation in readiness for April 2019 to inform all users of the service.
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<b>WILL THE PROPOSED SAVING HAVE AN IMPACT</b>	<b>YES</b>	<b>NO</b>
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ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Risks and sensitivities are <ul style="list-style-type: none"> <li>• If meal uptake declined greatly then the impact would be on staff levels ie staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</li> <li>• Members of staff;</li> </ul>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
A clear message to be presented to all staff / customers who will be impacted by this proposal.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Staff / customers will be informed as per CCBC Budget Engagement Activity 2019/20



**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.

**HEAD OF SERVICE: Rob Hartshorn.....**

**DATE OF COMPLETION: 29/11/2018.....**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Environmental Health
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Cease the Community Safety Warden Service.
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BUDGET AREA:	Public Protection – Environmental Health
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TOTAL BUDGET FOR THIS AREA:	£355,000. (2018/2019)
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TOTAL SAVING:	£355,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by ceasing the service.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The service provides a uniformed patrolling presence in communities dealing with low level crime and anti-social behaviour. Each officer is authorised by the Chief Constable of Gwent Police with powers that include traffic management and the issue of Police penalty notices. The service works very closely with the local Neighbourhood Policing Teams tackling issues in communities ranging from youth annoyance and disorder, persons under the influence of substances, enviro crime issues, defects in infrastructure, dog fouling and littering etc.</p> <p>On their early shifts Community Safety Wardens (CSWs) tend to be involved in the community engagement element of the role as much as in enforcement. In particular, visiting local residents to discuss complaints around, street drinking and enviro-crime issues and meeting with partners in relation to community events.</p> <p>On later shifts CSWs proactively and reactively address anti-social behaviour, disorder, and street drinking. Additionally CSWs support high profile events across the borough e.g. The Big Cheese and Remembrance Day parades/services. The CSWs also operate the mobile CCTV vehicle and so deployment of this will cease if the CSW service is withdrawn.</p>

For the 2017-2018 Financial Year the Community Safety Warden Service carried out 3392 patrols. Words of advice to persons acting contrary to acceptable standards of behaviour were given on 1386 occasions. There were 347 interactions with Council Members via meetings, phone calls etc. Formal verbal warnings were given on 77 occasions. 112 items of alcohol were confiscated and 8 referrals for Anti-social behaviour Injunction consideration were made. 342 referrals were made to other departments/agencies to resolve problems in communities.

The service users affected will differ depending on the nature of their involvement with the team. Residents in general will be affected by the proposals and in particular those impacted by anti-social behaviour.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
		X

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
There will be negative feedback to the Council from residents, businesses and the Police. There may be an impact upon other services of the Council where anti-social behaviour goes unaddressed.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
There will no longer be any Community Safety Wardens in post. Permanent post holders may be re-deployed or made redundant. Temporary contracts will not be renewed or extended.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	9.5 FTE (0.5FTE is vacant and 2 FTE are on temporary contracts.)
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	10
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	10
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	0.5 FTe / 1 post
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	Not known
REDUNDANCY:	Not known

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	By the end of March 2019.
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

The CSWs often assist other departments with the implementation/delivery of road closures. If school crossing patrols personnel are off work, the CSWs are often called upon to cover shifts. The CSWs also with meetings held within Ty Penallta, e.g. controversial planning or scrutiny meetings. The CSWs have also been tasked with providing re-assurance patrols in areas (including council housing estates) that have been the subject of serious crime (including murder) and anti-social behaviour. There may be an impact upon other services of the Council where anti-social behaviour goes unaddressed e.g. Housing and Parks.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Gwent Police- rely on the CSWs to provide re-assurance patrols, assist with traffic management and deal with anti-social behaviour. The removal of the CSWs will impact on the ability of the Police to respond to calls from the public.

**4. RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE SPECIFY BELOW:

Please see responses above.

The CSWs will no longer contribute to Environmental Improvement in relation to littering and dog-fouling, so the figures reported annually may reduce.

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

The work previously undertaken by the CSWs in relation to anti-social behaviour and road traffic management will need to be undertaken by Gwent Police.

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing to add.

**HEAD OF SERVICE: Rob Hartshorn**.....

**DATE OF COMPLETION: 30/11/2018**.....

## MEDIUM-TERM FINANCIAL PLAN SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Environmental Health Enforcement
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### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Introduction of increase in charge for reclaiming impounded dogs from £44 to £75.
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BUDGET AREA:	Public Protection – Environmental Health Enforcement
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TOTAL BUDGET FOR THIS AREA:	£114,000. (2018/2019)
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TOTAL SAVING:	£3,000	Additional income against impounding fees.
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by increasing the reclaim fee for dogs impounded from £44 to £75.

### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>Dogs are impounded or collected from members of the Public and we also operate a reception point for dogs found outside normal working hours. Dogs are taken to secure kennels and cared for until the owner is found or contacted.</p> <p>If contacted the owner is advised that the dog has been found and that there are fees to pay before the dog will be returned to them. These fees include the cost of seizure of the dog by the dog warden and kenneling fees, which are charged on a fixed basis of £44.00.</p> <p>Dogs are kept for seven days after which they become the property of Caerphilly CBC.</p> <p>Presently there is a 48% claim rate on the 180 to 200 dogs that are impounded.</p> <p>There is a possibility of a further drop off as the fee is increased by 70%.</p>

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
There will be some negative feedback to the Council from residents who have to pay to have their dog back .The legal requirement to have dogs microchipped may mitigate these issues.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
There will be no immediate effect on staffing numbers.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	n/a	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
none		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
Risk of reduction in the number of dogs reclaimed by their owners.		



PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

It now a legal requirement under The Microchipping of Dogs (Wales) Regulations 2015 for all dogs to be microchipped with corrects details.  
Every dog that is picked up by the Dog Warden is scanned for a microchip and if one is found the owners are contacted.

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None on this specific budget.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing to add.

**HEAD OF SERVICE: Rob Hartshorn.....**

**DATE OF COMPLETION: 19/11/2018.....**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Environmental Health Enforcement
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Introduction of a £20 charge for rat treatments to generate £20k income</b>
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BUDGET AREA:	Public Protection – Environmental Health Enforcement
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TOTAL BUDGET FOR THIS AREA:	£92,000 net (2018/2019)
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TOTAL SAVING:	£20,000	Additional income against pest control fees.
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**PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:**

The savings will be achieved by Introduction of a £20 charge for rat treatments to generate £20k income

**2. PUBLIC IMPACT ANALYSIS**

**PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

Rat treatments in domestic premises are currently undertaken free of charge.

The public would have to pay for pest control services such as rats within domestic premises. At current volumes of circa 3,300 calls per year for rats, a £20 charge would generate annual income of £66,000. However, experience from neighbouring authorities has demonstrated that following the introduction of such charges there has subsequently been a significant decline in the number of service requests processed of up to 61%. A fall in the number of service requests is therefore anticipated as a result of the introduction of a charge. Net increased income is therefore estimated to be £26,000 (based on a 61% reduction in calls).

There is some risk of public health implications due to infestations left untreated, particularly impacting on low-income households. Members of the public may try to undertake treatments themselves which can lead to the improper placing of rodenticides and expose non target species to risk.

There is also an additional risk if the income target is not realised.

Experience from neighbouring authorities has also demonstrated that the introduction of charging and a decline in service uptake has created an increase to the workload of environmental health officers as they have to investigate the cause of rat infestations, neighbour disputes, and to take enforcement action to remedy problems, including the service of notices and undertaking works in default. Some members of our communities will be unable to fund the treatment, resulting in untreated problems that may give rise to issues of public health.

In addition we would advise that one comparative valley authority have now re-instated their free service due to the increase in public health concerns, and a second is also giving this due consideration. Aside from Caerphilly, of the other Local Authorities in Wales 6 provide a free treatment for rats, 10 do so for a charge, and 5 provide no pest control service at all.

Some pest control infestations are often complicated, and time consuming to investigate and remedy; the proposed £20 charge by no means meets the cost of providing the service and so there would continue to be a level of subsidy in providing this service.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
x		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There will be negative feedback to the Council from residents who have to pay to have this service.</p> <p>The team deals with excess of 5,000 service requests per year, including approximately 3,300 for rats..</p> <p>An introduction of a £20 (plus VAT) charge for rat treatments will inevitably have an impact for service users including the public generally, vulnerable individuals and those on lower incomes although for those in receipt of relevant benefits the charge is £10 (plus VAT). There is also an additional risk if the income target is not realised. The equivalent amount of money will need to be found from elsewhere in the budget and may ultimately impact on the number of posts within the team.</p>

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

There will be no immediate effect on staffing numbers; however this will need to be reviewed.

**NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:** 3

**NUMBER OF POSTS IN BUDGET AREA AFFECTED:** 3

**NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:** 0

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

**PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:** n/a

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	x	

**IF YES, PLEASE DESCRIBE BELOW:**

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Environmental Health general section  
 Increase in the number of service complaint in relation to Public health intervention due to rodent infestations that have not been eradicated.

Additional costs as a result of works in default due to Environmental Health intervention as a result of statutory notice procedures under the Prevention of Damage by Pests Act 1949 and the Environmental Protection Act 1990.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW:		
<ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
<p>There is a risk if the income target is not realised.</p> <p>In addition service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect. However, many members of our communities will be unable to fund such treatment, resulting in untreated problems that may give rise to issues affecting public health.</p>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Continued monitoring of call volumes against target.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Consultation has been undertaken with authorities who have implemented charges and direct impact on service provision and additional workloads in Environmental Health.

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
Consideration on works in default budget if Environmental Health intervention is required via statutory notice procedures under the Prevention of Damage by Pests Act 1949 and the Environmental Protection Act 1990.

HEAD OF SERVICE: Rob Hartshorn.....

DATE OF COMPLETION: 19/11/2018.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection- Registrars
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Registrars Increase in Ceremony Fees
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BUDGET AREA:	Registrars – Cost Centre 2916
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TOTAL BUDGET FOR THIS AREA:	£67,848. (2018/2019)
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TOTAL SAVING:	£10,000	Saving as a % of total budget: 14.7%
		Savings as a % of income: 4.2% increase in overall income.

**PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:**

The savings will be achieved by : Increasing ceremony fees on a cost recovery basis

Ceremony fees are reviewed annually to recover reasonable costs of providing the service. This involves consideration of the cost to the authority in providing the service and comparing fees set by neighbouring and other Welsh authorities. Locally set fees can only be set on a cost recovery basis and cannot generate a profit. Ceremony bookings can vary but based on previous trends the proposed increases should generate at least 10K increase in income.

	District Weekdays	Outside Venue Weekdays	District Sat/Sun B/H	Outside Venue Sat/Sun B/H
Current	£200	£266	£250	£377
Proposed	£221	£286	£300	£410
Increase	£21 (10.5%)	£20 (7.5%)	£50 (20%)	£33 (8.7%)

## 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC</b> :
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposal will affect persons booking Marriage and Civil Partnership ceremonies and will apply equally to everyone. Ceremonies are generally one off or rare events that do not have ongoing effects on the public and so will have low impact. The authority is also required to provide a statutory ceremony (for marriage and civil partnership) at a centrally set fee, currently £46.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

## 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
Price comparisons are made with alternative districts as there is a risk that increases could deter couples from booking ceremonies in our area in our own Penallta House ceremony room and external licenced venues. The proposed fees are generally based on cost recovery and are still competitive when compared with our nearest neighbours.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

There will be no impact on members of staff.

**NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:** 0

**NUMBER OF POSTS IN BUDGET AREA AFFECTED:** 0

**NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:** 0

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

**PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:** n/a

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x

**IF YES, PLEASE DESCRIBE BELOW:**

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x



<p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
n/a

**4. RISK(S) AND SENSITIVITIES**

		NO
		x
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
-		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None, will be consulted as part of MTFP process and budget engagement activity .

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
Nothing to add.

**HEAD OF SERVICE:** .....Rob Hartshorn...

**DATE OF COMPLETION:** 2/11/2018...

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection - Trading Standards
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Vacancy management /deletion of a Fair Trading Officer post within the service.
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BUDGET AREA:	2251/2258 JW01
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TOTAL BUDGET FOR THIS AREA:	£794,619 Total net budget.
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TOTAL SAVING:	£40,000	Saving as a % of total budget: 5.03%
		Savings as a % of salaries budget : 5.40%

**PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:**

The Trading Standards Service is a statutory regulatory service with limited opportunities for income generation. A budget realignment reduction of 6K has already been taken in 18/19. There are no further options for significant budget savings other than salaries/vacancy management.

The saving will be achieved through vacancy management / deletion of a post from the service structure. The recent letter from HR regarding workforce planning has resulted in a number of expressions of interest from officers within the service of various ages and length of service. Strain cost information has been requested in order to assess the applications in line with service structure and financial business case. The loss of one post with associated on costs and mileage savings would result in a saving of around 40K.

Full savings may not be realised in 19/20 due to severance payments/pension strain costs.

**2. PUBLIC IMPACT ANALYSIS**

**PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

Trading Standards is so wide ranging it has many different types of service users. Officers provide advice and assistance to consumers who have problems with goods and services purchased. They give advice and guidance to businesses to assist them to comply with legislation and compete in a fair market place. Enforcement action is also taken where appropriate for non-compliances.

The service covers a wide variety of functions including Food and Product safety, Doorstep Crime, Animal Health and Welfare, Under Age Sales, Fair Trading, Consumer Advice and Intervention and Licensing Enforcement.

There are 17 officers across two teams equating to 16 ftes.

The impact of the proposal on the public, local businesses and other service areas would depend on which post is lost and the activities carried out by the post holder. Loss of a post within the service would impact on the level and timeliness of service provision and on the workload of remaining colleagues. Some functions will need to be reduced.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION**:

Depending on which post is lost, functions and levels of service will need to be reviewed.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF**:

Certain roles, functions may need to be re assigned to other officers and levels of service in that area and others within the service reduced.

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NUMBER OF **POSTS** AFFECTED BY THE PROPOSED SAVING:

1

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
VOLUNTARY SEVERANCE:	x
RETIREMENT:	x
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	2019/20	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Trading Standards carry out the Licensing enforcement function and a loss of a post may impact on response times, availability to carry out inspections, deal with complaints etc and depending on the post lost on knowledge and experience in certain areas.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
-		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

N/A consultation will be part of MTFP engagement strategy.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE: Rob Hartshorn**

**DATE OF COMPLETION: 5/11/2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Public Protection – Environmental Health
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Delete 0.6 FTE of an Environmental Health Officer post located in the Pollution Control Team.
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BUDGET AREA:	Public Protection – Environmental Health
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TOTAL BUDGET FOR THIS AREA:	Total Budget = £371,031 (Saving of 0.6 fte is equal to 7.89% of Total budget) Salaries Only = £259,560 (Saving of 0.6 fte is equal to 11.28% of Salaries only)
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TOTAL SAVING:	The 0.6fte saving is equal to £29,277
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by deleting 0.6 FTE Environmental Health Officer post in the Pollution Control team. The post of one part of a job share post that is currently filled on a short term temporary contract. The temporary contract would not be extended or renewed.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>Environmental Health Officers in the pollution team are specialised technical officers responsible for delivering: the contaminated land strategy; air quality objectives, e.g. Hafod-yr-ynys; environmental permitting of complex pollution generating premises and processes; closed landfill site monitoring; planning consultation responses; noise directives; statutory noise and nuisance control; response to emergency situations and the out of hours emergency service. The team responds to approximately 800 requests for service per year, in addition to the programmed monitoring work.</p> <p>The Pollution Team protects public health by providing prompt investigations of complaints relating to nuisances or hazards to health and serious pollution incidents such as factory fires causing emissions and chemicals and asbestos to the air and local vicinity . Examples of such health protection issues include noise from neighbours, barking dogs, blocked or defective drains and sewers, investigation of odours, and bonfires etc.</p>

The team consists of one Senior EHO on grade 12, three full time EHOs on grade 10, one job share 0.4 FTE EHO on grade 10 (other part of this post under consideration).

This 0.6 FTE post has been filled on a temporary basis to the end of June 2019. After this date, the post will become vacant.

A permanent reduction in the team from 5 to 4.4 will hinder response times and the ability to run a service during times of annual leave or other absence. There is potential for impacts on all service users including members of the public and other council services e.g. planning, engineers, highways and licencing. There will also be an impact on members of the public that unknowingly use the service such as those living in air quality management areas or close to contaminated land.

The workload is demanding and requires a toolbox of skills to address the many and varied situations they deal with on a day to day basis. Such skills include education and encouragement, issuing warnings through to serving notices, obtaining entry warrants and seizing property, taking legal action and giving evidence in court. They work with partner organisations including amongst others: Natural Resources Wales, Welsh Government, Gwent Police, Welsh Water and other council services such as Social Services.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The team works in close partnership with Planning Development Control, Engineers, Highways, Licensing etc., therefore a reduction in staff resource may delays in statutory responses to these other teams. The public may complain if responses to requests for service are delayed.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
The temporary contract will not be renewed or extended. Other members of the team (already working to capacity) will be required to pick up additional workload.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	5
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	6
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	One
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	0
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	By the end of June 2019.
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<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)</b>	YES	NO
	X	

<b>IF YES, PLEASE DESCRIBE BELOW:</b>
<ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
See Q. 3 above



WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
This will impact upon work with partner organisations including amongst others: Natural Resources Wales, Welsh Government, Gwent Police, and Welsh Water.		

**4. RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
A permanent reduction in the team from 5 to 4.4 will hinder response times to service request from the public and Members, and also response times to planning and licensing consultations.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
The workload will need to be assessed and prioritised accordingly. Some responses may unavoidably be delayed.		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
Nothing to add.

**HEAD OF SERVICE: Rob Hartshorn**.....

**DATE OF COMPLETION: 20/11/2018**.....

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**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Sport & Leisure Services – Leisure Centres
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## 1. GENERAL INFORMATION

SAVING PROPOSAL:	Changes in VAT for Leisure Pricing
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BUDGET AREA:	Leisure Centres
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TOTAL BUDGET FOR THIS AREA:	£2,757,195
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TOTAL SAVING:	£50,000	Saving as a % of total budget:1.8 %
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
A recent change in the way that VAT is applied to leisure prices has resulted in CCBC being able to generate an additional 20% income of a range of services provided.

## 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC</b> :
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
A small number of Clubs currently have a VAT exemption through block bookings and these charges have increased to ensure consistency for all customers. The recent changes in the application of VAT to leisure pricing does not now provide this benefit. A small number of Clubs reclaim VAT paid on charges and will not be able to do so now that the VAT change has been applied. Delegated authority has been given to the Interim Director of Communities, in consultation with the relevant Cabinet Member, to deal with any issues arising with these Clubs.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There may be some negative feedback to the Council from a number of stakeholders including local members, existing and potential users (groups) as clubs may struggle to fund the additional 20%. This increase will likely be passed to those who are club members. In some instances this may prove to be a barrier to participation</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>This change has already been agreed by Cabinet at their meeting of 19<sup>th</sup> September 2018 and delegated authority has been given to the Interim Director of Communities, in consultation with the relevant Cabinet Member, to deal with any issues arising with these Clubs.</p> <p>A clear message is already being delivered to all CCBC residents in respect of the financial constraints and context within which the authority is operating. Additional back office advice, guidance and support can be provided by relevant and appropriate officers with particular reference to delivery models and potential grant funding.</p> <p>Relevant officers will also work with those clubs most affected to support continued delivery through use of mechanisms such as Community chest.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF**:

N/A

**NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:** N/A

**NUMBER OF POSTS IN BUDGET AREA AFFECTED:** N/A

**NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:** N/A

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

**PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:** April 2019

<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)</b>	YES	NO
		X

**IF YES, PLEASE DESCRIBE BELOW:**

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

N/A.

<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)</b>	YES	NO
	X	

<p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
<p>A small number of clubs may experience increased fees. This change has already been agreed by Cabinet at their meeting of 19th September 2018 and delegated authority has been given to the Interim Director of Communities, in consultation with the relevant Cabinet Member, to deal with any issues arising with these Clubs.</p>

**4. RISK(S) AND SENSITIVITIES**

<p>HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)</p>	<p>YES</p>	<p>NO</p>
	<p>x</p>	
<p>IF YES, PLEASE SPECIFY BELOW:</p>		
<p>Risk of adverse reaction by existing clubs supported by local ward Members. There is a further risk that the principles associated with delivery of the Sport &amp; Active Recreation Strategy (SARS) may be compromised.</p>		
<p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p>		
<ul style="list-style-type: none"> <li>- This change has already been agreed by Cabinet at their meeting of 19th September 2018 and delegated authority has been given to the Interim Director of Communities, in consultation with the relevant Cabinet Member, to deal with any issues arising with these Clubs.</li> <li>- Back office support from appropriate CCBC officers to support continued provision</li> <li>- Targeted delivery in areas identified of most need</li> </ul>		

**5. CONSULTATION**

<p>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</p>
<p>None to date</p>

**6. OTHER RELEVANT INFORMATION**

<p>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</p>
<p>Nothing to add.</p>

**HEAD OF SERVICE: Rob Hartshorn**.....

**DATE OF COMPLETION: 19/11/2018**.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Sport & Leisure Services – Community Centres
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Removal of Grant Aid to Two Identified Community Centres
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BUDGET AREA:	Community Centres
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TOTAL BUDGET FOR THIS AREA:	£359,855
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TOTAL SAVING:	£13,000	Saving as a % of total budget: 3.6%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The savings will be achieved by withdrawing grant funding to 2 x Community Centres. The Community centres identified, namely Glan y Nant and Rudry are not in CCBC management or ownership and do not form part of the portfolio of 37 facilities within the Community Centre portfolio that are currently supported.</p>

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The proposal will remove the grant funding to the two identified Community Centres. This will require the existing management committees to review the current operating arrangements to ensure that appropriate funds are either recovered through expenditure control or additional income is delivered through increased usage or amended charges</p> <p>There are currently 37 Community Centre supported by CCBC across the county borough, with a further 12 operating independently. Community centres offer a broad range of opportunity and access to a wide range of constituents. Reductions in financial provision or potential closures will impact significantly upon the (certain) communities that they serve.</p>

The use of Community Centres is also integral to the adoption of the Sport & Active Recreation Strategy (SARS) as the authority adopts the principles associated with the Facilities For Future Generations Blueprint

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There may be some negative feedback to the Council from a number of stakeholders including local members, Community Centre management committees, existing and potential users (groups) as facilities access and opportunities for engagement is potentially reduced or removed.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>A clear message is already being delivered to all CCBC residents in respect of the financial constraints and context within which the authority is operating. Additional back office advice, guidance and support can be provided by relevant and appropriate officers with particular reference to delivery models and potential grant funding.</p>



PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF**:

N/A

**NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:** 12

**NUMBER OF POSTS IN BUDGET AREA AFFECTED:** N/A

**NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:** N/A

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

**PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:** April 2019

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

N/A.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	

<p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
<p>There may be programmes being delivered within each facility that will be required to relocate or possibly cease delivery.</p>

**4. RISK(S) AND SENSITIVITIES**

<p>HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)</p>	YES	NO
	x	
<p>IF YES, PLEASE SPECIFY BELOW:</p>		
<p>There may be opposition from town and village communities, including local ward Members. There is a further risk that the principles associated with delivery of the Sport &amp; Active Recreation Strategy (SARS) may be compromised</p>		
<p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p>		
<ul style="list-style-type: none"> <li>- Back office support from appropriate CCBC officers to relocate existing provision</li> <li>- Targeted delivery in areas identified of most need</li> </ul>		

**5. CONSULTATION**

<p>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</p>
<p>None to date</p>

**6. OTHER RELEVANT INFORMATION**

<p>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</p>
<p>Nothing to add.</p>

**HEAD OF SERVICE: Rob Hartshorn**.....

**DATE OF COMPLETION: 19/11/2018**.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Sport & Leisure Services – Community Centres
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Withdrawal of funding for Community Centre Caretakers
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BUDGET AREA:	Community Centres
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TOTAL BUDGET FOR THIS AREA:	£359,855
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TOTAL SAVING:	£79,000	Saving as a % of total budget: 22%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by removing the CCBC contribution of 11 hours per Community Centre towards the current 12 hour contracts that are in place for each Community Centre supported by the authority

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The proposal will require the autonomous management committees that are responsible for operational delivery of each Community Centre to assume the costs of caretaking provision.</p> <p>Each Community Centre is currently supporting the caretaker costs by x 1 hr per week with the remaining x 11 hours supported by CCBC. CCBC will retain responsibility for ensuring that each building complies with statutory maintenance requirements and liabilities and will further support appropriate reactive maintenance requirements.</p> <p>This proposal however will require each Community Centre to review its existing provision and charging structure which may result in a (significant) reduction in availability or in certain circumstances, potentially close.</p>

There are currently 37 Community Centre supported by CCBC across the county borough, with a further 12 operating independently. Community centres offer a broad range of opportunity and access to a wide range of constituents. Reductions in provision or potential closures will impact significantly upon the communities that they serve.

The use of Community Centres is also integral to the adoption of the Sport & Active Recreation Strategy (SARS) as the authority adopts the principles associated with the Facilities For Future Generations Blueprint

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
		X

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

**3. ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There will be some negative feedback to the Council from a number of stakeholders including local members, Community Centre management committees, existing and potential users (groups) as facilities access and opportunities for engagement is potentially reduced or removed.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>A clear message is already being delivered to all CCBC residents in respect of the financial constraints and context within which the authority is operating. Additional back office advice, guidance and support can be provided by relevant and appropriate officers with particular reference to delivery models and potential grant funding.</p>

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

Each Community Centre caretaker is currently employed with a 12 hour contract. Each Community Centre will differ in its ability to retain the existing caretaker support. This may result in either a reduction in the number of hours required or removal of caretaker support completely.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	12
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	37
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	37
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	This will be dependent upon the approach adopted by each Community Centre

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	October 2019
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<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)</b>	YES	NO
	x	

**IF YES, PLEASE DESCRIBE BELOW:**

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Caretaker wages are managed by CCBC initially reconciled through a back office function within the Sport & Leisure Services Customer Service Team and administered through the CCBC payroll function. A reduction in the staffing compliment will potentially reduce the amount of administrative support required.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Each Community Centre management committee is facilitated by individuals operating in a voluntary capacity. This proposal may place significant additional pressure upon each management committee to support continued provision.		

**4. RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Risk of adverse reaction by town and village communities, including local ward Members. There is a further risk that the principles associated with delivery of the Sport & Active Recreation Strategy (SARS) may be compromised		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<ul style="list-style-type: none"> <li>- Back office support from appropriate CCBC officers</li> <li>- Targeted delivery in areas identified of most need</li> </ul>		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None to date

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
Nothing to add.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Sport & Leisure Services – Community Centres
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Closure of 4 x Community Centres
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BUDGET AREA:	Community Centres
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TOTAL BUDGET FOR THIS AREA:	£359,855
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TOTAL SAVING:	£23,000	Saving as a % of total budget: 6.4%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by closing 4 x Community Centres within the existing portfolio of facilities managed and supported by CCBC. The four identified Community Centres are Tirphil, Phillipstown, Channel View and Lower Rhymney (already closed 2018)

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposal will remove the Community Centre provision within the communities within which they are situated
There are currently 37 Community Centre supported by CCBC across the county borough, with a further 12 operating independently. Community centres offer a broad range of opportunity and access to a wide range of constituents. Reductions in provision or potential closures will impact significantly upon the (certain) communities that they serve.
The use of Community Centres is also integral to the adoption of the Sport & Active Recreation Strategy (SARS) as the authority adopts the principles associated with the Facilities For Future Generations Blueprint

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>There will be some negative feedback to the Council from a number of stakeholders including local members, Community Centre management committees, existing and potential users (groups) as facilities access and opportunities for engagement is potentially reduced or removed.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>A clear message is already being delivered to all CCBC residents in respect of the financial constraints and context within which the authority is operating. Additional back office advice, guidance and support can be provided by relevant and appropriate officers with particular reference to delivery models and potential grant funding.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
<p>Each Community Centre caretaker is currently employed with a x12 hour contract. Each caretaker will be managed in accordance with the appropriate CCBC policy in relation to redeployment and / or redundancy</p>



NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	12
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	3
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	3
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	This will be considered in the first instance
REDUNDANCY:	This will need to be considered should alternative employment not be available

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	x	

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Caretaker wages are managed by CCBC initially reconciled through a back office function within the Sport & Leisure Services Customer Service Team and administered through the CCBC payroll function. A reduction in the staffing compliment will potentially reduce the amount of administrative support required.

Following closure CCBC will still own the building which will require appropriate maintenance and security arrangements to be undertaken prior to a decision in relation to future use.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	x	

<p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
<p>There may be programmes being delivered within each facility that will be required to relocate or possibly cease delivery.</p>

**4. RISK(S) AND SENSITIVITIES**

<p>HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)</p>	YES	NO
	x	
<p>IF YES, PLEASE SPECIFY BELOW:</p>		
<p>Risk of adverse reaction by town and village communities, including local ward Members. There is a further risk that the principles associated with delivery of the Sport &amp; Active Recreation Strategy (SARS) may be compromised</p>		
<p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p>		
<ul style="list-style-type: none"> <li>- Back office support from appropriate CCBC officers to relocate existing provision</li> <li>- Targeted delivery in areas identified of most need</li> </ul>		

**5. CONSULTATION**

<p>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</p>
<p>None to date</p>

**6. OTHER RELEVANT INFORMATION**

<p>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</p>
<p>Nothing to add.</p>

**HEAD OF SERVICE: Rob Hartshorn**.....

**DATE OF COMPLETION: 19/11/2018**.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Cessation of the Community Assets Budget.
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BUDGET AREA:	Parks & Countryside Operations
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TOTAL BUDGET FOR THIS AREA:	£54,000 (in 2018/19)
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TOTAL SAVING:	£54,000	Saving as a % of total budget: 100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by removing the Community Asset Budget in its entirety.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This budget has been traditionally been utilised to support diminishing revenue budgets to enhance local infrastructure. This proposal is to remove the budget so consequently these opportunities will no longer be available.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<b>X</b>		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	<b>X</b>	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>The proposal removes the service’s ability to respond to request for service from Elected Members or residents to undertake infrastructure improvements on Council held land which has no dedicated revenue budget.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Any service requests will need to be considered on a case by case basis and consideration given to any subsequent health and safety risks.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
This proposal will not have any impact on staff.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	N/A
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		<b>X</b>

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Not applicable.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		<b>X</b>

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Not applicable.

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		<b>X</b>

IF YES, PLEASE SPECIFY BELOW:

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None on this specific budget reduction.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 8<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in the plant & machinery budget.
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BUDGET AREA:	Parks & Countryside Operations
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TOTAL BUDGET FOR THIS AREA:	£47,000 (in 2018/19)
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TOTAL SAVING:	£20,000	Saving as a % of total budget: 42%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by realigning the budget for the purchase of plant and equipment.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This proposal will have only an indirect impact on members of the public. The proposed reduction in the Plant and Machinery budget diminishes the service's areas ability to procure new items of equipment when they reach the end of their life or become uneconomical to repair.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<b>X</b>		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The proposed budget realignment will diminish the service areas ability to procure new items of equipment as and when they reach the end of their life expectancy or become uneconomical to repair.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  Any replacement items of equipment will need to be based on robust business cases and available budget to enable service provision to continue to be delivered unhindered to our residents.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There will be no effect on existing staffing numbers.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?	
POST(S) ALREADY VACANT:	N/A	
VOLUNTARY SEVERANCE:	N/A	
RETIREMENT:	N/A	
REDEPLOYMENT:	N/A	
REDUNDANCY:	N/A	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	N/A	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		<b>X</b>
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		<b>X</b>
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		<b>X</b>
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 23rd November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in the playground maintenance budget.
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BUDGET AREA:	Parks & Countryside Operations
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TOTAL BUDGET FOR THIS AREA:	£284,000 (in 2018/19)
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TOTAL SAVING:	£10,000	Saving as a % of total budget: 3.5%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by reducing the playground maintenance budget. The service currently has a maintenance budget of £284,000 to manage fixed play equipment across the county borough which includes fixed play, Multi Use Games Areas (MUGAs), skate parks and kick walls.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC</b> :
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This proposed budget realignment will not have any direct effect on members of the public.
Whilst this proposal is to reduce the existing revenue budget, opportunities to procure new items of equipment, when needed, are still available albeit to a lesser degree.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<b>X</b>		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>The proposed budget realignment will diminish the service areas ability to procure new items of equipment as and when they reach the end of their life expectancy or vandalised beyond repair. If equipment could not be replaced, this will reduce the 'play value' of facilities and could ultimately lead in future years to some targeted closures.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Opportunities to procure new items of equipment, when needed, are still available albeit to a lesser degree. Any replacement items of equipment will need to be based on robust business cases and available budget.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There will be no effect on existing staffing numbers.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	N/A	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 23rd November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in Area Parks Officers
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BUDGET AREA:	Parks & Countryside Operations
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TOTAL BUDGET FOR THIS AREA:	£303,289 (in 2018/19)
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TOTAL SAVING:	£44,000	Saving as a % of total budget: 14.5%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by reducing the number of Area Parks Officers (or other equivalent posts) by one.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This proposed reduction in Area Parks Officers will not have any direct effect on members of the public.
Whilst this proposal is to reduce the number of existing staff, this gives the opportunity to restructure the service area to achieve the financial saving.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<b>X</b>		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The proposed reduction in Area Parks Officers will allow the service area the opportunity to re-structure and re-focus resources to enable the financial saving to be achieved.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  Whilst the number of Area Parks Officers may not be reduced, this will allow the service to restructure and remove other posts to achieve the financial saving.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Discussions are on-going with members of staff, it is anticipated that the saving can be achieved via retirement and the deletion of vacant posts to achieve the saving.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	7
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	7
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	1
REDEPLOYMENT:	
REDUNDANCY:	



PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	Prior to 1 <sup>st</sup> April 2019.	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		<b>X</b>
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		<b>X</b>
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		<b>X</b>
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 6<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Removal of one application of herbicide (part of the weed spraying contract).
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BUDGET AREA:	Parks & Countryside Operations
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TOTAL BUDGET FOR THIS AREA:	£64,000
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TOTAL SAVING:	£32,000	Saving as a % of total budget: 50%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by removing one application of herbicide to all adopted highways/footpaths (including town centres) and rear lanes across the county borough. Currently the first application is undertaken in early spring (March/April) and the second in late summer (August/September).

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The removal of one application of herbicide will not directly impact on the public. However, the reduction in treatment will mean that there will be more weed growth within the carriageways, footpaths etc. which will be noticeable.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
There will be some negative feedback from residents, town centre business communities and local ward members as they realise that the Council's ability to undertake removal of weeds is reduced.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  Requests for service can be raised via the existing channels or via the Corporate Complaints process.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There will be no effect on existing staffing numbers as these works are undertaken by a private contractor.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	N/A	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Risk of adverse reaction from residents including local Ward Members. However the reduction is small enough so as not to have a large impact.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<ul style="list-style-type: none"> <li>- Regular face to face contact with the business community through the Town Centre Management team;</li> <li>- Regular monitoring of the service request and corporate complaints channels.</li> </ul>		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None on this specific budget reduction.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 6<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Staff Restructure
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BUDGET AREA:	Green Space Strategy & Cemeteries
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TOTAL BUDGET FOR THIS AREA:	£1,289,416 (in 2018/19)
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TOTAL SAVING:	£100,000	Saving as a % of total budget: 7.75%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by restructuring the Countryside Service and decreasing the number of posts.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This proposed restructure will have a low impact on the public as there will be a lesser number of staff to respond to and manage the service provision going forward.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The proposed restructure will allow the organisation to achieve financial savings as part of its overall Medium Term Financial Plan (MTFP).
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
The removal of a number of posts from the service will give remaining staff the opportunity to undertake other work streams

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
The removal of posts from the service area will result in increased workload for remaining staff. This may result in them having to deal with request on a reactive basis as opposed to working on planned programmes of work.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	33.41
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	33.41
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	4
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	0.5
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	3.5
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	Prior to 1 <sup>st</sup> April 2019.	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None on this specific budget reduction other than staff awareness sessions. The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 23rd November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Cleansing Staffing Reductions
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BUDGET AREA:	Cleansing (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	4,235.188
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TOTAL SAVING:	£166,000	5.42%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved through an overall reduction of 7 FTEs from the cleansing workforce which will largely be achieved through the deletion of vacant posts

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be an impact on the cleanliness/emptying of bins across the County Borough
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
This will be minimised through re-routing and re-prioritising of cleansing scheduled

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The reduction in cleansing could have an overall impact on cleanliness standards and customers satisfaction  <b>Also, please identify the mitigating actions that will assist in managing this:</b> Re-routing and re-prioritising of sweeping routes

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There proposed savings will be achieved largely through the deletion of vacant posts and retirement (although due to the recent workforce development letter that was issued voluntary severance may also be used)

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	7
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	128 (cleansing staff) Overall staffing for waste/cleansing 216
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	7
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	5
VOLUNTARY SEVERANCE:	Not known
RETIREMENT:	Not known

REDEPLOYMENT:	0
REDUNDANCY:	0

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Consultation has begun with staff and the trade unions. No specific public consultation action has taken place as yet. The proposal will form part of the wider savings consultation which will take place from November – January.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

No further comments to add.

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 16<sup>th</sup> November 2018

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	INTRODUCTION FOR A NEW SCHEME FOR CHARGING FOR BULKY WASTE
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BUDGET AREA:	Bulky Collection (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	149,842
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TOTAL SAVING: (Income generation)	£50,000	33.36%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
There is currently a free collection service for large bulky items (3 piece suits and beds) with a chargeable service for other household furniture (cookers, wardrobes etc.) - £15 for up to 3 items and £20 for 4-6 items. All other items are priced individually e.g. sheds, bathroom suites etc. The proposal is to charge for All household furniture - £16 for up to 3 items and £5 per additional for up to 6 items. All other items e.g. furniture and fittings will continue to be priced individually.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This builds on the current charging system for bulky waste. Residents are able to dispose of the items free of charge at one of the household waste recycling centres (HWRCs). For items in a reusable condition there is a free collection offered by furniture revival.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The proposed saving (income generator) could result in additional tonnage being delivered to the HWRCs. It will also require additional IT development and contact centre training.  <b>Also, please identify the mitigating actions that will assist in managing this:</b> Monitoring of CA site throughput. Briefing of contact centre staff

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
It is anticipated that there could be a reduction in requests as a result of the charging policy but it is unlikely it will reduce to a level where it would impact on staffing levels. There is a risk that a minority of residents will choose to fly-tip the items which could then involve enforcement investigating these issues and/or cleansing have to clear any fly-tipped materials.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	N/A
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	N/A
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	N/A
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<b>PLEASE SPECIFY HOW THIS WILL BE MANAGED:</b>	<b>HOW MANY POSTS?</b>
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	



RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019 (subject to any IT development)	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
IT development will be required to allow the changes to be made.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
We have not included all the potential income generation in the 1 <sup>st</sup> year of savings as it is difficult to gauge public resistance to the introduction of charges.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
This can be reviewed during the 1 <sup>st</sup> year to determine if there are any additional savings that could be included in future years.		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
No specific consultations as yet.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No additional information to add.

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 14<sup>th</sup> November 2018

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Rationalisation of farm round waste collection service
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BUDGET AREA:	Residual Waste (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	£957,926
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TOTAL SAVING:	£53,000	5.53%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving will be achieved by rationalising the waste collection service offered to farms/outlying properties by requesting more properties bring their waste to the kerbside. This would reduce the requirement for specialist and dedicated collection vehicles and enhance productivity.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposal would have a direct impact on residents in farms and outlying properties who currently have a dedicated collection service as they will be required to bring their waste to the kerbside i.e adopted highway for collection

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The proposed saving will contribute to the overall medium term savings and will enhance productivity on existing collection rounds. It will allow for the rationalisation of vehicles

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
The saving is a combination of staffing and vehicle reduction

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	2
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	2 (not full time)
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	2
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	1
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
The proposal would have a direct impact on residents in farms and outlying properties who currently have a dedicated collection service as they will be required to bring their waste to the kerbside.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Residents with disabilities are offered special assistance with collections and this service will continue.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Consultation has begun with staff and the trade union. No specific public consultation action has taken place as yet. The proposal will form part of the wider savings consultation which will take place from November – January.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

No further information to add

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 19<sup>th</sup> November 2018

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in Mechanical Sweeping
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BUDGET AREA:	Cleansing (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	4.235.188
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TOTAL SAVING:	£193,000	4.56%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving will be achieved by reducing the number of mechanical sweepers and staff designated to this function. Routes will need to be re-scheduled.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The reduction on mechanical sweeping across the Borough will undoubtedly have an impact on the overall cleanliness of the Borough. It will also have an impact on response times for requests for leaf clearance.

TACKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	
<a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?	

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
The reduction in the mechanical sweeping would have an overall impact on the cleanliness of the Borough and could effect current performance indicators and customer satisfaction. This could lead to an overall increase in complaints.
<b>Also, please identify the mitigating actions that will assist in managing this:</b> Re-routing and re-scheduling of sweeping routes

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
The proposed saving will have a direct impact on staff due to the reduced vehicle numbers , 4 staff will be redeployed (as part of the departments workforce development exercise).

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	10
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	10
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	4
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	4 (staff savings will be achieved through the department's workforce development exercise and a combination of vacant posts, retirement and voluntary severance).
REDUNDANCY:	



PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
No specific public consultation has taken place as yet. This will form part of the wider savings consultation which will take place from November – January.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further information to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 16<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Closure of 2 Civic Amenity Sites.
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BUDGET AREA:	Civic Amenity Sites (household waste recycling centres) (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	915,940
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TOTAL SAVING:	£98,000	10.7%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving would be achieved by a closure of 2 sites which are proposed as Penallta and Aberbargoed. The saving consists of overheads and utilities. Disposal/transport costs would be transferred to the remaining sites and staff would be transferred to the remaining sites to assist with implementing procedures to improve recycling.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The closure of 2 sites will have an impact on residents as the distance to the nearest site may be greater and waiting times longer.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	
<a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?	

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
The reduction/rationalisation of the CA site network will achieve financial savings but at least initially could result in negative feedback from site users.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Clear communication in advance of the closures. Briefing of contact centre staff.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
There is no direct impact on staff as they will be redeployed to the remaining sites.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	N/A
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	N/A
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	N/A
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
1) There is a risk that fly-tipping may increase as a result of the closures 2) The site at Aberbargoed is leased and the landlord could request that the site is returned to its original state which could have a significant financial impact.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
1) Advance communication of remaining sites 2) Discussions with the landlord		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Consultation has begun with staff and the trade union. No specific public consultation action has taken place as yet. The proposal will form part of the wider savings consultation which will take place from November – January.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further information to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 16<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in proactives initiatives budget
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BUDGET AREA:	Proactive Initiatives budget.
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TOTAL BUDGET FOR THIS AREA:	£62,336
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TOTAL SAVING:	£50,000	80.2%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving will be achieved by producing the proactives initiative budget from £62,336 to £12,336 (an overall saving of £50,000)

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposed reduction in the proactives initiatives budget will specifically affect proactive public engagement. ie. Door stepping activities, leaflet provision and other awareness campaigns. This may impact upon public participation in waste recycling. The impact on the public could be that they feel less informed/engaged on the importance of waste reduction/recycling. A Scrutiny Waste Review Working Group is currently considering the waste service and the reduction in tis budget will have a greater impact if there are to be any significant service changes.

TACKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>The proposed reduction in this budget would achieve financial saving as part of its overall medium term financial plan savings (MTFP). The achievement of statutory recycling targets relies on the support and participation of residents and businesses. The further reduction to this budget will significantly decrease the levels of public engagement and could have a negative impact on the Authority's future recycling performance an annual door stepping campaign designed to encourage recycling participation could no longer be funded. In the past 4 years these campaigns have contributed to an increase in recycling participation and capture rates. The impact would be greater if there were any key service changes that would need to be communicated.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b> Maximising other communication methods to ensure the public remain engaged and participation is maintained/increased.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There will not be a significant impact on members of staff, however, they will need to utilise other methods or engagement e.g website. It is likely telephone queries will increase.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	N/A
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	N/A
---	-----

NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	N/A N/A
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
There is a risk that by reducing levels of face-to-face public engagement will impact on the Authority's ability to meet future statutory recycling targets.		

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Through maximising the use of more cost – effective communication methods e.g. website, emailing bulletins etc.

## 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

No specific consultations have taken place. This proposal will form part of the wider consultation on saving proposals.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

No further information to add

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 13<sup>th</sup> November 2018

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Civic Amenity Sites to shut an additional day (assumes 4 remain open)
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BUDGET AREA:	Ca Sites (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	£915,940
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TOTAL SAVING:	£38,000	4.15%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This proposal assumes that the proposal to close 2 sites is approved. The additional saving of £38,000 will be achieved by closing the remaining sites an additional day per week i.e. each site will be open 5 days per week.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposed saving would further reduce the flexibility that site users have in disposing waste. We would ensure that adjacent sites are not closed on the same day.

TACKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	
<a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?	

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
There could be an increase in fly-tipping an adverse reaction from site users if the additional closures are implemented.
<b>Also, please identify the mitigating actions that will assist in managing this:</b> Effective communication in advance of the closures. Clear signage outlining the revised opening times and implications of fly-tipping

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
There will be a reduction in staff of 1.5 FTE

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	
---	--

NUMBER OF POSTS IN BUDGET AREA AFFECTED:	1.5
--	-----

NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	1.5
--	-----

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	1.5 (covered by agency)
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
1) There is a risk that fly-tipping (specifically outside the gates will increase as a result of the closures).		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
1) Review and amends signage on open hours and fly-tipping 2) Ensure changes are communicated in advance.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Consultations has commenced with staff and the trade unions. No specific public consultation has taken place as yet. This will form part of the wider savings consultation which will take place from November – January.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further information to add.

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 16<sup>th</sup> November 2018

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Closure of All 5 Public Conveniences
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BUDGET AREA:	Public Conveniences (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	£74,000
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TOTAL SAVING:	£74,000	100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by closing all 5 public conveniences (Bargoed, Blackwood, Caerphilly (station), Risca, Ystrad Mynach) operated by the Authority with the exception of the public conveniences located at the Twyn, Caerphilly which are operated by the tourist information centre.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The Authority does not have a statutory duty to provided public conveniences.

TACKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
		X

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	
<a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?	

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
There will be a significant saving due to the current costs of utility bills, general maintenance, vandalism and cleaning of the facilities. Although there may be an increase in customer complaints and dissatisfaction
<b>Also, please identify the mitigating actions that will assist in managing this:</b> Ensure the communication of the proposed closures is clearly communicated and contact centre staff are fully briefed.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
Only staff are cleaners and building cleaning have vacant posts available to be filled by these employees.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	Not FTE
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	4 (Part Time)
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	4 (Part Time)
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	4 Part time
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	4
REDUNDANCY:	n/a



PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Traditionally, most improvement works have been conducted by the Council's NCS team. The amount of works being instructed will reduce in line with the budget cuts.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
The Council has developed a draft Local Toilets Strategy for consultation as required by the Public Health (Wales) Act 2017.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The draft Strategy aims to promote access to local toilets across the private and public sector. The Council has a number of toilet facilities available to the public in its buildings across the county borough.		

## 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

No specific consultation has been undertaken. The proposals will form part of the wider consultation on the proposed savings. However, there is currently consultation with the public and various bodies with regards to the draft Local Toilet Strategy.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

No further information to add.

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 13<sup>th</sup> November 2018

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in the level of weekend cleansing
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BUDGET AREA:	Cleansing (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	4,235.188
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TOTAL SAVING:	£34,000	0.8%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved through a reduction in overtime on the weekends for cleansing town centres and other towns/villages. This will be achieved through a combination of reducing cleansing to main town centres only utilising staff working weekends as part of their contracted hours.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be an impact on the cleanliness/emptying of bins that are not located in the main town centres which have an adverse reaction from the public. The negative impact will be minimised through re-scheduling and prioritising resources/staff who currently work weekends as part of their contracted hours.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The reduction in weekend cleansing costs could have an impact on cleanliness standards/customer satisfaction levels but this would be minimised by better planning/prioritising use of resources.  <b>Also, please identify the mitigating actions that will assist in managing this:</b> Re-routing and re-prioritising cleansing rounds

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There would be a reduction in non-contractual overtime for those staff who currently work weekends.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	N/A Affects non-contractual overtime only.
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	N/A Affects non-contractual overtime only.
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	N/A Affects non-contractual overtime only.
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Traditionally, most improvement works have been conducted by the Council's NCS team. The amount of works being instructed will reduce in line with the budget cuts.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Consultation has begun with staff and the trade union. No specific public consultation action has taken place as yet. The proposal will form part of the wider savings consultation which will take place from November – January.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further comments to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 16<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in the Public Rights of Way Budget.
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BUDGET AREA:	Green Space Strategy & Cemeteries
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TOTAL BUDGET FOR THIS AREA:	£62,000 (in 2018/19)
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TOTAL SAVING:	£31,000	Saving as a % of total budget: 50%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by reducing the maintenance budget for the management of Public Rights of Way. This is a temporary reduction for 2019/20 only.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposed reduction in budget has the potential to impact directly upon members of the public. The reduction in maintenance budget will lessen the Council's ability to respond to requests for service, which as a direct result could lead to potential legal challenges if PRoWs are blocked or inaccessible.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<b>X</b>		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	<b>X</b>	
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>The proposed budget reduction will diminish the service’s ability to respond to request for service from users of the 870 kilometres of PRow for which the authority are responsible.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Any service requests will need to be considered on a case by case basis and available budget to enable service provision to continue to be delivered unhindered to our residents.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
<p>There could be an effect on staffing levels if alternative tasks could not be found. However, this is a temporary budget reduction for 2019/20 only.</p>

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	2
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	2
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	N/A	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 23rd November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Green Spaces & Transport Services
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Reduction in the maintenance of land budget.
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BUDGET AREA:	Green Space Strategy & Cemeteries
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TOTAL BUDGET FOR THIS AREA:	£30,000 (in 2018/19)
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TOTAL SAVING:	£15,000	Saving as a % of total budget: 50%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This saving will be achieved by realigning the budget for the maintenance of land budget.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
This proposed budget realignment will not have any direct effect on members of the public. The proposal relates to maintenance on land owned and managed by the Countryside and Landscape Service and will have no effect on service provision.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<b>X</b>		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
N/A		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
The proposed budget realignment will diminish the service areas ability to respond to requests for service from Elected Members and local residents.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  Any requests for service will need to be assessed on a case by case basis and considered against available budget and health and safety concerns to enable service provision to continue to be delivered unhindered to our residents.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There will be no effect on existing staffing numbers.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	N/A	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Not applicable.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

The proposal is included in the public consultation exercise related to the MTFP savings for 2019/20.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing further to add.

**HEAD OF SERVICE: Robert Hartshorn**

**DATE OF COMPLETION: 8<sup>th</sup> November 2018**

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Communities
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SERVICE AREA:	Waste Strategy and Operations
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Deletion of RCCO budget for 1 Year
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BUDGET AREA:	RCCO (Waste Strategy and Operations)
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TOTAL BUDGET FOR THIS AREA:	£398,820
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TOTAL SAVING:	£398,820	100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This is a one-year saving only.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposal would not have a direct impact on the public unless vehicle availability/reliability becomes a major issue which affects front line service delivery

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	
<a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	
IF NO, PLEASE SPECIFY WHY BELOW?	

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
The proposed saving will contribute to the overall medium term savings. There is an aging fleet within waste strategy and operations and the non replacement of vehicles could have an impact on front line service delivery
<b>Also, please identify the mitigating actions that will assist in managing this:</b> Regular liaison with colleagues in Fleet and the ability to spot-hire vehicles if required.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
There is no direct impact on staff

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	n/a
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	n/a
--	-----

NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	n/a
--	-----

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a



PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 1 <sup>st</sup> 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
No specific public consultation action has taken place as yet. The proposal will form part of the wider savings consultation which will take place from November – January.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

No further information to add

**HEAD OF SERVICE:** Robert Hartshorn

**DATE OF COMPLETION:** 19<sup>th</sup> November 2018

**INFRASTRUCTURE DIVISION****MEDIUM TERM FINANCIAL PLAN SAVING – INTRODUCTION OF BUS STATION DEPARTURE CHARGES**

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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**1. GENERAL INFORMATION**

SAVING PROPOSAL:	Introduction of bus station departure charges
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BUDGET AREA:	ITU
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TOTAL BUDGET FOR THIS AREA:	£0 at present – will generate a new income stream. Current budget for bus stops and bus station maintenance and cleansing is £114,100 (including business rates and rental from café at Blackwood). Reduced from £172,200 in 2013/14.
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TOTAL SAVING:	£100k	Saving as a % of total budget: Income generated would cover 87.6% of the current maintenance, cleansing and operational costs.
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Introduce departure charges for bus operators at Bus Stations at Blackwood, Bargoed and Caerphilly. Revenue raised based on nominal 35p per departure at each location.

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Operators may seek to recover this through termination of contracts / changes to services / increased bus fares for passengers.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Income generated could be used to offset cuts to bus services / support the maintenance and running costs of the facilities.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
✓		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
<p>This area has already implemented budget cuts of 33.7% and any further cuts to the operational maintenance and cleansing regimes to ensure the Council meets its obligations in terms of health and safety could compromise this. A large element of the available budget (£44.9k) is committed to business rates and cannot form part of any future savings.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The proposal would raise revenue as an alternative to reducing support for local bus services and / or maintaining bus stop and bus station facilities, so would help to preserve the bus network and be used to offset cuts to bus services / support the maintenance and running costs of the facilities.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
No impact on staff

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0.75
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	Nil
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019 ( <i>assuming this relates to the charges being introduced – not changes to staffing</i> )	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p>Bus Shelter cleansing is currently undertaken by NCS. Over the past 4 financial years, this has been reduced from £48k to £20.9k, with a consequent reduction in frequency of cleansing. Bus Station cleansing at Blackwood and Bargoed is undertaken by Building Cleansing Services and has similarly been reduced from £12.2k to £7.3k, with consequent reductions in frequency of cleansing. Having an income stream will help protect these areas from further budget reductions.</p>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW:		
<p>Operators may seek to recover this through termination of contracts / changes to services / increased bus fares for passengers.</p> <p>Risk of destabilising more marginal services – particularly existing subsidised services where there is little opportunity to recover growth from increased patronage – may lead to early termination of most marginal contracts and in longer term, costs likely to be passed on through increased tender prices.</p> <p>Risk of operators cancelling marginal commercial services, which could isolate local communities.</p>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<p>Setting the departure charge at 35p will generate approximately £100k income for the Council. This is a direct additional cost to the operators providing bus services in the county borough and will have an adverse impact on their operational costs and there is little mitigation for this. Operators will seek to cover these costs – potentially through fares increases, increased contract costs in the long term, or the termination of contracts or withdrawal of commercial services in the short term.</p>		

**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None as yet but bus operators would need prior notice.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....1 November 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN SAVING – 32% REDUCTION IN CARRIAGEWAY RESURFACING RCCO (CAPITAL BUDGET = £750) AND 7% REDUCTION IN CARRIAGEWAY SURFACE DRESSING BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Highway operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the Budget for Carriageway resurfacing treatments
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BUDGET AREA:	Carriageway Surface dressing / Carriageway Resurfacing
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TOTAL BUDGET FOR THIS AREA:	Surface dressing £860,000/ Carriageway resurfacing £163,000 (Total £1,023,000)
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TOTAL SAVING:	£113,000	Saving as a % of total budget: 11%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Reduce the programme of surface preservation and resurfacing treatments to our carriageways.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
A noticeable reduction in annual resurfacing schemes being undertaken Increased waiting times for roads to be resurfaced A deterioration in road condition An increase in potholes An increase in claims Increase in customer dissatisfaction Increase and closer inspection of deterioration required
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
There are proposals for additional grant funding from Welsh Government which would temporarily limit the impact of the savings. However, the longer term maintenance will be compromised if grant funding cannot be secured or is removed.

## INFRASTRUCTURE DIVISION

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>Increase and closer inspection of deterioration required          Increase in Service requests          Large increase in repair costs (for future treatments)          Increased maintenance costs (Patching / Pothole repairs)          Increased insurance claims          Increase insurance premiums          Damage to reputation of Caerphilly</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>No mitigation, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required meaning we will be undertaking less work for higher costs.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Increase workload dealing with complaints claims and service requests.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	none
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	3
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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## INFRASTRUCTURE DIVISION

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Engineering Projects Group - Reduced workload for staff managing contractors CRM will have more complaints (SR's) to deal with. Insurance / Risk management will have more claims to deal with		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
The road deterioration will impact on all road users, pedestrians and cyclists with an increased risk travelling on network if not properly maintained.  People will have negative perception of "Caerphilly" as road condition is a key area and this may tarnish their perception of our Service delivery as an Authority.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required to deal with the rapid deterioration of the carriageways.  Insurance claims costs are likely to increase as the carriageway deteriorates  Changes to cheaper surfacing techniques will become limited as carriageway deteriorates?  The "appearance" and perception of Caerphilly will be tarnished as stakeholders compare the state of the roads with other areas.		

**INFRASTRUCTURE DIVISION**

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Limited mitigation although maintaining a targeted approach and utilisation of HAMP principles may reduce some impacts.

Additional Grant funding needs to be proactively targeted to maintain minimum budget requirements to try and achieve a “steady state” within the Highway.

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN SAVING – 4% REDUCTION IN HIGHWAYS REACTIVE MAINTENANCE BUDGET THROUGH USE OF TECHNOLOGY (JETPATCHER)

DIRECTORATE:	Communities
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SERVICE AREA:	Highway operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the Budget for Highway Reactive Maintenance
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BUDGET AREA:	Safety defect repairs and Emergency responses (Including standby out of hours)
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TOTAL BUDGET FOR THIS AREA:	Safety defect repairs (£936,000) / Emergency responses (£196,000) / Out of Hours (£224,000) – Total budget £1,356,500
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TOTAL SAVING:	£55,000	Saving as a % of total budget: 4%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Need to closely monitor usage of the budget and adhere to defect criteria for repairs and maximise the use of the new jetpatcher to utilise the efficiency savings in the planned maintenance approach as opposed to the reactive more costly patching repairs.
Only respond to emergencies out of hours and make better use of Highway Inspectors.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
A noticeable reduction in response to pothole intervention as only those that meet defect criteria will be repaired Increased waiting times for roads to be resurfaced as more roads will require resurfacing A deterioration in road condition leading to an increased deterioration rate An increase in visible potholes as only those that meet defect criteria will be repaired An increase in claims as challenges will increase together with an increase in customer dissatisfaction
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
The new jetpatcher will produce some efficiency savings in the planned maintenance approach which will go some way to limit the impact on the public, however, the jet patcher has limitations on where it can be used.

## INFRASTRUCTURE DIVISION

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>	
<p>Increased inspection regimes with closer monitoring of defects            Increase in Service requests / complaints            Large increase in repair costs (for future treatments)            Increased maintenance costs due to accelerated deterioration of the Highway            Increased insurance claims leading to Increase insurance premiums            Damage to reputation of Caerphilly and people perception of us</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The jetpatcher will provide some mitigation, however, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required meaning we will be undertaking less work for higher costs.</p>	

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>	
Increase workload dealing with complaints claims and service requests.	

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	8
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	8
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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## INFRASTRUCTURE DIVISION

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p>Network Contracting Services – Will lead to a change in the way they work and the amount of work available to the workforce.</p> <p>CRM will have more complaints (SR's) to deal with.</p> <p>Insurance / Risk management will have more claims to deal with.</p>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p>The road deterioration will impact on all road users, pedestrians and cyclists alike.</p> <p>People will have negative perception of “Caerphilly” as road condition is a key area and this may tarnish their perception of our Service delivery as an Authority.</p>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
<p>Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required to deal with the rapid deterioration of the carriageways.</p> <p>Insurance claims costs are likely to increase as the carriageway deteriorates</p> <p>The “appearance” and perception of Caerphilly will be tarnished as stakeholders compare the state of the roads with other Boroughs or areas.</p>		

**INFRASTRUCTURE DIVISION**

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Limited mitigation although maintaining a targeted approach and utilisation of HAMP principles may reduce some impacts.  
Additional Grant funding needs to be proactively targeted to maintain minimum budget requirements to achieve a “steady state” within the Highway.

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – 7% REDUCTION IN HIGHWAYS STRUCTURES BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce spend on Service Level Agreement for Structural inspections
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BUDGET AREA:	Highway Structures
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TOTAL BUDGET FOR THIS AREA:	£490,607
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TOTAL SAVING:	£36,000	Saving as a % of total budget: 7%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Revise programme of inspections based upon a “Risk based approach” and in accordance with the new Code of Practice and Highway Maintenance Plan. Also co-ordinate and plan inspection regimes to maximise efficiencies and introduce specialist structures management software.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Any reduction in inspection regime could result in delays in noticing defects and undertaking works, resulting in more costly future repairs. This could result in longer periods of rectification work which would cause increased delays to the travelling public due to roadworks and closures.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
The risk based approach could allow for increased frequency of inspections on failing structures, however, this would be counter-productive to the approach being adopted due to the condition and age of our assets.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
Early recognition and regular maintenance is the key to cost saving. Reduced frequency of inspection could result in more costly repairs in the future.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Experienced staff trained to report early signs of structural failure and specialist software that assists in scheme prioritisation will assist in targeting the highest priority schemes first to minimise costs and maximise efficiencies.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
No direct impact on staff, although budget decrease will put more pressures on staff to find alternate work.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0.25FTE
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	7
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	none
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	



## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
<u>Engineering Projects Group</u> Reduced workload for staff managing contractors and designing projects  <u>Network Contracting Services</u> Reduced budget to undertake maintenance works		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Reduction in maintenance can lead to more costly future repairs and an increased deterioration rate leading to major maintenance which could affect adjacent land owners or service providers such as the Rail service over which our structures may span.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Early inspection and regular maintenance is the key to cost saving. Reduced frequency of inspection could result in more costly repairs in the future or potential closure of roads due to potential early asset failure.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Experienced staff trained to report early signs of structural failure and specialist software that assists in scheme prioritisation will assist in targeting the highest priority schemes first to minimise costs and maximise efficiencies.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None

**INFRASTRUCTURE DIVISION**

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – 14% REDUCTION IN TRAFFIC MANAGEMENT MAINTENANCE BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Traffic Management minor works budget reduction.
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BUDGET AREA:	Highway Maintenance – Traffic Management
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TOTAL BUDGET FOR THIS AREA:	£35,820
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TOTAL SAVING:	£5,000	Saving as a % of total budget: 14%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The budget apportioned to Traffic Management from the main Highway Maintenance budget will be reduced by £5,000.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Fewer Traffic Regulation Orders and minor traffic management schemes/works will be able to be progressed in response to public requests for changes to parking and other traffic management restrictions/schemes. This will have a negative impact upon traffic flow and road safety throughout the County Borough.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Where possible requests will be progressed via alternative grant funding or developer funding opportunities.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
✓		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
A reduced capacity to respond to public requests leading to longer response times.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
MTFP consultations to explain the impact of financial pressures and utilising alternative sources of funding where possible.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
Nil impact.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	4
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	4
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019
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## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
May lead to reduced workload for the design and constructing arms of the Infrastructure Division (namely, EPG & NCS).		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW:		
Potential for increased dissatisfaction from Members and the public from the delays in responding to Traffic Management requests.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

**INFRASTRUCTURE DIVISION**

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....9 October 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN –2% REDUCTION IN STREET LIGHTING NON-ROUTINE MAINTENANCE BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduced spend on non- routine maintenance
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BUDGET AREA:	Street lighting maintenance
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TOTAL BUDGET FOR THIS AREA:	£480,480.00
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TOTAL SAVING:	£9,000.00	Saving as a % of total budget: 2%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Reducing the maintenance costs by no longer replacing life expired street lighting equipment with new, by extending the service life of the existing equipment beyond that would normally be expected i.e. undertake a reactive response to outages rather than a proactive replacement strategy.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
1: Street lights not working as planned 2: Increase in service requests. 3: Fear of crime from street light outages. 4: Increase in insurance claims. 5. Risk of accidents as inconsistency in lighting i.e. going from light to dark back to light.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
P.I.s may increase as the equipment is left in a non-operating condition for longer periods due to increased street lighting failures.
Faults arising with this older equipment may become more frequent and requiring more routine maintenance visits for which we are charged which will impact the budgets further.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Additional calls and complaints regarding the service delivery and lights not working.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	None
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	3
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	



## INFRASTRUCTURE DIVISION

IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Customer Service  Increase in service requests from the public		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Other users of the network may experience attending areas where there are street light failures which may impact on how they deliver their services.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Reputational damage as poor service may be recognised and potential increase risk of accident, trip and fall claims if areas are insufficiently lit.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Reducing the maintenance costs by no longer replacing life expired street lighting equipment with new equipment just due to age, thus extending the service life of the existing equipment beyond that would normally be expected. i.e. undertake a reactive response to outages rather than a proactive replacement strategy.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
No consultations undertaken

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: .....

DATE OF COMPLETION: .....7/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – 13% REDUCTION IN OTHER HIGHWAYS MAINTENANCE BUDGETS

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	A number of minor savings spread across various Highways Budget expenditure areas
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BUDGET AREA:	<ol style="list-style-type: none"><li>1. Road Closures for special events - £250 – 100%</li><li>2. Tree Maintenance - £2500 – 8%</li><li>3. Fence railing repairs - £1000 – 8%</li><li>4. Safety Fencing - £30,000 – 26%</li><li>5. Cattle Grids - £1,000 – 20%</li><li>6. Footway surfacing treatments - £16,000 – 7%</li><li>7. Maintenance of Roundabouts - £1000 – 22%</li><li>8. Maintenance of cycleways - £1000 – 24%</li><li>9. Traffic sign maintenance - £1000 – 22%</li><li>10. Road marking maintenance - £1000 – 5%</li><li>11. Street name plates - £1000 – 22%</li><li>12. Land Reclamation - £8000 – 13%</li><li>13. Design costs revenue schemes - £250 – 100%</li><li>14. Improved / Dropped access - £2000 - 21%</li></ol>
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TOTAL BUDGET FOR THIS AREA:	£490,523
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TOTAL SAVING:	£66,000	Saving as a % of total budget: 13%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Some areas removed completely and will require funding from organisations / departments requesting these services
Some areas managed through engineering principles and efficiencies
Some areas will receive a reduced service or programme of works.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Public will notice a reduced level of service and increased waiting times for requests. Public could perceive a deterioration in the environment they live in.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Good engineering principles and difficult decisions will mitigate some effects but not all effects can be mitigated

## INFRASTRUCTURE DIVISION

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
<p>Increase in Service requests            Large increase in repair costs (for future treatments as they are more expensive than regular maintenance)            Increased reactive maintenance costs due to lack of planned maintenance            Increased insurance claims            Increase insurance premiums            Damage to reputation of Caerphilly</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Limited mitigation, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required due to the reduced maintenance regimes            Areas will require closer inspection to monitor deterioration</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
<p>Increased Monitoring / Inspection            Increase workload dealing with complaints claims and service requests.</p>

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	None
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	30 (NCS staff)
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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## INFRASTRUCTURE DIVISION

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Network Contracting Services Reduced workload for frontline Highway staff. The reduction in workload will make profitable trading more difficult which further impact on Budgets if losses are made.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Cannot mitigate all risks however closer inspections on assets and their deterioration rates will provide data to allow a targeted approach to be applied.		

**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – REDUCTION IN OTHER MISCELLANEOUS HIGHWAY/LAND DRAINAGE BUDGETS

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduction in the Highway and Land Drainage Budgets
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BUDGET AREA:	Severe weather Culvert inspection and cleansing together with replacement of pipework, culverts and gully covers & frames
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TOTAL BUDGET FOR THIS AREA:	£434,509
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TOTAL SAVING:	£21,300	Saving as a % of total budget: 5%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Some areas managed through engineering principles and efficiencies Some areas will receive a reduced service and / or programme of works.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Public will notice a reduced level of service and increased waiting times for requests. Public could perceive a deterioration in the environment they live in.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Good engineering principles and difficult decisions will mitigate some effects but not all effects can be mitigated.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>	
<p>Increase in Service requests            Large increase in repair costs (for future treatments)            Increased reactive maintenance costs compared to planned maintenance costs            Increased insurance claims following potential flood damage            Increase insurance premiums            Damage to reputation of Caerphilly especially our perceived response to severe weather incidents and emergencies.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Limited mitigation, future repair costs will be significantly higher with more flooding instances and an increase in reactive maintenance is expected due to the reduced maintenance regime.            A proactive approach to grant funding applications may create additional budget to assist with specific drainage issues / repairs.</p> <p>Promoting residents via website links to undertake "self-help" and protect themselves from flooding rather than relying on Council services.</p>	

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>	
Increase workload dealing with complaints, claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	5
NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	5

NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
<u>Engineering Projects Group</u> Reduced workload for staff managing contractors and designing projects  <u>Network Contracting Services</u> Reduced budget to undertake maintenance works		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
All areas may be at risk of flooding		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Future repair costs will be significantly higher with more flooding instances and an increase in reactive maintenance is expected due to the reduced maintenance regime.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Cannot mitigate all risks, although proactively applying for Government funding may produce some additional budget to address priority schemes.  Promoting residents via website links to undertake “self-help” and protect themselves from flooding rather than relying on Council services.		



**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – REDUCTION IN RISCA CANAL BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Engineering Projects Group
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the Budget for maintenance on the Monmouth and Brecon Canal
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BUDGET AREA:	Safety inspections, general maintenance such as grass/tree cutting, towpath surface repair, channel weed control, water control and dredging.
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TOTAL BUDGET FOR THIS AREA:	Total budget £102,100
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TOTAL SAVING:	£10,000	Saving as a % of total budget: 10%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
A reduction in general maintenance relating to street furniture and towpath surface patching

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Should have minimal impact
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Closer control on spend and programming of general maintenance.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	

## INFRASTRUCTURE DIVISION

IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below
IF NO, PLEASE SPECIFY WHY BELOW?	

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
<p>Possible increase in Service requests / complaints</p> <p>Possible increase in costs (for future treatments)</p> <p>Possible increased over all maintenance costs due to the doubling up of operations i.e. several rounds of dredging, partial and full to treat the same section of canal.</p> <p>Possible damage to reputation of Caerphilly and people perception of us</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Closer control on spend and programming of general maintenance.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :	
Increase workload dealing with complaints claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0.05 FTE

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	none
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019
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## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
<u>Engineering Projects Group</u> Reduced workload for staff managing contractors and designing projects		
<u>Network Contracting Services</u> Reduced budget to undertake maintenance works		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Torfaen, Newport and Monmouth Councils have a responsibility along the Canal together with Monmouth and Brecon Canal Association and Islwyn Canal association. Users of the canal are the Risca angling club		
Any deterioration of the canal or resultant major works can close the canal which affects all users and visitors enjoyment of the facility. Closures also have environmental impacts in water quality and control which in-turn can affect wildlife and fisheries.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Future maintenance costs will be higher and an increase in reactive maintenance will be required to deal with potential water flow /supply issues.		
Potential water supply issues to lower reaches of canal which in times of prolonged dry weather can lead to fish distress and possible kills.		
The “appearance” and perception of Caerphilly will be tarnished as stakeholders compare the state of the canal with other Boroughs or areas.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Limited mitigation, however, engagement with associated partners and users try and secure alternate funding sources would be an option.		
We could also engage with “Self-appointed guardians” and the local community who voluntarily undertake minor maintenance and litter picking to “formalise” what they do and provide them with the tools to undertake this work to enable them to widen the scope and area of work they do.		

**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....7/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – GULLY CLEANSING

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the frequency and numbers of Gullies cleansed within Caerphilly
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BUDGET AREA:	Scheduled Gully Cleansing
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TOTAL BUDGET FOR THIS AREA:	£261,000
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TOTAL SAVING:	£64,000	Saving as a % of total budget: 25%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Cyclic Gully scheduling will be reduced. There is also the potential loss of one of three Gully machines currently operated by Caerphilly if additional works being sourced from neighbouring authorities is not able to fund the budget gap.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Gullies not cleansed as frequently Gullies not working as planned Increased service costs through lack of maintenance Increased Service Requests Increased Insurance Claims
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Gully schedule to be reviewed taking on a targeted approach to cleanse known problem areas and reduce scheduled cleansing in other areas.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>Increased service requests          Increase repair costs          Reputational damage to the Authority          Increased insurance claims, resulting in increased Insurance premiums          The authority will have reduced resilience in its ability to react to severe weather conditions, the reduction in fleet will leave the service exposed during breakdown or servicing of fleet (Leaves only one vehicle on the road covering the whole Authority as one Gully could be working in another Authority?)</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Gully schedule to be reviewed taking on a targeted approach to cleanse known problem areas and reduce scheduled cleansing in other areas.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Increase workload dealing with complaints and service requests which in turn will reduce the time allowed on planned cleansing which then continually adds to the problem as we are reacting to SR's and not attending to the schedule.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	2FTE
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	6
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	None – Redeployed within NCS
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Flooding could increase calls to contact centre and generate unnecessary workload on staff attending calls. Potential for an increase in insurance claims also and gully working on non-scheduled work while attending service requests.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Flooding to Carriageway could potentially affect any road users and can also be a cause of flood damage to properties, strict approach to attending service requests (emergencies only) may be needed to ensure schedules are adhered to.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Increased risk of flooding to carriageways and properties plus increased maintenance liabilities through lack of scheduled maintenance. Reduction in maintenance can also accelerate the deterioration of the Highway asset through water infiltration.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Gully schedule to be reviewed taking on a targeted approach to cleanse known problem areas and reduce scheduled cleansing in other areas and Gullies only targeting Emergency responses to enable scheduled maintenance targets to be met.		



**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – DELETION OF COMMUNITY RESPONSE TEAM BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Removal of the Community Response Team
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BUDGET AREA:	Community Response Team
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TOTAL BUDGET FOR THIS AREA:	£100,000
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TOTAL SAVING:	£100,000	Saving as a % of total budget: 100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The service will be removed. Workload will be categorised as low priority and areas will receive a greatly reduced service and programme of works.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Public will notice a reduced level of service and increased waiting times for requests. Public will perceive a deterioration in the environment they live in.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Limited mitigation, however, the majority of the work undertaken by the CRT is cosmetic and helps to make the local community look better. Possibly engage with Community Groups to assist going forward.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>Increase in Service requests          Large increase in future repair costs          Increased maintenance costs due to lack of regular maintenance          Increased insurance claims          Increase insurance premiums          Damage to reputation of Caerphilly as areas will no longer be aesthetically pleasing to look at.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Limited mitigation, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Increase workload dealing with complaints claims and service requests.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	2
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	none
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	2
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	1
REDEPLOYMENT:	1 Redeployed within current service area
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Tourism as areas will not be aesthetically pleasing resulting in less visitors to Caerphilly CRM – Increased service requests		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
May affect businesses and employers in Caerphilly who may not wish to invest or stay here due to the unmaintained environment		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Cannot mitigate all risks, however, the majority of the work undertaken by the CRT is cosmetic and helps to make the local community look better. Possibly engage with Community Groups to assist going forward.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None

**INFRASTRUCTURE DIVISION**

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – PUBLIC TRANSPORT – REVIEW OF CONTRACTS WITH HIGHEST SUBSIDY PER PASSENGER

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce public bus service funding
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BUDGET AREA:	ITU
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TOTAL BUDGET FOR THIS AREA:	£934,446 (includes £353,246 Bus Service Support Grant (BSSG) from the Welsh Government). CCBC revenue budget is therefore £581,200.
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TOTAL SAVING:	£68k	Saving as a % of total budget: 12% of CCBC funding; 7% of total budget
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:	Termination of contracts with the highest subsidy per passenger. Requires a minimum of 12 weeks' notice to be served.
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#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>				
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.				
The proposed service cuts would impact on communities in the county borough and in particular, restrict access to employment, health care and other services and facilities. Most of the communities affected by the cuts are isolated and have no alternative public transport links. The cuts will impact most on the elderly and on those who have no access to a car and no other affordable or accessible means of transport.				
The MTFP proposals consider contracts that incur a subsidy per passenger of over £5 per passenger. These are summarised below:				
<b>Contracts with subsidy over £5 per passenger</b>				
<b>Contract</b>	<b>Route / journeys affected</b>	<b>Subsidy per Passenger / Annual Passenger total</b>	<b>CCBC Cost Per Year</b>	<b>Impact</b>
00J-71D	1800 return journey Caerphilly to Rudry (M-S) & 0725 journey Rudry to Caerphilly (Sat only)	£8.57 / 759	£6,120	Curtailed service

## INFRASTRUCTURE DIVISION

019-71D	Afternoon return journey Manmoel to Blackwood (Tue and Fri only)	£6.87 / 459	£3,152	Service withdrawn
004-710	1820 return journey Tredegar to Pontlottyn (M-S) 1915 return journey Tredegar to YYF, Ystrad Mynach (M-S) 2125 return journey Tredegar to YYF, Ystrad Mynach (M-S)	£6.68 / 8670	£50,929	No evening service via Abertyswg Brithdir and Cefn Hengoed
X38-71D	0620 return journey Pontypridd to Nelson (M-F)	£5.43 / 1173	£6,375	Journeys withdrawn

Total cumulative cost of contracts with subsidy greater than £5 per passenger: £66,576 – Target saving: £68,000 – the balance will be met from reallocation of funding from the external BSSG budget.

The withdrawal of financial support on the services to Rudry (route J), between Nelson and Pontypridd (X38) and the evening service between Tredegar and Ysbyty Ystrad Fawr, Ystrad Mynach (service 4 / C9 via Rhymney / Abertyswg / Brithdir / Bargoed and Cefn Hengoed) will potentially impact on the core timetables for these routes, as for some passengers, the loss of early morning or evening journeys may result in them abandoning the bus service altogether.

The service linking Manmoel village to Blackwood, though infrequent, is used regularly by a small number of residents and is their only public transport link. It is exclusively used by elderly residents who have no access to a car.

**Also, please identify the mitigating actions that will assist in managing this:**

Across Wales, this Council has consistently recorded the lowest average subsidy per passenger level across all its subsidised local bus (based on annual benchmarking returns collated by the Wales data unit on behalf of CSS Wales) – this has been achieved by reviewing contracts regularly and adapting to network changes and packaging contracts efficiently to ensure resource requirements are kept to a minimum. The average subsidy per passenger cost in 2017/18 was 84p. This will continue to be the case in order to identify actions to mitigate the impact as far as reasonably possible.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	✓	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

## INFRASTRUCTURE DIVISION

### 3. ORGANISATIONAL IMPACT ANALYSIS

**PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:**

Further cuts in service would have a medium to high impact on passengers and communities by eroding the commercial and supported bus network in the county borough and impact on all sectors of the community – particularly for younger and older residents. The consequences will affect access to employment, healthcare and to schools and colleges and access to services and facilities and the wider economy.

**Also, please identify the mitigating actions that will assist in managing this:**

Every option to mitigate the impact and reduction in services will be explored along with any opportunities to identify provision by alternative providers (e.g. voluntary or third sector).

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

No impact on staff

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1.5
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	Nil
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

**PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:**

Once proposals have been accepted, there is a requirement to consult more widely with Community Councils and Partnerships and passengers affected by the proposals (as part of the MTFP timeline). The termination of the existing contracts requires 12 weeks' notice to be given to the providers.

Changes anticipated to be implemented during Q1 of 2019/20, subject to the outcome of consultation.



## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Reduced access to employment for residents and potentially Council employees and reduced access to Council services and facilities – may impact on staff getting to work and residents accessing facilities and healthcare with indirect consequences to other services the Council provides.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
The withdrawal of financial support on the services will potentially impact on the core timetables for these routes, as for some passengers, the loss of early morning or evening journeys may result in them abandoning the bus service altogether. The twice weekly daytime service from Manmoel to Blackwood is regularly used by a small number of elderly residents who have no other transport alternatives and the loss of this service will leave these residents particularly isolated.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Consider whether the service to Manmoel can be maintained through alternative means (such as external BSSG funding).		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None as yet but extensive consultation is required with town and community councils, community partnerships, members and other key stakeholders (e.g. equality groups) within the MTFP timeline and in accordance with the Council's constitution.

**INFRASTRUCTURE DIVISION**

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....7 November 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – VACANCY MANAGEMENT

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure Division
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Vacancy management and staff restructure in Infrastructure Division. A vacancy management saving of £34,000 is proposed along with £166,000 restructure proposal saving.
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BUDGET AREA:	Resources to undertake management of Infrastructure services within transportation, highways and engineering.
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TOTAL BUDGET FOR THIS AREA:	Total budget £1,639,024 (Highways Operations, Infrastructure General and Transportation (Exc ITU, Car Park Attendants & School Crossing Patrols)
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TOTAL SAVING:	£200,000	Saving as a % of total budget: 12.20%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Infrastructure will be restructured to better align staff resources to service provision maximising efficiency opportunities in service delivery.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There should be no direct impact on front line service delivery.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Regular management meetings and service reviews will closely monitor performance and outputs to ensure front line service provision is not compromised.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>Possible delays in responding to Service requests / complaints          Increased pressure on remaining staff to undertake all tasks efficiently          Possible damage to reputation of Caerphilly and people's perception of authority</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Regular management meetings and service reviews will closely monitor performance and outputs to ensure front line service provision is not compromised.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>	
Increase workload dealing with complaints, claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	8.85 FTE

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	50
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	18
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	1
RETIREMENT:	1
REDEPLOYMENT:	15 (This equates to 5.85 fte's)  5 of these posts (1.25 fte's) are being funded via income from the new SAB function they are transferring into. This equates to 25% of each post affected by savings as 75% core budget will remain to fund rest of the posts.

## INFRASTRUCTURE DIVISION

	10 of these posts (4.6 fte's) are affected by realignment of the their existing split between Highways Operations & NCS. In the main this is to improve transparency of NCS costs, but may include small elements of changes to officers roles. Again the balance of any post funding is to continue as in previous years, the so the 4.6 fte's is the change in funding of these posts.
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Possible delays in responding to Service requests / complaints Increased pressure on remaining staff to undertake all tasks efficiently Possible damage to reputation of Caerphilly and people's perception of authority Reliance on new income stream (SAB) to fund £40k of existing staff costs and for NCS to fund extra £14k of staff costs		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Regular management meetings and service reviews will closely monitor performance and outputs to ensure front line service provision is not compromised.		

**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

Staff have been informed that a restructure is being progressed.

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....7/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – HIGHWAYS OPERATIONS ADDITIONAL INCOME

DIRECTORATE:	Communities
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SERVICE AREA:	Highway operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Increase income generation within Infrastructure services
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BUDGET AREA:	Street lighting design / NRSWA / Fixed penalty income
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TOTAL BUDGET FOR THIS AREA:	Budget not applicable as relates to income
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TOTAL SAVING:	£6000	Additional income
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Additional design services to be provided and more focussed management of utilities undertaking work for the authority.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
CCBC designed street lighting will ensure correct standards are applied to all new developments. Increased inspections of utilities will ensure works are delivered on time and to specification
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Re-alignment of staff duties and inspections will give more control over locations and increase awareness of ongoing schemes and priorities

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
Increase and closer inspection of works required
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Staff trained so they can cover different areas and maintain inspection regimes

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>	
Increase workload dealing with complaints claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	12

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	9
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X



**INFRASTRUCTURE DIVISION**

IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

**4. RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Design workload is no guaranteed and developers could choose to use external consultants.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Limited by liaising with market users and promoting our good reputation for scheme delivery.		

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....26/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – LUNCHTIME SCHOOL CROSSING PATROLS

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	School Crossing Patrol budget reduction – Withdraw Lunchtime SCPs
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BUDGET AREA:	Strategic Transport & Road Safety
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TOTAL BUDGET FOR THIS AREA:	£290,368
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TOTAL SAVING:	£36,000	Saving as a % of total budget: 12%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Remove lunchtime provision of 10 sites. All lunchtime shifts have been reviewed based on national criteria for provision. All staff also have am/pm shifts so this would result in reduced hours.
As part of the implementation consultations with staff and unions will need to be undertaken so only a partial saving could be realised from Q2 of 2019/20 (estimated at two thirds of the savings target i.e. £24,000). Note also this proposal will not result in redundancies and consequent costs.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The lunchtime School Crossing Patrol (SCP) sites at primary schools do not meet the national assessment criteria Withdrawal would mean a reduction in service. However the majority of children do not leave school at lunchtime.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
The Road Safety team will continue to work with Schools and parents to provide advice and guidance on road safety concerns and remind all of parental responsibility for the journey to/from schools.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
		✓

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
Public perception of road safety dangers could increase.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Utilising alternative road safety education, training and publicity measures where possible.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
No SCP redundancies anticipated but it could mean some staff could not afford to stay in work because of the impact on their benefits. HR to advise on any other employment issues.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	4.4
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	10
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	10
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	From August/September 2019/20 (allowing for staff and union consultations).
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## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
The Primary Schools with split sites in St Gwladys Primary, Bargoed and Cefn Fforest Primary would be required to manage pupil movements at lunchtimes themselves without any assistance from the SCP.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW:		
Sensitivity: perception of increased road safety danger.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
The Road Safety team will continue to work with Schools and parents to provide advice and guidance on road safety concerns and remind all of parental responsibility for the journey to/from schools.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....30 October 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – 29% REDUCTION IN TRAFFIC SIGNAL ROUTINE MAINTENANCE

#### BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Traffic signal refurbishment budget reduction.
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BUDGET AREA:	Traffic Management
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TOTAL BUDGET FOR THIS AREA:	£37,750
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TOTAL SAVING:	£11,000	Saving as a % of total budget: 29%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Reduction in planned works/replacement.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The budget reduction will have a direct impact on the ongoing maintenance/condition of the traffic signal equipment which could ultimately lead to installations becoming unsafe/having to be switched off/decommissioned.
The ability to replace life expired equipment will be affected so replacement for more modern equipment will take longer (e.g. controlled pedestrian crossing with detection equipment).
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Where possible equipment replacement will be funded through external sources of funding and infrastructure schemes.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
Nil		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		
Nil impact saving.		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
Any deterioration in the condition/switching off/decommissioning of the traffic signal equipment will lead to an increased number of faults being reported & complaints being received.  Replacing life expired equipment for up to date technology will take longer before road users will benefit.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  MTFP consultations to explain the impact of financial pressures and utilising alternative sources of funding where possible.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
Nil impact.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	
PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	

## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
If traffic signals are not operational for an extended period it would require NCS to manage and monitor them through temporary traffic management arrangements, and possibly the customer care team taking increased calls.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW:		
Potential for increased complaints from Members and the public if there is a significant increase in the number and duration of un-operational traffic signals.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Maintain an accurate register of assets and condition surveys. Where possible equipment replacement will be funded through external sources of funding and infrastructure schemes.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

HEAD OF SERVICE: .....Marcus Lloyd.....

DATE OF COMPLETION: .....1 November 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – REDUCTION IN ACCIDENT STUDIES DUE TO CONTRACT REVIEW

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Transportation – accident studies budget reduction.
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BUDGET AREA:	Transport Strategy & Road Safety
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TOTAL BUDGET FOR THIS AREA:	£19,239
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TOTAL SAVING:	£10,000	Saving as a % of total budget: 52%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
A new contract is in place with an external provider that reduces the minimum fixed contract element and gives more flexibility to use as and when required. This does reduce the detailed information available across the whole borough but enables a focus on target/risk areas.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be minimal impact on the public but the focus of casualty reduction will be prioritised on the higher risk areas.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
More analysis will be undertaken in house to develop the information required when bidding for external grant funding.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
NIL		



## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		
Nil impact		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
It requires a greater reliance on staff knowledge so staff retention/succession planning in this area becomes more prominent.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Greater utilisation of external grant funding where possible/necessary to supplement resources.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Nil impact.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	1
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	1
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	April 2019
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## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

HEAD OF SERVICE: .....Marcus Lloyd.....

DATE OF COMPLETION: .....30 October 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – INCREASE IN ROAD CLOSURE FEE INCOME

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Increase Road Closure fee income
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BUDGET AREA:	Traffic Management
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TOTAL BUDGET FOR THIS AREA:	£22,105
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TOTAL SAVING:	£30,000	Increase in income (136%)
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase the road closure fee to third party commercial organisations from £500 to £1,500.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC</b> :
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There would be no impact on the public.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
N/A.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
Nil		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		

## INFRASTRUCTURE DIVISION

IF NO, PLEASE SPECIFY WHY BELOW?
There is no impact on the public.

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
There is no adverse impact.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
MTFP consultations to explain the impact of financial pressures and utilising alternative sources of funding where possible.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
Nil impact.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	

## INFRASTRUCTURE DIVISION

IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Other service areas will have to pay the increased charge.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW:		
Possibility of unauthorised activities on the highway from organisations trying to avoid the charge.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Closer engagement with contractors and utilities together with more proactive TMA enforcement.		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....2 November 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN –PASSENGER TRANSPORT – INCREASE IN INCOME

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Increase fee for replacement of Concessionary Fare pass
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BUDGET AREA:	Integrated Transport Unit
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TOTAL BUDGET FOR THIS AREA:	£7,000
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TOTAL SAVING:	£3,000 (new income)	Increase in income (43%)
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The current replacement fee of £5 for the first replacement and £10 thereafter will be changed to a flat rate of £10 for all pass replacements.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The small increase in fee represents only a minor impact on the public.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
N/a

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
✓		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
There would be no impact on the organisation.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
N/a

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
There would be no impact on staff

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
N/A



## INFRASTRUCTURE DIVISION

### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

N/A

**HEAD OF SERVICE: Marcus Lloyd**

**DATE OF COMPLETION: 1 November 2018**

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – INCREASE IN CAR PARK CHARGES

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Increase off-street car parking charges
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BUDGET AREA:	Traffic Management
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TOTAL BUDGET FOR THIS AREA:	£626,874
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TOTAL SAVING:	£40,000	Additional income: 6.4%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase car parking charges by 20p for each tariff. Implementation will take approximately 2 months (via legal notice) with a cost of approximately £15k to change the Pay & Display signs, thereby reducing the first year budget saving in 2019/20.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Despite the increase there would be no less availability of spaces.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Improved enforcement after the implementation of Civil Parking Enforcement to increase availability of parking spaces.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
✓		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
<p>The majority of tickets sold are for 1-2 hrs in the short stay car parks and daily tickets in the long stay car parks. Large increases in charges over a short period of time have shown to decrease car park usage to an extent that limited/no additional income might be gained.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>MTFP consultations to explain the impact of financial pressures and utilising alternative sources of funding where possible.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
Nil impact.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	4
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	4
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

**INFRASTRUCTURE DIVISION**

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....2 November 2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – INTRODUCTION OF A CHARGE FOR RESIDENTIAL PARKING PERMITS

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Introduce annual fee for resident permit parking
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BUDGET AREA:	Traffic Management
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TOTAL BUDGET FOR THIS AREA:	£0 (new income)
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TOTAL SAVING:	£30,000	New income
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Introduce a charge of £15 per permit per annum (allowing up to 2 permits per eligible property) in accordance with the Council's adopted Resident Permit Parking policy (2012). Implementation will be included alongside the introduction of Civil Parking Enforcement.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The proposal will introduce a more balanced, equal and consistent approach across the county borough for eligible residents.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Improved enforcement and information after the implementation of Civil Parking Enforcement (CPE) to maximise compliance.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
✓		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
The proposal will introduce a more balanced, equal and consistent approach across the county borough for eligible residents, recognising an element of compromise given the finite parking spaces available on street.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Parking restrictions can be reviewed post CPE implementation to address any issues of concerns from residents/the general public.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
Nil impact.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Nil
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019
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## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None.

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

HEAD OF SERVICE: .....Marcus Lloyd.....

DATE OF COMPLETION: .....2 November 2018.....



## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – INTEGRATED TRANSPORT UNIT

DIRECTORATE:	Communities
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SERVICE AREA:	Infrastructure (TEG)
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	£50k saving for improved fleet utilisation within the ITU
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BUDGET AREA:	Integrated Transport Unit
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TOTAL BUDGET FOR THIS AREA:	£461,040
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TOTAL SAVING:	£50,000	Saving as a % of total budget: 11%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Review of transport requirements for Adult Services – contracts with external transport providers are due for renewal in April 2019 and service requirements will be reviewed with a view to improving vehicle utilisation and reducing the number of external contracts by undertaking more work with the internal fleet (within existing resources).

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
No impact on the Public.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
N/a

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
Nil		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		
No impact on the public.		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
There would be no impact on the organisation – savings anticipated by more effective utilisation of internal drivers and internal fleet.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
N/a

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There would be no impact on staff.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	18.6
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	18.6
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	
PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019

## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Budget held by Social Services Directorate, so savings will benefit Adult Services.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
N/A

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
N/A

**HEAD OF SERVICE:** Marcus Lloyd

**DATE OF COMPLETION:** 1 November 2018

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN (ONE YEAR) - WINTER MAINTENANCE – 54% REDUCTION

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Remove the ring-fenced budget for winter maintenance resilience / snow clearance.
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BUDGET AREA:	Winter Maintenance (One year saving)
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TOTAL BUDGET FOR THIS AREA:	£500,000
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TOTAL SAVING:	£500,000	Saving as a % of total budget: 100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The Winter Maintenance Ring fenced budget will be removed. This is a reserve fund that is accrued following underspend on Winter Maintenance budget. The in- year under spend tops up the fund to a maximum of £500k that can be called upon should we have a bad winter or snow event. (Risk Mitigation).

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There should be no impact on the public as Council reserves will fund and severe Winter maintenance actions.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
There should be no impact on the public as Council reserves will fund and severe Winter maintenance actions.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
IF NO, PLEASE SPECIFY WHY BELOW?		
There should be no impact as Council reserves will fund any severe Winter maintenance actions.		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
A large snowfall event will mean Council reserves are required to fund the clearance.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
There should be no impact as Council reserves will fund any severe Winter maintenance actions.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
There should be no impact as Council reserves will fund any severe Winter maintenance actions.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	None
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	54
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019
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## INFRASTRUCTURE DIVISION

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

#### 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None

#### 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: .....

DATE OF COMPLETION: .....5/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN (ONE YEAR) – TEMPORARY REDUCTIONS IN CARRIAGEWAY RESURFACING RCCO AND CARRIAGEWAY SURFACE DRESSING

DIRECTORATE:	Communities
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SERVICE AREA:	Highway operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the Budget for Carriageway resurfacing treatments
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BUDGET AREA:	Carriageway Surface dressing / Carriageway Resurfacing
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TOTAL BUDGET FOR THIS AREA:	Surface dressing £800,000 / Carriageway resurfacing £110,000 (Total £1,023,000)
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TOTAL SAVING:	£910,000	Saving as a % of total budget: 100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
For one year we will reduce the programme of surface and preservation and resurfacing treatments to our carriageways to rely on Capital Budget and Grant funding only.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
A noticeable reduction in annual resurfacing schemes being undertaken Increased waiting times for roads to be resurfaced A deterioration in road condition An increase in potholes An increase in claims Increase in customer dissatisfaction
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
There are proposals for additional grant funding from Welsh Government which would temporarily limit the impact of the savings. However, the longer term maintenance will be compromised if grant funding cannot be secured or is removed.

## INFRASTRUCTURE DIVISION

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
<p>Increase and closer inspection of deterioration required          Increase in Service requests          Large increase in repair costs (for future treatments)          Increased maintenance costs (Patching / Pothole repairs)          Increased insurance claims          Increase insurance premiums          Damage to reputation of Caerphilly</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>No mitigation, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :	
Increase workload dealing with complaints claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	none

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	3
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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## INFRASTRUCTURE DIVISION

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Engineering Projects Group - Reduced workload for staff managing contractors CRM will have more complaints (SR's) to deal with. Insurance / Risk management will have more claims to deal with		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
The road deterioration will impact on all road users, pedestrians and cyclists with an increased risk travelling on network if not properly maintained.  People will have negative perception of "Caerphilly" as road condition is a key area and this may tarnish their perception of our Service delivery as an Authority.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required to deal with the rapid deterioration of the carriageways.  Insurance claims costs are likely to increase as the carriageway deteriorates  Changes to cheaper surfacing techniques will become limited as carriageway deteriorates? The "appearance" and perception of Caerphilly will be tarnished as stakeholders compare the state of the roads with other areas.		

**INFRASTRUCTURE DIVISION**

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Limited mitigation although maintaining a targeted approach and utilisation of HAMP principles may reduce some impacts.  
Additional Grant funding needs to be proactively targeted to maintain minimum budget requirements to try and achieve a “steady state” within the Highway.

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....5/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM TERM FINANCIAL PLAN – TEMPORARY REDUCTION IN STRUCTURES MAINTENANCE BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Highway Operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce spend on Service Level Agreement for Structural maintenance
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BUDGET AREA:	Highway Structures
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TOTAL BUDGET FOR THIS AREA:	£490,607
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TOTAL SAVING:	£40,000	Saving as a % of total budget: 8%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
This is an additional budget reduction on top of the £36,000 already taken in 2019/20. Efficiencies in co-ordination and inspection regimes to maximise efficiencies and introduce specialist structures management software will already be in place and the one year savings will mean we will become more reliant on the Capital budget to deliver projects.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Any reduction could result in delays in undertaking works resulting in more costly repairs. This could result in longer periods of work which would cause increased delays to the travelling public due to roadworks and closures.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
A risk based approach could allow for increased frequency of inspections on failing structures, however, this would be counter-productive to the approach being adopted due to the condition and age of our assets.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
Early recognition and maintenance or repair is the key to cost saving. Reduced frequency of works could result in more costly repairs in the future.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Experienced staff trained to report early signs of structural failure and specialist software that assists in scheme prioritisation will assist in targeting the highest priority schemes first.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
No direct impact on staff, although budget decrease will put more pressures on staff to find alternate work.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0.25FTE
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	7
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	none
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
<p><u>Engineering Projects Group</u></p> <p>Reduced workload for staff managing contractors and designing projects</p> <p><u>Network Contracting Services</u></p> <p>Reduced budget to undertake maintenance works</p>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Reduction in maintenance can lead to more costly future repairs and an increased deterioration rate leading to major maintenance which could affect adjacent land owners or service providers such as the Rail service over which our structures may span.		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
Early recognition and repair is the key to cost saving. Reduced frequency of inspection could result in more costly repairs in the future.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
Experienced staff trained to report early signs of structural failure and specialist software that assists in scheme prioritisation will assist in targeting the highest priority schemes first to minimise costs and maximise efficiencies.		

**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....5/11/2018.....

## INFRASTRUCTURE DIVISION

### MEDIUM-TERM FINANCIAL PLAN (ONE YEAR) – TEMPORARY REDUCTION IN HIGHWAYS REACTIVE MAINTENANCE

DIRECTORATE:	Communities
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SERVICE AREA:	Highway operations
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the Budget for Highway Reactive Maintenance
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BUDGET AREA:	Safety defect repairs and Emergency responses (Including standby out of hours)
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TOTAL BUDGET FOR THIS AREA:	Safety defect repairs (£931,000) / Emergency responses (£156,000) / Out of Hours (£214,000) – Total budget £1,301,500
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TOTAL SAVING:	£43,000	Saving as a % of total budget: 4%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
An additional one off saving on top of the £55,000 saving already taken in 2019/20 means we need to closely monitor usage of the budget and adhere to defect criteria for repairs and maximise the use of the new jetpatcher to utilise the efficiency savings in the planned maintenance approach as opposed to the reactive more costly patching repairs. Only respond to “emergencies” out of hours and make better use of Highway Inspectors.

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
A noticeable reduction in response to pothole intervention as only those that meet defect criteria will be repaired Increased waiting times for roads to be resurfaced as more roads will require resurfacing A deterioration in road condition leading to an increased deterioration rate and early failure. An increase in visible potholes as only those that meet defect criteria will be repaired An increase in claims, challenges in court will also increase together with an increase in customer dissatisfaction
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
The new jetpatcher will produce some efficiency savings in the planned maintenance approach which will go some way to limit the impact on the public, however, the jet patcher has limitations on where it can be used.

## INFRASTRUCTURE DIVISION

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>	
<p>Increased inspection regimes with closer monitoring of defects            Increase in Service requests / complaints            Large increase in repair costs (for future treatments)            Increased maintenance costs due to accelerated deterioration of the Highway            Increased insurance claims leading to Increase insurance premiums            Damage to reputation of Caerphilly and people's perception of us</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The jetpatcher will provide some mitigation, however, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required meaning we will be undertaking less work for higher costs.</p>	

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>	
Increase workload dealing with complaints claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	8

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	8
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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## INFRASTRUCTURE DIVISION

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p>Network Contracting Services – Will lead to a change in the way they work            CRM will have more complaints (SR's) to deal with.            Insurance / Risk management will have more claims to deal with</p>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p>The road deterioration will impact on all road users, pedestrians and cyclists alike.</p> <p>People will have negative perception of “Caerphilly” as road condition is a key area and this may tarnish their perception of our Service delivery as an Authority.</p>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
<p>Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required to deal with the rapid deterioration of the carriageways.</p> <p>Insurance claims costs are likely to increase as the carriageway deteriorates</p> <p>The “appearance” and perception of Caerphilly will be tarnished as stakeholders compare the state of the roads with other Boroughs or areas.</p>		

**INFRASTRUCTURE DIVISION**

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Limited mitigation although maintaining a targeted approach and utilisation of HAMP principles may reduce some impacts.

Additional Grant funding needs to be proactively targeted to maintain minimum budget requirements to achieve a “steady state” within the Highway.

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....5/11/18.....

## INFRASTRUCTURE DIVISION

### MEDIUM-TERM FINANCIAL PLAN – TEMPORARY REDUCTION IN RISCA CANAL MAINTENANCE BUDGET

DIRECTORATE:	Communities
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SERVICE AREA:	Engineering Projects Group
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#### 1. GENERAL INFORMATION

SAVING PROPOSAL:	Reduce the Budget for maintenance on the Monmouth and Brecon Canal
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BUDGET AREA:	Safety inspections, general maintenance such as grass/tree cutting, towpath surface repair, channel weed control, water control and dredging.
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TOTAL BUDGET FOR THIS AREA:	Total budget £92,100
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TOTAL SAVING:	£40,000	Saving as a % of total budget: 43%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
No planned channel dredging

#### 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
Problematic areas along the length of the canal that require routine dredging due to the ingress of silts from feed streams would not be dealt with. Over certain lengths of the canal this will prevent the use of trip boats and can in dry periods where water levels can become critical impede the passage of water along the channel.
<b>Also, please identify the mitigating actions that will assist in managing this:</b>
Spot dredging which just moves silt to the edges/banks of the canal channel to allow water through flow, no silts are taken off site.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	

## INFRASTRUCTURE DIVISION

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:	See below	
IF NO, PLEASE SPECIFY WHY BELOW?		
The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation		

### 3. ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>Increase in Service requests / complaints          Increase in costs (for future treatments)          Increased over all maintenance costs due to the doubling up of operations i.e. several rounds of dredging, partial and full to treat the same section of canal.          Damage to reputation of Caerphilly and people perception of us</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Spot dredging which just moves silt to the edges/banks of the canal channel to allow water through flow, no silts are taken off site.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>	
Increase workload dealing with complaints claims and service requests.	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0.05 FTE

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	None
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	None
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<b>PLEASE SPECIFY HOW THIS WILL BE MANAGED:</b>	<b>HOW MANY POSTS?</b>
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

## INFRASTRUCTURE DIVISION

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p><u>Engineering Projects Group</u></p> <p>Reduced workload for staff managing contractors and designing projects</p> <p><u>Network Contracting Services</u></p> <p>Reduced budget to undertake maintenance works</p>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p>Torfaen, Newport and Monmouth Councils have a responsibility along the Canal together with Monmouth and Brecon Canal Association and Islwyn Canal association.</p> <p>Users of the canal are the Risca angling club</p> <p>Any deterioration of the canal or resultant major works can close the canal which affects all users and visitors enjoyment of the facility. Closures also have environmental impacts in water quality and control which in-turn can affect wildlife and fisheries.</p>		

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE SPECIFY BELOW:		
<p>Future maintenance costs will be higher and an increase in reactive maintenance will be required to deal with potential water flow /supply issues.</p> <p>Potential water supply issues to lower reaches of canal which in times of prolonged dry weather can lead to fish distress and possible kills.</p> <p>The “appearance” and perception of Caerphilly will be tarnished as stakeholders compare the state of the canal with other Boroughs or areas.</p>		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<p>Limited mitigation, however, engagement with associated partners and users try and secure alternate funding sources would be an option.</p> <p>We could also engage with “Self-appointed guardians” and the local community who voluntarily undertake minor maintenance and litter picking to “formalise” what they do and provide them with the tools to undertake this work to enable them to widen the scope and area of work they do.</p>		

**INFRASTRUCTURE DIVISION**

**5. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....7/11/18.....

## Appendix 6

Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

## 1. Reduction in Community Regeneration Fund

DIRECTORATE:	Communities
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SERVICE AREA:	Business Support & Funding Team
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### GENERAL INFORMATION

SAVING PROPOSAL:	Business Support & Funding – Reduction in Community Regeneration Fund (CRF).
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BUDGET AREA:	<b>Business Support &amp; Funding CRF revenue budget.</b>
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TOTAL BUDGET FOR THIS AREA:	<p>2018-19 CRF revenue budget is £100,057. October estimate is that there will be an underspend of approximately £11K. £89K was committed in the September bidding round and there are no plans to hold a second round for the remaining capital budget – it is proposed that the remaining £40K will be allocated to carry out physical infrastructure feasibility studies. The remaining £11K revenue will be used to offset against potential overspends under other budget headings as this amount is not enough to justify inviting a second round of proposals.</p> <p>Total revenue budget for the service area is £1,223,236 (including salaries).</p>
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TOTAL SAVING:	<table> <tr> <td>£50,000 CRF revenue budget</td> <td>Saving as a % of total budget:</td> </tr> <tr> <td>£43,077 staffing budget</td> <td>4.1%</td> </tr> <tr> <td><b>£93,077 total</b></td> <td><b>7.6%</b></td> </tr> <tr> <td><b>In 2019-20, the revenue budget will be reduced to zero = £100,057 reduction plus the staffing budget reduction</b></td> <td><b>8.2% + 3.5% = 11.7%</b></td> </tr> </table>	£50,000 CRF revenue budget	Saving as a % of total budget:	£43,077 staffing budget	4.1%	<b>£93,077 total</b>	<b>7.6%</b>	<b>In 2019-20, the revenue budget will be reduced to zero = £100,057 reduction plus the staffing budget reduction</b>	<b>8.2% + 3.5% = 11.7%</b>
£50,000 CRF revenue budget	Saving as a % of total budget:								
£43,077 staffing budget	4.1%								
<b>£93,077 total</b>	<b>7.6%</b>								
<b>In 2019-20, the revenue budget will be reduced to zero = £100,057 reduction plus the staffing budget reduction</b>	<b>8.2% + 3.5% = 11.7%</b>								

PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The revenue budget available for Community Regeneration Fund (CRF) Grants will be reduced by 50%, based on the amount available in 2018-19, but it will be reduced by 100% for a single year in 2019-20. During 2017-18, a total of £129,432 in revenue funding was awarded to 9 local projects in local communities, with an underspend of £102,976 against the total revenue budget for the year (although this was reduced by an RCCO of over £30K into the CRF capital budget). In 2018-19, the budget was reduced by £137,000 compared to 2017-18, down to £100,057. The intended reduction for 2019-20 of 100% of the budget will clearly reduce the outcomes to zero, but if it is subsequently restored to £50,000 in 2020-21, this will reduce the potential outcome to 4 or 5 local projects supported (compared to 2017-18).</p> <p>If this budget is reduced or removed, this represents a significant reduction in workload for the team. Therefore, the existing Grade 9 Project Officer post could be deleted from the structure. Savings will be lower than the total amount of the reduction in 2019-20, due to the VER and pension strain costs.</p>

**PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The purpose of the Community Regeneration Fund is to foster and enhance viable and sustainable communities within Caerphilly county borough. The Fund enables community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed for the benefit of the local community or service users.</p> <p>A revenue reduction of 100% in 2019-20 and nearly 50% thereafter, on top of the 2018 reduction, will have an impact on the communities in Caerphilly County Borough. As opportunities to source funding for local projects are reduced, fewer initiatives for the benefit of the local community or service users will be supported. This will put more pressure on remaining assets and may actually prevent some residents from receiving services they may have valued in their community. Community assets and resources are frequently used the most by residents in need of higher levels of support, so the impact of this reduction in budget may be disproportionately felt by those with higher levels of deprivation.</p> <p>That said, it should be noted that the Community Regeneration Fund revenue budget has a history of regular underspend, ranging between £71K and £112K during the past six years. Up until 2015, when the programme ended, the underspend was used to match fund the South East Wales Community Economic Development (SEWCED) Fund, a regional source of funding to support social enterprises.</p> <p>Considering the historic underspend, the actual impact of the 2017-18 reduction was not as significant as it would have appeared, but this proposal for 2019-20 and beyond will have an immediate impact on the number of projects to be supported. Assuming that the budget will be restored to £50K in 2020-21, it will be some £79K lower than the amount awarded in 2017-18.</p> <p>There is also a capital allocation for the Community Regeneration Fund, with an indicative allocation of £100,000 for each year in 2017-18 and 2018-19. This amount is significantly reduced from previous years (£170,000 in 2016-17). In 2017-18, a proportion of the residual revenue budget was used to enhance the capital budget.</p>

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
	X	



Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>	Form completed.	
IF NO, PLEASE SPECIFY WHY BELOW?		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>There will potentially be some negative feedback to the Council as a whole from local communities and third sector organisations as the amount of support available is reduced. Since its inception, the Community Regeneration Fund grants have been part of a funding package that the third sector officers utilise to secure other sources of funding. The Council and its third sector partners will need to seek out and utilise other sources of funding instead of the CRF revenue budget.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>CCBC officers working with local communities need to continue their efforts to identify alternative sources of funding for local projects (including the use of the Grantfinder search engine), especially those in Housing, Social Services and Community Regeneration.</p> <p>This savings proposal should be considered in light of the ongoing Voluntary Sector Compact Agreement.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
<p>The Team currently includes a Grade 9 Project Officer and a Grade 7 Assistant Project Officer whose duties include delivery of the CRF grants scheme. If this scheme is no longer provided or is reduced by 50%, then one post can be deleted from the structure. The remaining business grants, business support and Oakdale Community Benefit Fund can be delivered by the remaining Project Officer.</p> <p>There may be some negative feedback towards staff working in the communities when they meet with local residents. There may also be a longer term impact as local assets, such as community centres, are used by officers to provide local support.</p>

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	11 FTE staff in the Business Support & Funding Team.
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	15 posts.
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	Two FTE staff are affected by this proposal as they are currently directly involved in the provision of CRF. One post will be deleted from the structure as a result of the reduction in workload. Please refer to relevant MTFP Saving Proposal.
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	1 x Project Officer

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019 or soon thereafter, depending on period of notice.	
	The cost of VER for the Grade 9 Project Officer will be £51,377, assuming an end date of June 2019. As a result of this cost, the saving in 2019-20 will be reduced from the total amount of CRF revenue budget reduction of £100,057 down to £48,680.	

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	

IF YES, PLEASE DESCRIBE BELOW:
<ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
The CRF grant process involves Finance and Policy Unit staff time, which would be proportionally reduced. Staff working in communities may be affected by a reduction in funding for local facilities, assets and services as a result of the reduction in revenue funding to provide them. Their workload may increase as they become involved in searches for alternative sources of support.

Appendix 6

Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Other partners are frequently involved in the delivery of local projects, notably GAVO and other voluntary sector organisations. These organisations and groups are inherently vulnerable to reductions in funding and may not all survive unless alternative sources are identified. There may also be a longer term impact as local assets, such as community centres, which are used by CCBC officers and partners to provide local support.		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW:		
This proposal should be considered by the Voluntary Sector Liaison Committee when it next meets.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
The Council needs to explain to partners the rationale for the reduction in budget in the context of maintaining important services and staffing to work with local communities, whilst achieving significant savings.		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
No consultations undertaken, but this will be considered by the Voluntary Sector Liaison Committee as mentioned above.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

## **2. Business Support & Funding Vacancy management / budget realignment**

DIRECTORATE:	Communities
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SERVICE AREA:	Business Support & Funding Team
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### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Business Support &amp; Funding Vacancy Management (Delete Grade 5 Clerical Assistant Post)</b>
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BUDGET AREA:	Regeneration & Planning (Business Support & Funding)
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TOTAL BUDGET FOR THIS AREA:	Total revenue budget for the service area is £1,223,236 (including salaries).
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TOTAL SAVING:	£26,704	Saving as a % of total budget: 2.2%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Delete Grade 5 Clerical Assistant post (which is currently vacant).

### **PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be no impact on the public as this post has been vacant for a number of years – the previous post-holder has been acting up in a Grade 7 post in the Business Support & Funding Team. This situation has now been made permanent, so the Clerical Assistant post should now be deleted from the structure.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
Nil		

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b>		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
If the workload increases, there may be an impact on the service.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  The 'amalgamation' of Regeneration and Planning's respective admin teams will assist in maintaining a continuity of service.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
There will be no impact on members of the team as this post has not been filled for over four years and the officer's workload has been absorbed by others.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	11 FTE staff in the Business Support & Funding Team.
--	--

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	15 posts.
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	1
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Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
Increase in the amount of work as discussed above.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
As described above.		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
n/a

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
None

### **3. Business Support & Funding – budget realignment**

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning
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#### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Delete Grade 5 Admin Assistant Post</b>
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BUDGET AREA:	Planning and Regeneration (Administration)
--------------	--

TOTAL BUDGET FOR THIS AREA:	448,330 (salary budget 2018/19)
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TOTAL SAVING:	10,000	Saving as a % of total budget: 2%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Delete Grade 5 Admin Assistant post, allowing 16,904 Building Control fees budget realignment, and net MTFP saving of 10,000.

#### **PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be no impact on the public as this post has been vacant for a number of years, with the work being absorbed by remaining staff.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		



IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		x
IF NO, PLEASE SPECIFY WHY BELOW?		
An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b>		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:	
<p>If the workload increases, either due to the number of applications submitted, or new legislation, there may be an impact on the service.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The 'amalgamation' of Planning and Regeneration's respective admin teams will assist in maintaining a continuity of service.</p>	
PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:	
<p>Realignment of responsibilities has allowed the work of this post to be absorbed by the remaining staff.</p>	
NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	1

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
Increase in the amount of work as discussed above.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
As described above.		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

n/a

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

None

#### **4. Cwmcarn Visitor Centre – increase in income**

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning:
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#### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Cwmcarn Forest Visitor Centre &amp; Campsite – Income Generation</b>
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BUDGET AREA:	Cwmcarn Forest Visitor Centre & Campsite
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TOTAL BUDGET FOR THIS AREA:	£238,082
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TOTAL SAVING:	£10,000	Saving as a % of total budget: 4%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increased income generation to reflect the external funding investment (EU Attractor project and the Welsh Government’s Tourism Amenities Investment Scheme funding) to improve the capacity and widen the appeal of the venue as a site for visitors.

#### **PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The savings reflect the planned investment programme generated through two external funding streams, the EU and Welsh Government Tourism Amenities Investment Scheme.
The investment will broaden the appeal to a wider visitor base through improved walking trails, upgraded accommodation, new cycle trail provision and a family orientated adventure hub.

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
<p>There will be no direct negative impact on the public as the targeted increase in income generation should reflect the on-site investment in the site and its activity provision within the site. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; <b>therefore a full EIA has not been carried out.</b></p>		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>The saving will reflect positively on an organisation that is focussing on Business Improvement across a range of services by appealing to a diverse range of customers and by developing the commercial and resilience skills that the organisation requires to meet the financial challenges of the future.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
<p>Staff will be operating in a customer focussed environment and will benefit from a greater understanding of the requirements and service needs of a range of customers visiting the site.</p>

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0
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Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	0
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:		
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x

IF YES, PLEASE SPECIFY BELOW:
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
1:2:1 Meetings identify training needs with staff.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
None.

### **5. Events & Marketing – budget realignment**

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning:
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#### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Events &amp; Marketing – Budgeting realignment</b>
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BUDGET AREA:	Destination and Events
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TOTAL BUDGET FOR THIS AREA:	£61,304 (2505 P001 – Q502)
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TOTAL SAVING:	£10,000	Saving as a % of total budget: 16%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Budget realignment to marketing and administrative budgets to reflect reduction in paid for advertising and reduced postage as use of digital and social media increases as a marketing tool.

#### **PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The savings reflect the trend to greater use of social and digital media in searching for tourism and events information.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		



Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
<p>There will be no direct impact on the public as increasing use of social and digital media reflect national trends and a generational shift in the use of such media. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; <b>therefore a full EIA has not been carried out.</b></p>		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>Staff will be able to contribute to the Customer Services Standards adopted by the Council in regards to the interactive use of social and digital media to engage and reply to queries and requests for information in a timely manner.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
<p>Staff will receive the appropriate training and investment to upskill those staff that perform a marketing and communications role with the necessary knowledge and skills.</p>

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0
--	---

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	0
---	---

NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
---	---

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE SPECIFY BELOW:		

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

### CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

1:2:1 Meetings identify training needs with staff.

### OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

None.

## **6. Blackwood Miners Institute – budget realignment**

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning:
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### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Blackwood Miners’ Institute – budget realignment</b>
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BUDGET AREA:	Blackwood Miners Institute
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TOTAL BUDGET FOR THIS AREA:	£324,362
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TOTAL SAVING:	£20,000	Saving as a % of total budget: 6%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
--

A budget realignment to reflect an increase in income generation together with reduced expenditure on licenses as a consequence of revised contractual terms for agents and artists that transfer show related licence costs and an expected reduction in marketing related expenditure as a new cloud based box office system is implemented early in the new year.

### **PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
--

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
---

The savings reflect the recent investment by the Arts Council of Wales to allow the venue to increase its event / show programme by supporting a variety of challenging work and by providing support to increase the technical resources required to stage an increased programme of shows and events.

Combined with the venue programming a number of commercially successful shows and events such as boxing and renowned musical artistes to capitalise on secondary revenue spend. The public benefit from the variety of the show and event programme brought to the County Borough premier Arts and Entertainment Venue.

The changes to the contractual arrangements in respect of licence arrangements and associated costs will have no impact on the public.

The implementation of a new box office system will enhance the digital options available to the public to purchase and select tickets using mobile and desktop platforms without having to phone or visit the venue in person and follows the trend of similar venues in increasing the purchase options online 24 hours a day, 7 days a week.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
<p>There will be no direct negative impact on the public as the targeted increase in income generation should reflect the on-site investment in the site and its activity provision within the site. . No potential for unlawful discrimination and/or low level or minor negative impact has been identified; <b>therefore a full EIA has not been carried out.</b></p>		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>The saving will reflect positively on an organisation that is focussing on Business Improvement across a range of services by appealing to a diverse range of customers and by developing the commercial and resilience skills that the organisation requires to meet the financial challenges of the future.</p> <p>The implementation of a new ‘cloud’ based box office system will enhance the organisation’s ability to deliver an online booking platform to the public 24 hours a day, 7 days a week and will lead to further savings by moving away from the traditional role of the box office.</p>

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Staff will be learning new marketing skills as part of the movement to an online platform for ticket sales focussing by providing customers with a more accessible form of booking system.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	0
--	---

<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	0
---	---

<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>		
<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)</b>	YES	NO
		x
<b>IF YES, PLEASE DESCRIBE BELOW:</b>		
<ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)</b>	YES	NO
		x

IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
1:2:1 Meetings identify training needs with staff.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
None.

### **7. Realignment of staffing budgets At the Winding House**

DIRECTORATE:	Communities
--------------	-------------

SERVICE AREA:	Regeneration and Planning:
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#### **GENERAL INFORMATION**

SAVING PROPOSAL:	The Winding House & Museums Service – Staffing and Operational realignment to reduce opening hours
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BUDGET AREA:	<b>The Winding House &amp; Museum Service</b>
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TOTAL BUDGET FOR THIS AREA:	£266,572
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TOTAL SAVING:	£67,000	Saving as a % of total budget: 25%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
A pilot to reduce the opening hours of the Winding House by closing on Sunday and Monday each week and to reduce staffing accordingly along with a restructure of existing staff responsibilities to reflect recent vacancies.

#### **PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The savings could impact on the public by reducing physical access to the Museum and the Museums service.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
x		



Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>The savings proposal could reduce the ability of the organisation to deliver against the well-being objections through reduced access to artefacts, exhibitions and activity of cultural and historic significance to the local population and through a reduced level of engagement with the local community.</p> <p>The Museum is the only accredited museum in the county borough that relates to the Welsh Government's key performance indicators to measure progress against the well-being' of Wales' 7 goals.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
<p>The current staff have taken on additional responsibilities in order to maintain the service following a number of personnel departures from the service (Assistant Museums' Officer and the Principal Museums &amp; Heritage Officer).</p> <p>The proposal reduced opening hours will help to support staff in undertaking these additional responsibilities to support the opening of the Winding House over five days and to maintain the delivery of a service that has achieved national recognition.</p> <p>Staff training and support will be offered to enable the current staff to undertake their additional responsibilities.</p>

Appendix 6

Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	2.4 – Revised structure
--	-------------------------

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	2 - Additional responsibilities undertaken
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	2 - Additional responsibilities undertaken
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	1
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	From September 2018, under a trial period	
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	x	

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Additional managerial support will be available from a nominated manager with Heritage and Museums experience within the team to oversee the work of the Museums Service.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

--

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
<b>IF YES, PLEASE SPECIFY BELOW:</b>		
<p>The risk to deliver against the well-being objections through reduced access to artefacts, exhibitions and activity of cultural and historic significance to the local population and through a reduced level of engagement with the local community.</p>		
<b>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</b>		
<p>A survey of users is currently in place at the Winding House as part of the pilot as part of the EIA process.</p> <p>Further work is being undertaken as part of a wider tourism service review to consideration of potential co-location of services and the future direction of the service.</p>		

**CONSULTATION**

<b>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</b>
<p>A survey of users is currently in place at the Winding House as part of the pilot as part of the EQI process.</p> <p>Staff from within the Museums Service and the Council’s Corporate management Team have been consulted and agreed on the proposals.</p>

**OTHER RELEVANT INFORMATION**

<b>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</b>

### **8. Urban Renewal – budget realignment**

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning – Urban Renewal
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#### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Realignment of Urban Renewal Budget</b>
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BUDGET AREA:	Urban Renewal – Cost Centre 3021
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TOTAL BUDGET FOR THIS AREA:	£297,045. (2018/2019)
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TOTAL SAVING:	£4,000	Saving as a % of total budget: 1.35%  Savings as a % of maintenance/improvement budget: 9.86%
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<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b>
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The savings will be achieved by reducing the budget under the following budget areas:

L229 Repairs and Maintenance Budget - £2,073  
P209 Community Projects - £40,534

A £5,000 reduction in a £42,600 maintenance/public realm improvement budget is manageable as it equates to a 9.86% reduction.

These budgets are currently used to deliver small capital improvements in our town and village centres, mainly concentrating on the public realm.

The budgets are used to undertake works identified on the town centre audits conducted in the five main town centres. In addition, works identified by local councillors are also often undertaken using these monies throughout the county borough council.

**PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC</b> :
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p><b>Long Term</b> A reduction of 9.86% on the public realm maintenance/improvement budgets will have an impact on the ability of the Council to react to maintenance/improvement issues in the county borough's towns and villages.</p> <p>A small reduction of this nature will not have a massive impact but will still be enough for the general public, and more specifically, Councillors and also members of the five town centre management groups to experience a small decline in the ability of council staff to make improvements to the public realm throughout the county borough.</p>

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
There will be some negative feedback to the Council from the town centre business communities, town centre management group members and local councillors as they realise that the Council's ability to carry out improvement works to the public realm reduces.

**Also, please identify the mitigating actions that will assist in managing this:**

A clear message is already being presented to the business community, town centre management group members and Councillors through the regular dialogue that Urban Renewal and Town Centre Management staff have with them and also through the Town Centre Management Group and Town Centre Improvement Group meetings that budgets are reducing and that some functions will be affected.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

There will be no immediate effect on staffing numbers.

However, the Urban Renewal team and the Town Centre Development Manager will effectively have a smaller budget to deliver public realm improvements.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	4
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	4
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	n/a	
<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)</b>	YES	NO
	x	

IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
Traditionally, most improvement works have been conducted by the Council's NCS team. The amount of works being instructed will reduce in line with the budget cuts.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
Risk of adverse reaction by town and village communities, including local ward Members. However the reduction is small enough so as not to have a large impact.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<ul style="list-style-type: none"> <li>- Regular face to face contact with the business community through the Town Centre Management team.</li> <li>- Town Centre Management Groups are aware of proposed cuts to Council services, as are local Members.</li> </ul>		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None on this specific budget reduction as it is small in nature.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing to add



## **9. Reduction in Town Centre budget**

<b>DIRECTORATE:</b>	Communities
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<b>SERVICE AREA:</b>	Regeneration and Planning – Urban Renewal
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### **GENERAL INFORMATION**

<b>SAVING PROPOSAL:</b>	<b>Reduction in Town Centre Budget</b>
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<b>BUDGET AREA:</b>	Town Centre management – Cost Centre 2506
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<b>TOTAL BUDGET FOR THIS AREA:</b>	£141,496 (2018/19)
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<b>TOTAL SAVING:</b>	£5,000	Saving as a % of total budget: 3.53% of total budget 24.45% of promotional/private contractor budget (see narrative below)
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<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b>
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Although the Town Centre service area carries an overall budget of £141,496 only £20,450 is identified within the 2018/19 Town Centre Revenue budget towards promotional activity and private contractors, the latter being used solely to maintain and deliver the lamp post banners in the 5 town centres.

Promotional activity is a core component of the “Unique Places” model of Town Centre management. The £5,000 savings will come from a reduction in promotional material produced, reduction in the number of High Street campaigns launched and a possible reduction in the number of banner changeovers undertaken per annum.

### **PUBLIC IMPACT ANALYSIS**

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</b>
<b>CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.</b>

**Long Term**  
A reduction of nearly 25% of the publicity and promotion budget will have an impact on the town centre business communities within the 5 town centres currently covered by the Town Centre Management function.

Banner changeovers reducing will see banners staying up for longer and being changed less frequently. This could lead to the in-situ banners showing visible signs of deterioration through wear and ageing.

Reducing the level of promotional activity will impact on the business communities in that they will not get the same levels of exposure and promotional support that they currently receive.

However, the savings targeted at the marketing and promotional element of the Town Centre function will protect the core salary of the Town Centre Development Manager allowing him to continue to offer advice and support to the town centre business communities.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
<a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There will be some negative feedback to the Council from the town centre business community as they realise that the Council's promotional and marketing activity associated with each town is being reduced by circa 25%.</p> <p>Reducing the frequency of the banner changeovers could have a negative impact on the quality of the street-scene in the town centres as the banners will be more prone to deteriorate through wear and tear. This could reflect badly on the Council.</p>

**Also, please identify the mitigating actions that will assist in managing this:**

A clear message is already being presented to the business community that budgets are reducing and that some functions will be affected. There is regular dialogue with Urban Renewal and Town Centre Management staff through the Town Centre Management Group and Town Centre Improvement Group meetings.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

There will be no immediate effect on staffing numbers. However, the Town Centre Development Manager will effectively have a smaller operational budget in which to promote the 5 town centres he manages.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	1
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	n/a
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Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Traditionally, all Choose the High Street promotional material has been commissioned out by the Town Centre Management team to the Council's Design and Print Services. These commissions will reduce.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE SPECIFY BELOW:		
Risk of adverse reaction by town centre business communities to the 25% reduction in marketing and promotional activity.		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		
<ul style="list-style-type: none"> <li>- Regular face to face contact with the business community through the Town Centre Management team.</li> <li>- Monitoring the condition of the banners that are in place for extended durations.</li> </ul>		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None on this specific budget reduction.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing to add.

## **5. Planning Division – Vacancy Management**

### **Senior Planner**

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning
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#### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Grade 9 Planning Officer post deleted</b>
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BUDGET AREA:	Planning (Strategic & Development Planning)
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TOTAL BUDGET FOR THIS AREA:	£386,896.00 (2018/19)
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TOTAL SAVING:	£22,400	Saving as a % of total budget: 5.75%
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<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b>
<p>The substantive post holder will be relocated to a vacant Senior Planner Post in the Development Management Team.</p> <p>£20,000 of the saving will be used for budget realignment to reduce the income target the Strategic and Development Plans Team which is currently set at an unachievable rate.</p> <p>The residual of £22,400 saving will contribute to the 2019/2020 MTFP.</p>

#### **PUBLIC IMPACT ANALYSIS**

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The team was composed of 6 officers and a Team Leader, and the movement of the officer reduces the officers to 5. One of the officers is solely responsible for built heritage and conservation, with the remaining four officers being responsible for delivering the Strategic and Development Planning function. Whilst the loss of one officer will increase the workload on the remaining officers, it is anticipated that the officers can continue to deliver the function.</p>

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptcken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptcken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b>		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
At times of high pressure (key stages in plan preparation) plan preparation will be prioritised over other service elements, which may be delayed due to insufficient capacity within the team.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  The provision of dedicated administrative support at key pressure times.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
Officers will be responsible for more areas of the service and will have less capacity to deal with matters specifically as they arise. It will also increase the pressure on staff due to increasing workloads.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	6
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Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	6
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	1 scale 9 officer moving to Development Management
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	

IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
The officer has been seconded to a vacant post in the Development Management Team for over a year and so there will be no practical change to the service.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X

IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>
n/a

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	



<b>IF YES, PLEASE SPECIFY BELOW:</b>
Periods of high intensity, e.g. during specific stages in plan preparation, other elements of the service delivery may be delayed.
<b>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</b>
During periods of high intensity dedicated administration support or additional staffing resource would assist.
During periods of long term absence additional staffing resource would be required.

### CONSULTATION

<b>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</b>
n/a

### OTHER RELEVANT INFORMATION

<b>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</b>
None

### Administrative Assistant

<b>DIRECTORATE:</b>	Communities
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<b>SERVICE AREA:</b>	Regeneration and Planning
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### GENERAL INFORMATION

<b>SAVING PROPOSAL:</b>	<b>Planning Vacancy Management (Delete Grade 5 Admin Assistant Post)</b>
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<b>BUDGET AREA:</b>	Planning and Regeneration (Administration)
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<b>TOTAL BUDGET FOR THIS AREA:</b>	448,330 (salary budget 2018/19)
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Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TOTAL SAVING:	10,000	Saving as a % of total budget: 2%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Delete Grade 5 Admin Assistant post, allowing 16,904 Building Control fees budget realignment, and net MTFP saving of 10,000.

**PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be no impact on the public as this post has been vacant for a number of years, with the work being absorbed by remaining staff.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:		
<a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b>		

### ORGANISATIONAL IMPACT ANALYSIS

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
<p>If the workload increases, either due to the number of applications submitted, or new legislation, there may be an impact on the service.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The ‘amalgamation’ of Planning and Regeneration’s respective admin teams will assist in maintaining a continuity of service.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
<p>Realignment of responsibilities has allowed the work of this post to be absorbed by the remaining staff.</p>

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	1
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	1
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	1
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	April 2019	
<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)</b>	YES	NO
		x
<b>IF YES, PLEASE DESCRIBE BELOW:</b> <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

n/a		
<b>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)</b>	<b>YES</b>	<b>NO</b>
		x
<b>IF YES, PLEASE DESCRIBE BELOW:</b>		
<ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
n/a		

**RISK(S) AND SENSITIVITIES**

<b>HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)</b>	<b>YES</b>	<b>NO</b>
	x	
<b>IF YES, PLEASE SPECIFY BELOW:</b>		
Increase in the amount of work as discussed above.		
<b>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</b>		
As described above.		

**CONSULTATION**

<b>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</b>
n/a

**OTHER RELEVANT INFORMATION**

<b>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</b>
None

## Senior Planner

DIRECTORATE:	Communities
SERVICE AREA:	Regeneration and Planning

### GENERAL INFORMATION

SAVING PROPOSAL:	Grade 9 Planning Officer post deleted	
BUDGET AREA:	Planning (Strategic & Development Planning)	
TOTAL BUDGET FOR THIS AREA:	£386,896.00 (2018/19)	
TOTAL SAVING:	£22,400	Saving as a % of total budget: 5.75%

PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The substantive post holder will be relocated to a vacant Senior Planner Post in the Development Management Team.</p> <p>£20,000 of the saving will be used for budget realignment to reduce the income target the Strategic and Development Plans Team which is currently set at an unachievable rate.</p> <p>The residual of £22,400 saving will contribute to the 2019/2020 MTFP.</p>

### PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The team was composed of 6 officers and a Team Leader, and the movement of the officer reduces the officers to 5. One of the officers is solely responsible for built heritage and conservation, with the remaining four officers being responsible for delivering the Strategic and Development Planning function. Whilst the loss of one officer will increase the workload on the remaining officers, it is anticipated that the officers can continue to deliver the function.</p>

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b>		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
At times of high pressure (key stages in plan preparation) plan preparation will be prioritised over other service elements, which may be delayed due to insufficient capacity within the team.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  The provision of dedicated administrative support at key pressure times.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
Officers will be responsible for more areas of the service and will have less capacity to deal with matters specifically as they arise. It will also increase the pressure on staff due to increasing workloads.

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	6
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	6
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	1 scale 9 officer moving to Development Management
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
The officer has been seconded to a vacant post in the Development Management Team for over a year and so there will be no practical change to the service.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		

**RISK(S) AND SENSITIVITIES**

<b>HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)</b>	YES	NO
	X	
<b>IF YES, PLEASE SPECIFY BELOW:</b>		
Periods of high intensity, e.g. during specific stages in plan preparation, other elements of the service delivery may be delayed.		
<b>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</b>		
During periods of high intensity dedicated administration support or additional staffing resource would assist.		
During periods of long term absence additional staffing resource would be required.		

**CONSULTATION**

<b>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</b>
n/a

**OTHER RELEVANT INFORMATION**

<b>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</b>
None



## **6. Staffing Restructure in Regeneration & Planning**

<b>DIRECTORATE:</b>	Communities
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<b>SERVICE AREA:</b>	Regeneration & Planning
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### **GENERAL INFORMATION**

<b>SAVING PROPOSAL:</b>	<b>Restructure of Service Area</b>
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<b>BUDGET AREA:</b>	Staff costs
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<b>TOTAL BUDGET FOR THIS AREA:</b>	The current cost of the staff structure is £4,046,086
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<b>TOTAL SAVING:</b>	£290, 224. £37,904 of which has been identified for budget alignment for 19/20. A further £60k is proposed for budget realignment. Net saving £192,000	Saving as a % of total budget: 7%
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<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b>
It is undeniable that the budget pressures on the Regeneration & Planning Service have acted as a catalyst for proposing changes to the current structure of the division. However there are other key drivers that are also driving the need for change, most notably: the need to make the service more modern, efficient and client focussed; more resilient to loss of staff through retirement; and capable of providing a stronger focus on tackling the regeneration challenges facing the county borough. In this respect the proposed new structure will provide a stronger focus on an integrated approach to tackling these very real issues.

### **PUBLIC IMPACT ANALYSIS**

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
There will be a reduction in the level of service to be provided in Development Management. The public may notice the change.
The proposed reduction of the Community Regeneration Fund and consequent staff change within the proposed structure has been assessed separately.

Appendix 6

Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
<p>With an ageing workforce and changes to retirement age and pension contributions, together with increased financial pressures on the Council's budget, the restructure has been prepared in a fair and transparent manner having regard for the need to balance so many different issues and avoid as far as possible compulsory redundancies.</p> <p>An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b></p>		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>The proposed new structure will provide a stronger focus on an integrated approach to tackling Regeneration and Planning matters.</p> <p>Closer working between sections through mergers will make the service more robust and will improve the quality of the service in some areas.</p> <p>A stronger focus on the local economy and on business and economic growth will be achieved.</p> <p>The proposed structure will result in a net saving of circa £290k, when budget realignments proposed for 19/20 are taken into account the net saving will be circa £252k. A further £60k will be used to realign unrealistic budget targets in Strategic Planning making the service more robust. Net saving £192k.</p> <p>There will be a reduction in the level of service to be provided in Development Management (Enforcement) and in Urban Renewal (Town Centre Management). This will be counter-balanced by an improved service to the Wider Business Community.</p>

The proposed reduction of the Community Regeneration Fund and consequent staff change within the proposed structure has been assessed separately.

**Also, please identify the mitigating actions that will assist in managing this:**

Developing alternative service delivery which makes better use of modern technology, in particular on-line service provision, e.g. reporting of enforcement matters, tracking planning applications, marketing and business support.

Developing new systems to make the service more efficient and streamline outdated working practices etc.  
Identifying alternative funding / grant sources for third sector organisations.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

2 posts are adversely impacted: a Grade 9 Project Officer (Business Support) and a Grade 10 Enforcement Officer (Development Management). The Grade 9 post will no longer be in the structure; The Grade 10 Enforcement Officer post is a reduction from 2 Grade 10 posts to 1 and a reduction in the Enforcement Service.

Further:

1 Grade 12 officer will suffer detriment when Business Support, Urban Renewal and The Events Team are merged, consequently 2 x Grade 12 Team Leader Posts will reduce to 1 Grade 12 Team Leader. However two new Grade 10 posts are proposed to be created within the restructure, one of which will be available for the unsuccessful Grade 12.

2 vacant posts will be deleted from the structure.

13 members of staff have requested early retirement / voluntary severance and 6 of these have been accommodated through the restructure and are subject of separate consideration and assessment via the Council's Pension Panel.

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	118
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	118
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	11
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	2
VOLUNTARY SEVERANCE:	6
RETIREMENT:	

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

REDEPLOYMENT:	3 or
REDUNDANCY:	3

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019 and ongoing.	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	See information contained in <b>Business Support &amp; Funding CRF revenue budget.</b>	✓
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	See information contained in <b>Business Support &amp; Funding CRF revenue budget</b>	✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

## CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

Corporate Management Team, the GMB and Unison have been consulted. Discussion has also been had with all the staff directly impacted.

See information contained in Business Support & Funding CRF revenue budget

## OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Nothing to add.

## 12. Efficiency in Arts Development Budget

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning
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### GENERAL INFORMATION

SAVING PROPOSAL:	Grade 9 Planning Officer post deleted
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BUDGET AREA:	Planning (Strategic & Development Planning)
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TOTAL BUDGET FOR THIS AREA:	£386,896.00 (2018/19)
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TOTAL SAVING:	£22,400	Saving as a % of total budget: 5.75%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The substantive post holder will be relocated to a vacant Senior Planner Post in the Development Management Team.</p> <p>£20,000 of the saving will be used for budget realignment to reduce the income target the Strategic and Development Plans Team which is currently set at an unachievable rate.</p> <p>The residual of £22,400 saving will contribute to the 2019/2020 MTFP.</p>

### PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p>The team was composed of 6 officers and a Team Leader, and the movement of the officer reduces the officers to 5. One of the officers is solely responsible for built heritage and conservation, with the remaining four officers being responsible for delivering the Strategic and Development Planning function. Whilst the loss of one officer will increase the workload on the remaining officers, it is anticipated that the officers can continue to deliver the function.</p>

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
An EIA screening has been completed 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; <b>therefore a full EIA has not been carried out.</b>		

**ORGANISATIONAL IMPACT ANALYSIS**

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>
At times of high pressure (key stages in plan preparation) plan preparation will be prioritised over other service elements, which may be delayed due to insufficient capacity within the team.  <b>Also, please identify the mitigating actions that will assist in managing this:</b>  The provision of dedicated administrative support at key pressure times.

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
Officers will be responsible for more areas of the service and will have less capacity to deal with matters specifically as they arise. It will also increase the pressure on staff due to increasing workloads.

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	6
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NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	6
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	1 scale 9 officer moving to Development Management
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	April 2019	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
The officer has been seconded to a vacant post in the Development Management Team for over a year and so there will be no practical change to the service.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
n/a		



**RISK(S) AND SENSITIVITIES**

<b>HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)</b>	YES	NO
	X	
<b>IF YES, PLEASE SPECIFY BELOW:</b>		
Periods of high intensity, e.g. during specific stages in plan preparation, other elements of the service delivery may be delayed.		
<b>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</b>		
During periods of high intensity dedicated administration support or additional staffing resource would assist.		
During periods of long term absence additional staffing resource would be required.		

**CONSULTATION**

<b>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</b>
n/a

**OTHER RELEVANT INFORMATION**

<b>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</b>
None

### 13. Reduction in Events Budget

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning:
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#### GENERAL INFORMATION

SAVING PROPOSAL:	Tourism Events Review – Reduce programme of events
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BUDGET AREA:	<b>Events Budget</b>
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TOTAL BUDGET FOR THIS AREA:	£125,902
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TOTAL SAVING:	Between £47,494 and £125,092	Saving as a % of total budget: Between 38% - 100%
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
A review of the tourism events programme is being considered by the Regeneration & Environment Scrutiny Committee with a series of recommendations to reduce the number of events organised as part of the tourism event programme.

#### PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The potential savings will be achieved through a reduction in the cost of delivering public events in our principal town centres.
A revised programme could reduce the number of events available within the communities affected for the public to attend as a visitor. This could lead to a small decrease in footfall within our principal town centres. The public currently benefit from a variety of events located at the heart of our principal town centres.
Collaboration and support for community partners can help to mitigate against the proposed reduction in the tourism events programme if suitable partnerships can be established similar to those with town councils like Bargoed Town Council to maintain a programme of tourism / community events.

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
The events programme is being undertaken through the scrutiny process and will be considered as part of the process when the scrutiny committee consider the report.		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :
A change to the tourism event programme will allow the organisation to focus the collective skills and experience of staff currently delivering the tourism events programme on delivering services and events that relate to the emerging regeneration objective priorities to support the wider economy of Caerphilly County Borough and the aims of the new Regeneration Strategy, 'A Foundation for Success'.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :
Staff will be deployed to utilise their skills and services in a revised Regeneration departmental structure to aid the regeneration objectives across the wider economy, not restricted to targeting town centre footfall increases, providing opportunities for staff to broaden their work experience and learn new skills.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	0
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Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	0
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE DESCRIBE BELOW: • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x

IF YES, PLEASE SPECIFY BELOW:
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
Team meetings have taken place with staff delivering the events prepare for emerging priorities in their forward work programme. Town and Community Councils have also been consulted.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

## 2019-20 TEMPORARY SAVINGS PROPOSALS

### 14. Community Regeneration Community Projects

DIRECTORATE:	Communities
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SERVICE AREA:	Regeneration and Planning – Community Regeneration
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#### GENERAL INFORMATION

SAVING PROPOSAL:	<b>Reduction in Community Projects Budget</b>
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BUDGET AREA:	Community Regeneration – cost centre 2511(P209)
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TOTAL BUDGET FOR THIS AREA:	£60,000 (2018/19)
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TOTAL SAVING:	£35,000	Saving as a % of total budget: 53% of total budget
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The savings will be achieved by reducing the Community Projects Budget. This budget is currently used to deliver small capital improvements throughout the county borough.

#### PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
<p><b>Long Term</b></p> <p>A reduction of 53% will have an impact across all communities in the borough, although due to the focus of the team this will be most noticeable in areas of deprivation. However as the budget is spread across the county borough the impact to any one community will be minimal. Elements of the budget are used for maintenance of assets, therefore in the long term a deterioration of assets maybe experienced.</p>

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		
n/a		

**ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>
<p>There will be some negative feedback to the Council from the community as they realise that the Council cannot respond to requests for environmental improvements and maintenance cannot be supported.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>A clear message is already being presented to the community that budgets are reducing and that some functions will be affected.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>
There will be no effect on staffing numbers.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:
0

Appendix 6  
Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	0
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NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	n/a
VOLUNTARY SEVERANCE:	n/a
RETIREMENT:	n/a
REDEPLOYMENT:	n/a
REDUNDANCY:	n/a

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	n/a
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	x	

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Assets improved and maintained with the budget are within a number of service areas across the council; for example infrastructure and parks.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

n/a



**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		x
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
None on this specific budget reduction.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
Nothing to add.

## **15. Business Grants**

DIRECTORATE:	Communities
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SERVICE AREA:	Business Support & Funding Team
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### **GENERAL INFORMATION**

SAVING PROPOSAL:	<b>Business Support &amp; Funding – Reduction in Business Development Grants (BDGs).</b>
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BUDGET AREA:	Business Support & Funding BDG revenue budget.
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TOTAL BUDGET FOR THIS AREA:	2018-19 BDG revenue budget is £51,251. November estimate is that the budget will be fully allocated. Total revenue budget for the service area is £1,223,236 (including salaries).
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TOTAL SAVING:	£25,000 BDG revenue budget	Saving as a % of total budget: 2.0%
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<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b>
The revenue budget available for Business Development Grants (BDGs) will be reduced by 50% for a single year in 2019-20, based on the amount available in 2018-19. During 2017-18, a total of £55,607 was awarded to 33 local businesses, with an underspend of £9,788 against the total revenue budget for the year of £66,011 (this includes £4,000 carried forward due to grants offered in 2016-17 which were subsequently withdrawn). In 2018-19, the budget was reduced by £12,000 compared to 2017-18, down to £51,251. The intended reduction for 2019-20 of £25,000 down to £26,251 will reduce the potential outcome to approximately 15-20 local businesses supported. It is proposed that the budget be restored to £51K in 2020-21.

### **PUBLIC IMPACT ANALYSIS**

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.
The purpose of the BDGs is to support established businesses to purchase capital equipment, IT equipment, software, marketing and web site development and some internal building works to upgrade their premises. BDGs help create jobs and support the growth and financial success of businesses.

A revenue reduction of nearly 50% in 2019-20 on top of the 2018 reduction will have an impact on the businesses in Caerphilly County Borough. BDGs represent the only remaining opportunity for grant funding for SMEs in the area and this support facilitates a considerable level of match funding from the businesses concerned – £150,000 of match funding in 2017-18. With reduced opportunities for grant funding, businesses will have to secure more repayable finance and some projects may not proceed.

TAKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):		
LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
X		

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a>		
IF NO, PLEASE SPECIFY WHY BELOW?		

### ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:
<p>There will potentially be some negative feedback to the Council as a whole from local businesses as the amount of support available is reduced, although the number of grant recipients compared to the total number of businesses in the county borough suggests that there may not be many businesses complaining. It should also be noted that the business support offering in Wales has changed during the past three or four years, moving away from a grant based culture, so this reduction in budget may not come as a surprise.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>CCBC officers working with local businesses will need to help them identify alternative sources of funding support. It may also be possible to defer some projects to the following year, if there is certainty that the amount of budget reduction will be restored in 2020-21.</p>

<b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>
<p>The Team currently includes a Grade 9 Project Officer and a Grade 7 Assistant Project Officer whose duties include delivery of the BDG and CRF grants schemes. If the BDG budget is reduced and the Community Regeneration Fund (CRF) scheme is no longer provided or is reduced by 50%, then one post can be deleted from the structure - the Project Officer. The remaining business grants, business support and Oakdale Community Benefit Fund can be delivered by the Assistant Project Officer and the Grade 7 Tenants and Business Support Officer.</p> <p>This reduction in staffing is covered in the savings proposal and EIA for the Community Regeneration Fund.</p>

<b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b>	11 FTE staff in the Business Support & Funding Team.
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<b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b>	15 posts.
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<b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b>	Two FTE staff are affected by this proposal as they are currently directly involved in the provision of BDGs. One post will be deleted from the structure as a result of the reduction in workload (Project Officer – Grade 9). Please refer to CRF MTFP Saving Proposal.
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	N/A
REDUNDANCY:	1 x Project Officer – Grade 9

<b>PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:</b>	<p>April 2019 or soon thereafter, depending on period of notice.</p> <p>The cost of VER for the Grade 9 Project Officer will be £51,377, assuming an end date of June 2019. As a result of this cost, the saving in 2019-20 will be reduced from the total amount of CRF revenue budget reduction of £100,057 down to £48,680.</p>
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Appendix 6

Regeneration & Planning 2019/20 draft savings proposals: MTFP proformas and Equalities impact assessments.

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
The BDG process involves Finance staff time, which would be proportionally reduced.		
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
Other partners are frequently involved in the delivery of business support, notably Business Wales and the Development Bank for Wales and other private sector organisations, who will need to work together to identify alternative sources of funding support.		

**RISK(S) AND SENSITIVITIES**

HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		✓
IF YES, PLEASE SPECIFY BELOW:		
PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?		

**CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:
No consultations undertaken.

**OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

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**Appendix 7 - Communities Directorate 2019/20 - Temporary" Savings**

**2019-20 Temporary Savings Proposals**

<b>Proposed Saving</b>	<b>£000's</b>	<b>Comments</b>	<b>Public Impact</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 sought WG	Low
Temporary reduction in Carriageway Surface Dressing	800	Alternative funding sought WG	Low
Temporary reduction in Structures Maintenance budget	40	Alternative funding sought WG	Low
Temporary reduction in Highways Reactive Maintenance budget	43	Alternative funding sought 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 2019-20 Temporary Savings Proposals</b>	<b>2,388</b>		

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# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Provision of Meals Direct Service to Section 117 aftercare clients only.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2018

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p><b>The Council monitors feedback through its complaints process.</b></p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p><b>The Council evaluates feedback through its complaints process.</b></p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p><b>Nil at present</b></p>

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

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

**12** What wider use will you make of this Equality Impact Assessment?  
*(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)*

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

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

**Please tick as appropriate:**

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

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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



## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All users of the secondary school meal service have equal access to school meals, however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	<b>The majority of customers are children and young people and an increase in meal price may deter access to school meals. School meal prices in CCBC remain amongst the lowest in Wales.</b>
<b>Disability</b>	<b>Neutral</b>	<b>The impact of the increase in meal price does not impact additionally on these groups..</b>
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

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

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

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

### APRIL 2018 - Current prices & Proposals

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

## CONSULTATION

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

8	<p><b>How will the proposal be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p><b>We have a management system in place that allows us to monitor meal up-take.</b></p>
9	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p><b>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</b></p>
10	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p><b>Nil at present</b></p>
11	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase price of primary school meals by 10p from April 2019 (£2.00 to £2.10)
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase price of primary school meals by 10p from April 2019 £2.00 to £2.10 to achieve Medium Term Financial Plan (MTFP) proposed savings of £54k.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Young people and families, teaching and catering staff.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All users of the primary school meal service have equal access to school meals, however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	<b>The majority of customers are children and young people and an increase in meal price may deter access to school meals. School meal prices in CCBC remain amongst the lowest in Wales.</b>
<b>Disability</b>	<b>Neutral</b>	<b>The impact of the increase in meal price does not impact additionally on these groups.</b>
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

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

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

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

**APRIL 2018 - Current prices & Proposals**

### SCHOOL MEALS PRICES

#### APRIL 2018 - Current prices & Proposals

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

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

## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Nil at present</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This document will be included in the draft Budget Proposals Report to Cabinet on the 14<sup>th</sup> November 2018 and for Scrutiny reviews, together with being publicised on CCBC website for members of the public to review and comment on.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	21/11/2018
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase price of civic meals by 5%
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Marcia Lewis
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2018

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All users of corporate catering services have equal access to the services that we provide, however this proposal to increase the meal price by 5% will have the greatest impact on all users of the service.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The proposed price increase will affect all service users equally and will not have any additional impacts upon groups of people with protected characteristics.
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p><b>Nil at present</b></p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The proposal will have a financial impact upon service users, but the proposed price increase is modest in view of the financial pressures that are prevalent. Close monitoring of service uptake and service costs will continue to be undertaken.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This proposal will be included in the draft Budget Proposals Report to Cabinet on the 14<sup>th</sup> November 2018 and for Scrutiny reviews, together with this EIA being published on the CCBC website for members of the public to review and comment on.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Marcia Lewis
<b>Date:</b>	12/11/2018
<b>Position:</b>	Principal Catering Officer
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The service is universal in that it supports all residents of the county borough and local businesses.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
<b>Age</b>	Negative	The CSWs are tasked with providing re-assurance and protection to protecting every member of society; however they pay particular attention to those with protected characteristics. E.g. by assisting older people with road closure arrangements during Remembrance Day Events. E.g. by intervening in cases of anti-social behaviour that impact on older people. CSWs will often be involved in interventions for children and young people when addressing issues of anti-social behaviour. CSWs takes steps to address underage drinking in public places and clearly this activity relates to children and young people.
<b>Disability</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social/hate behaviour that impact on disabled people.
<b>Gender Reassignment</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. They also provide patrols and visits for those at threat of hate crimes including trans-gender people.
<b>Marriage &amp; Civil Partnership</b>	Negative	The CSWs are tasked with providing re-assurance and protection to every member of society; however they pay particular attention to protecting those with protected characteristics. E.g. by intervening in cases of anti-social/hate behaviour that impact on same sex partnerships.

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

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

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

## CONSULTATION

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

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

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

## MONITORING AND REVIEW

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

*(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)*

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

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

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

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

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

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

*(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)*

None identified.



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

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The impact of the increase in fee would apply equally to all service users.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p>The proposals do not impact on the use of the Welsh language.</p>
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## INFORMATION COLLECTION

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <b>Introduction of a £20 charge for rat treatments to generate £20k income</b></p> <p>Rat treatments in domestic premises are currently undertaken free of charge.</p> <p>The public would have to pay for pest control services such as rats within domestic premises. At current volumes of circa 3,300 calls per year for rats, a £20 charge would generate annual income of £66,000. However, experience from neighbouring authorities has demonstrated that following the introduction of such charges there has subsequently been a significant decline in the number of service requests processed of up to 61%. A fall in the number of service requests is therefore anticipated as a result of the introduction of a charge. Net increased income is therefore estimated to be £26,000 (based on a 61% reduction in calls).</p> <p>There is some risk of public health implications due to infestations left untreated, particularly impacting on low-income households. Members of the public may try to undertake treatments themselves which can lead to the improper placing of rodenticides and expose non target species to risk.</p> <p>There is also an additional risk that if the income target is not realised. The equivalent amount of money will need to be found from elsewhere in the budget and may ultimately impact on the number of posts within the team.</p> <p>Experience from neighbouring authorities has also demonstrated that the introduction of charging and a decline in service uptake has created an increase to the workload of environmental health officers as they have to investigate the cause of rat infestations, neighbour disputes, and to take enforcement action to remedy problems, including the service of notices and undertaking works in default. Some members of our communities will be unable to fund the treatment, resulting in untreated problems that may give rise to public health issues.</p> <p>In addition we would advise that one comparative valley authority have now re-instated their free service due to the increase in public health concerns, and a second is also giving this due consideration. Aside from Caerphilly, of the other Local Authorities in Wales 6 provide a free treatment for rats, 10 do so for a charge, and 5 provide no pest control service at all.</p> <p>Some pest control infestations are often complicated, and time consuming to investigate and remedy; the proposed £20 charge by no means meets the cost of providing the service and so there would continue to be a level of subsidy in providing this service.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The team deals with excess of 5,000 service requests for pest control per year, including approximately 3,300 for rats. Service users may include any resident within the county, school and some private sector groups.</p> <p>An introduction of a £20 (plus VAT) charge for rat treatments will inevitably have an impact for service users including the public generally, vulnerable individuals and those on lower incomes although for those in receipt of relevant benefits the charge is £10 (plus VAT).</p>

## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect. However, some members of our communities may be unable to fund such treatment, resulting in untreated problems that may give rise to public health issues.</p> <p>Rat treatments in domestic premises are currently undertaken free of charge. It is proposed to introduce a £20 (plus VAT) charge. Customers in receipt of means tested Universal Credit or Guaranteed Pension Credit receive a 50% discount on the Council's Pest Control charges and so would pay £10 (plus VAT).</p> <p><b><u>Actions required</u></b></p> <p>Consideration will need to be afforded to imposing a concessionary charge for individuals in receipt of means tested universal credit or guaranteed pensions credit .</p>	
4	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
<p><b>Protected Characteristic</b></p>	<p><b>Positive, Negative, Neutral</b></p>	<p><b>Relevance of the Policy or Practice</b></p>
Age	Neutral	<p>This proposed change would apply equally to all service users. Customers in receipt of means tested Universal Credit or Guaranteed Pension Credit receive a 50% discount on the Council's Pest Control charges</p>
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p>The proposals do not impact on the use of the Welsh language.</p>
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## INFORMATION COLLECTION

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

**\*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>Ceremony fees are reviewed annually to recover reasonable costs of providing the service. The review of fees charged, involves consideration of the cost to the authority in providing the service and comparing fees set by neighbouring and other Welsh authorities. Some fees are set centrally by the General Register Office, others such as Ceremony fees can be determined locally in order to recover the cost of providing that particular service. The proposal is to increase these fees accordingly in an effort to cover costs.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The proposal will affect persons booking Marriage and Civil Partnership ceremonies and will apply equally to everyone.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Fees apply across the board to everyone. Arrangements exist for home visits for taking of notice and conducting of ceremonies where circumstances prevent persons attending the register office or ceremony rooms. Fees for those special circumstances are set nationally by the Registrar General. For marriage/civil partnership, couples are required to give notice in the district where they live. The notice fee is also set centrally by the Registrar General and so applies to all.</p> <p>Once notice has been given and approval to marry received, couples may have the ceremony in another district if they wish. Some choose religious premises others opt for civil ceremonies. Legislation changed in 2014 to enable Same Sex Marriage in addition to Civil Partnerships. The service has promoted the ability to choose either option on its web site and in various press releases. Same Sex couples contacting the service are made aware of the options open to them.</p> <p>Legislation in England and Wales requires all processes to be through the medium of Welsh or English but we provide opportunities for all using various forms of support through the processes. Where there is a language requirement we provide it. We have Welsh speakers available for all aspects of the service; a British Sign Language (BSL) support officer for hearing or speech impaired people, and would hire foreign language interpreters where necessary.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	
<b>Disability</b>	<b>Neutral</b>	
<b>Gender Reassignment</b>	<b>Neutral</b>	
<b>Marriage &amp; Civil Partnership</b>	<b>Negative</b>	Increased fees will impact on couples booking ceremonies but these are "one off" or rare events that do not have ongoing effects on the public and so will have low impact. Fees are based on cost recovery not profit.
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	
<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	Fees are the same for marriage and civil partnership ceremonies.

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Members of the public are required by law to register a birth, death or marriage where it occurs and to give legal notice based on residence so nobody could be precluded as a potential user of the service.</p> <p>The service deals with a large number of customers from all ethnic backgrounds, of all ages and with various needs either due to disability or language but other than the information recorded through the response to customer surveys, Registrars do not monitor those various elements.</p>
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	<p>The service will monitor feedback comments and responses to customer satisfaction surveys.</p>
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<p><b>9</b></p>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>All service users are encouraged to give feedback after using the service. Visitors to the CCBC Registration Service web pages also have the opportunity to give feedback after visiting the site.</p>
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<p><b>10</b></p>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No, Service Manager has attended EIA training. Equalities training and awareness is a core part of service provision in this area. Welsh language, BSL and other language provision are all currently catered for .</p>
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<p><b>11</b></p>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The fees apply to everyone and so would not have consequences for specific groups. Comparisons with neighbouring and other districts in Wales indicate that the proposed fees are reasonable. Fees are for “one off” or rare events that have low impact on users in the long term. The authority is also required to provide a statutory ceremony (for marriage and civil partnership) at a centrally set fee, currently £46</p> <p>Numbers of ceremonies are recorded each year so any perceived change in numbers as a result of fee increases could be monitored.</p>
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<p><b>12</b></p>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The EIA will be published as part of the 2019/20 Budget Engagement plan and could be included in the Registration Services annual plan.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>See 11 above.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Jacqui Morgan
<b>Date:</b>	29/10/18
<b>Position:</b>	Group Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All service users have equal access to the service. Trading Standards ensure that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect. The deletion of the post will inevitably impact on service provision and response times for dealing with operational issues but these will apply equally to all service users. Dynamic assessments will however be applied to serious matters involving public safety or vulnerable persons.</p>
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<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>	Neutral The reduction in staffing will mean that service delivery will have to be further prioritised. The service does respond to rogue trader incidents which are mainly targeted at the elderly and vulnerable, administer No Cold Calling Zones across the borough. Conversely work on underage sales advice and test purchase exercises are aimed at protecting young people from harm as well as communities.
	<b>Disability</b>	Neutral
	<b>Gender Reassignment</b>	Neutral
	<b>Marriage &amp; Civil Partnership</b>	Neutral
	<b>Pregnancy and Maternity</b>	Neutral
	<b>Race</b>	Neutral
	<b>Religion &amp; Belief</b>	Neutral
	<b>Sex</b>	Neutral
	<b>Sexual Orientation</b>	Neutral

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Performance will be monitored to assess the impact of loss of a post. Responses to consumer and business satisfaction surveys will be compared with earlier years for any changes , comments etc. Response times when dealing with consumer complaints, service requests and complaints received about service provision will also be monitored.</p> <p>The service also compiles statistics annually on performance against targets for key indicators and a risk assessed inspection programme. The latter is externally monitored and audited for Food Standards and Regional Feed inspections.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>See 8 above which will include consumers and business. Responses to requests from other agencies, joint working etc. will also be monitored.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Team leaders within the service have had the opportunity to attend EIA training sessions.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>As detailed above service delivery will be prioritised according to risk and service performance and feedback mechanisms will be monitored to assess the impact on the service and its users and stakeholders.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be published on the CCBC website and as part of the MTFP engagement process.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect.</p> <p>The deletion of the post will inevitably contribute to a delay in responding to service requests. This will apply equally to all service users including vulnerable individuals – though dynamic assessments will be made to prioritise more urgent service requests.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The removal of this post will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is equally available to all. We do not currently monitor service users. The service does not hold a breakdown of the service users based on protected characteristics.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue. Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Service request data and corporate complaint data will be monitored to assess detrimental impacts.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None identified.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>A reduction in the efficiency in which service requests are dealt with is a likely impact. To mitigate such an occurrence service response times may need to be extended for non-emergency requests.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be used as supporting evidence in the decisions being made around this savings proposal.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

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

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p>The changes in the application of VAT in respect of Leisure Centre pricing structures will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

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

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

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

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



# EQUALITY IMPACT ASSESSMENT FORM

November 2018

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

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

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## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p>The withdrawal of grant funding for two Community Centres will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

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

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

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

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

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p>The withdrawal of grant funding for two Community Centres will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

November 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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



## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p>The closure of the four Community Centres will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

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

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>This budget has been traditionally been utilised to support diminishing revenue budgets to enhance local infrastructure. This proposal is to remove the budget so consequently these opportunities will no longer be available.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	The removal of this budget will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
<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>This proposal will not have any effect on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>
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## INFORMATION COLLECTION

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

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

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

**10** **Have any support / guidance / training requirements been identified?**  
*(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)*

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

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

Requests for service will be continuously monitored and considered on its own merits in accordance with Health and Safety, Equalities Legislation and available budget.

**12** **What wider use will you make of this Equality Impact Assessment?**  
*(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)*

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

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

**Please tick as appropriate:**

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

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

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

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

<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposed reduction in the Plant and Machinery budget diminishes the service's areas ability to procure new items of equipment when they reach the end of their life or become uneconomical to repair. Any replacement(s) will need to be based on a robust business case and available budget to ensure the service can be continued to be delivered to our residents.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

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

## INFORMATION COLLECTION

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

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

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



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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- Disability
- Gender Re-assignment
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- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposed reduction in budget diminishes the services area's ability to procure new items of equipment when they reach the end of their life or equipment is vandalised beyond repair.</p> <p>If equipment could not be replaced, this will reduce the 'play value' of facilities and could ultimately lead in future years to some targeted closures.</p> <p>This proposed budget realignment would not have any impact on current staffing levels.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

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

## INFORMATION COLLECTION

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

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

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

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>As playground equipment is generally provided for the benefit of children and young people there is the potential for a negative impact as the proposed reduction in budget diminishes the services area's ability to procure new items of equipment when they reach the end of their life or equipment is vandalised beyond repair. The bulk of the budget will remain however and decisions will be taken on a case by case basis taking into consideration both Health and Safety and Equalities legislation.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input 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>	Michael Headington
<b>Date:</b>	17 <sup>th</sup> October 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>A reduction in staff numbers will have an effect on our ability to respond to routine request for service and general queries. Whilst the number of Area Parks Officers may not be reduced, this will allow the service to restructure and remove other posts to achieve the financial saving.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

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

## INFORMATION COLLECTION

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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>Parks and Countryside Operations have a revenue budget allocation of £54K to undertake two applications of herbicide treatment to all adopted highways/footpaths (including town centres) and rear lanes across the county borough. The first application is undertaken in early Spring (April/May) and the second during September. This proposal is to remove the second application in September and reduce the budget by £32K to achieve the savings target identified as part of the Council's overall Medium Term Financial Plan. Whilst the total cost of the two applications equate to £64k, the service area has to identify the £10K shortfall from other existing revenue budgets.</p>
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>There is no direct impact on the public; the proposal to reduce the application of herbicide will mean that there will be more weed growth within the carriageways, footways etc., which will be noticeable. However, any issues can be raised via Elected Members or the corporate complaints process.</p>

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

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

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

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

## INFORMATION COLLECTION

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

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

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

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

## INFORMATION COLLECTION

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>All cleansing complaints are recorded, this provides valuable feedback on conditions of cleanliness.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As above.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None identified.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Conditions of street cleanliness are likely to deteriorate. We are exploring ways of working even smarter whilst also looking to maximise social capital as a resource.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be published in conjunction with the Council's budget consultation process.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All have equal access to this service (there will be no concessions).</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Finance team will monitor the new regime the service will regularly review service request trends.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Reported regularly to management team.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None identified.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>None identified.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This information will be of use in future service developments.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The service will continue to be delivered in a fashion that allows for equity in service levels.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	Residents with disabilities are offered special assistance with collections and this service will continue.
Gender Reassignment	Neutral	



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

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Presently, our expensive vehicles are traversing roads and trackways that are inordinately long and of questionable condition.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Residents affected by the reconfiguration will be notified by the service change in advance. Those residents with disabilities are offered special assistance with collections and this service will continue.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Division will continue to respond to service requests and complaints as this will help inform the effectiveness and efficiency of the service.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Web access training was given to technical assistants for round changes. (Possible new training for different vehicles)</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>N/A</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be published in conjunction with the Council's draft budget consultation process.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>This proposal affects all. There is not a impact on specific groups.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>All complaints about cleanliness are recorded and relayed back to co-ordinate action. A corporate complaint system is in place too.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>An inspections regime is in place which includes regular Authority staff checks reinforced by an independent inspection by Keep Wales Tidy. These classify conditions of cleanliness in all land categories.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Consultation with our residents has been undertaken:</p> <ul style="list-style-type: none"><li>i. Household Survey</li><li>ii. Budget Consultation</li></ul> <p>Staff awareness continues to be developed and any new corporate policies are updated and circulated for action/implementation.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>N/A</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>It helps us continue to refine services to ensure compliance and effective delivery.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts.</p>



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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Given that the Authority will continue to operate four sites for residents this will not compromise access. Travel times might be extended but well within industry standards for provision per head of population.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	

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

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

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

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

<b>8</b>	<b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i>  Patterns of site user is not recorded, however, we are in the midst of developing a 'proof of residency' policy for site usage which would allow us to recognise information on site users. Complaints are forwarded to our officers; however, at this juncture systems do not record issues by equality category.
<b>9</b>	<b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i>  As above.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i>  Customer care training has been provided and further training will be provided to ensure changes are communicated effectively.
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  N/A
<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>  The EIA will aid the corporate communications team in undertaking consultation.
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  No adverse impacts.

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>This education element has contributed to the continued improvement of the service and helped us to attain targets on recycling. This momentum on recycling performance could be affected/compromised.</p>	
<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Relevance of the Policy or Practice</b>	

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

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Public satisfaction surveys and budget consultations reaffirm the key importance of recycling our environmental initiatives.</p>
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## CONSULTATION

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

<b>8</b>	<b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i>  The waste management team will review the performance of the reshaped service.
<b>9</b>	<b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i>  As above.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i>  Public consultation work includes substantial surveys household surveys and forums
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  N/A
<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>  Aid the consultation process and help to further modernise our service.
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  N/A

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Equal access to service continues and does not compromise any sector of our society.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	



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

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The division has an adequate network of staff who can communicate bilingually and all new site signage will be set out in line with the corporate policies.</p>
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## INFORMATION COLLECTION

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Details on site users have recently commenced with waste management team undertaking spot checks monitoring. Presently there are no suggestions for recording issues by equality category.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Training will be undertaken with all staff to ensure changes are communicated effectively.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>N/A</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The EIA will aid the communication team in undertaking public consultation.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>There are no adverse impacts on equality.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Closure of the Council's 5 public conveniences (Risca, Blackwood, Caerphilly, Ystrad Mynach, Bargoed) to achieve a financial saving of £74,000 within the Council's Medium Term Financial Plan.</p>
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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>General public and visitors who may use the facilities if visiting or working in the area.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The removal of public conveniences will remove access for all services users equally. However, some groups with protected characteristics may be impacted to a greater extent as highlighted in Section 4 below.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
<b>Age</b>	<b>negative</b>	Toilets are more important to certain groups within society, including older people. These groups can be disproportionately affected by a reduction in provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity in later life.

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

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Council is required to adopt a Local Toilet Strategy by the end of May 2019 which is subject to a review every 2 years.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This will be evaluated in connection with the review of the Local Toilet Strategy.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None identified.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Steps will be taken to maximise and raise awareness of alternative provision in accordance with the Local Toilet Strategy.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be published in connection with the Council's draft budget consultation process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Rhodri Lloyd
<b>Date:</b>	13/11/2018
<b>Position:</b>	
<b>Name of Head of Service:</b>	Rob Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The service remains equitable in all areas, however, by the nature of the football in the main towns they warrant extra attention for cleansing management.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Regular satisfaction surveys and budget consultations are integrated to the service. Feedback always re-emphasises the importance and expectations about cleansing services.</p>
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## CONSULTATION

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>We have a regime in place for monitoring conditions of cleanliness. We also have a complaint management system to monitor trends and service issues relating to cleansing.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As above.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Public consultation work includes satisfaction surveys, household surveys and forums.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>There is an impact on conditions of cleansing and this could lead to an increase in complaints and reputational damage on our area as a place to visit.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Aids the consultation process and help to further modernise services.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>Smart working systems need to be implemented.</p>

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposed reduction in budget will diminish officer's ability to respond to requests for maintenance to PROW. This proposed budget realignment could potentially have an impact on current staffing levels if alternative tasks could not be found.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

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

## INFORMATION COLLECTION

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored by the service area's management team in conjunction with colleagues in Corporate Finance. Any compliments or complaints received from members of the public and or PROW users will help identify issues and lessen the impact.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>This proposal will be monitored by the service area's management team (in conjunction with colleagues from Corporate Finance) when a need for assistance from particular PROW are identified.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Whilst this proposal is to reduce the existing revenue budget by £31K, opportunities to maintain individual PROW with access furniture, maintenance of the footpath surface and cutting back of over growth etc. will be still available albeit to a lesser degree. Any issues will be ranked in order of priority and available budget.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposed reduction in budget will diminish officer's ability to respond to requests for maintenance and schedule regular maintenance. This proposed budget realignment would not have any impact on current staffing levels.</p>
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**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

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

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

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

## INFORMATION COLLECTION

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

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

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

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No support/training or guidance has been identified as a direct result of this proposal.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Whilst this proposal is to reduce the existing revenue budget by £15K, opportunities to maintain areas of land will be still available albeit to a lesser degree. Any issues will be ranked in order of priority and available budget.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This document will be appended to the overall budget report, which will be considered by Elected Members through the budget setting process.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Michael Headington
<b>Date:</b>	8 <sup>th</sup> November 2018
<b>Position:</b>	Green Spaces & Transport Services Manager
<b>Name of Head of Service:</b>	Robert Hartshorn

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>This proposal may reduce waste vehicle availability and could therefore have an impact on waste and recycling collections resulting in delayed collections.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No</p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

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

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

<b>8</b>	<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>  All complaints are recorded. Service performance is monitored. Data is held by the service in relation to its vehicle fleet.
<b>9</b>	<b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i>  As above.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i>  None identified.
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  No impact upon groups of people with protected characteristics. There is the potential for impact upon service availability, but this will be mitigated by the retention of spare vehicles and by hiring in replacement vehicles if required. It should be noted that this is a temporary, 1 year proposal.
<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 published in conjunction with the Council's budget consultation process.
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  No adverse impacts.



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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The number of services / departures using bus stations and any impacts on other services.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The impact on revenue funding available to finance the supported bus network and any changes to it.</p>
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If the savings income target is met and reductions in services minimised, the proposal will be considered to have been fully successful. If the implementation of the proposal leads to the withdrawal of marginal bus routes, or the termination of existing tendered services, these will result in additional costs to the service or a contraction in bus service provision, or a combination of both and the degree of increased cost / reduction of service provision will determine the level of success of the charging regime.

**10 Have any support / guidance / training requirements been identified?**  
*(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)*

None.

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

No adverse impacts have been identified.

**12 What wider use will you make of this Equality Impact Assessment?**  
*(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)*

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

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

No adverse impacts have been identified.

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

**Please tick as appropriate:**

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

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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



## PURPOSE OF THE PROPOSAL

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

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

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

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

## IMPACT ON THE PUBLIC AND STAFF

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

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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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The protected characteristics are:

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

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

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Service level reductions on structural Inspections – Highways Structures budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways budget areas to achieve a saving of £36,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
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	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Traffic Management minor works budget reduction
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the Traffic Management minor works budget to achieve a saving of £5,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

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



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

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

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

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A programme of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the programme is monitored throughout the year.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met, the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	29 October 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

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

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

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

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

The protected characteristics are:

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

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

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

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Street lighting budget reductions on Non Routine Maintenance.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

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

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

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

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

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce street lighting non routine maintenance budget area to achieve a saving of £9,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

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

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

The protected characteristics are:

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

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

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Minor Highway budget reductions across the service area.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways budget areas to achieve a saving of £66,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
		<b>Relevance of the Policy or Practice</b>
	Age	Neutral
	Disability	Neutral A £2000 reduction in improved access is proposed, however, improvements will continue to be installed via footway renewal schemes so the service needs are met.
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

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

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

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

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

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Highway and Land Drainage Budgets
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highway and Land drainage Budgets to achieve a saving of £21,300</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Budget reduction for maintenance of the Monmouth and Brecon Canal.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

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When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **[Corporate Policy Unit Portal](#)** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce budget for maintenance of the Canal to achieve a saving of £10,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There should be minimal disruption to people who walk, cycle, fish along the canal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Relevance of the Policy or Practice</b>	
	Age	Neutral
	Disability	Neutral
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and the Service Requests relating to the Canal can be monitored.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse responses via service requests then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce the number of Gullies cleaned within Caerphilly CBC
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highway Gully cleansing regime to achieve a saving of £64,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received. Service requests and referrals are also monitored.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys or increase in Service Requests or Referrals then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Removal of Community Response Team
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*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>Remove the community response team to achieve a saving of £100,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
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- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

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- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce public bus service funding
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **[Equalities and Welsh Language Objectives and Action Plan 2016-2020](#)**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **[Corporate Policy Unit Portal](#)** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Review of contracts with the highest subsidy per passenger.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally as bus passengers would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Under the Public Service Vehicle Access Regulation (PSVAR), all buses engaged in the provision of local bus routes have to be accessible to all passengers</p> <p>Any reduction of public transport services could potentially have a negative impact on regular service users, and the negative impact will be even greater on those who fall under one or more of the protected characteristics (as noted in the Council's Strategic Equality Plan), who have no other affordable or accessible means of transport.</p> <p>The Council recognises that older people, people with disabilities and young people who are seeking education or career opportunities for example, would be significantly affected by cuts to public transport services; however, steps will be taken to minimise the impact on service users as far as possible.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Negative</b>
	<b>Disability</b>	<b>Negative</b>
	<b>Gender Reassignment</b>	<b>Negative</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Negative</b>
	<b>Relevance of the Policy or Practice</b>	

<b>Pregnancy and Maternity</b>	<b>Negative</b>	
<b>Race</b>	<b>Negative</b>	
<b>Religion &amp; Belief</b>	<b>Negative</b>	
<b>Sex</b>	<b>Negative</b>	
<b>Sexual Orientation</b>	<b>Negative</b>	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>None.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Equality unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper delivered to all households within the county borough, drop in centres etc.</p> <p>Further consultation in accordance with the Council's constitution will also need to be undertaken.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Information will continue to be collected on the number of tickets issued and the number of passengers using the service.</p> <p>All communications from users of the service are already logged and responded to or forwarded to bus operators for consideration, as appropriate.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings income target is met and reductions in services minimised, the proposal will be considered to have been fully successful. If the implementation of the proposal leads to the withdrawal of marginal bus routes, or the termination of existing tendered services, these will result in additional costs to the service or a contraction in bus service provision, or a combination of both and the degree of increased cost / reduction of service provision will determine the level of success of the reductions to budget.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	7 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

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- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Income generation
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **[Equalities and Welsh Language Objectives and Action Plan 2016-2020](#)**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **[Corporate Policy Unit Portal](#)** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact **[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)** for assistance.



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>We will proactively market our design services and increase inspection regimes to ensure works by utility companies are done in compliance with regulations.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would benefit from this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken in the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A review of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Progress is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of Road users.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	26 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	School Crossing Patrol budget reduction – Withdraw Lunchtime SCPs
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

**\*Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **[Equalities and Welsh Language Objectives and Action Plan 2016-2020](#)**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **[Corporate Policy Unit Portal](#)** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the School Crossing Patrol budget to achieve a saving of £36,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Primary school children and their parents and carers would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Information is available of the surveys of the SCP sites undertaken and the assessment against national criteria.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper and household survey delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Information will be retained on the number of sites operated, assessed and those that no longer meet the assessment criteria.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	30 October 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd



# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase fee for replacement of Concessionary Fare pass
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The current replacement fee of £5 for the first replacement and £10 thereafter will be changed to a flat rate of £10 for all pass replacements.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public eligible for concessionary passes would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services. All eligible users of the concessionary fares pass replacement service will continue to have equal access to this service.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Negative	All residents aged 60 years and older are eligible for a concessionary travel pass, so change will impact on this age group.
Disability	Negative	Residents with a disability that qualifies them for a concessionary travel pass so the change will impact on these residents
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>None.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Equality unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The number of concessionary fare passes replaced will be monitored.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Review the number of applications for replacement passes and customer feedback to see if there is a significant change.</p> <p>If the savings income target is met, the proposal will be considered to have been fully successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	1 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
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- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

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- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Increase off-street parking charges
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Increase car parking charges by 20p for each tariff to achieve a saving of £40,000.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>



<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation will be undertaken on all of the Council's 2019/20 MTFP proposals via the December 2018 edition of the Council's Newsline paper and household survey delivered to all households within the county borough, drop in centres etc.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Information will continue to be collected on the number of tickets issued and the income received to check if the savings have been achieved.</p> <p>All communications from users of the car parks are already logged and responded to.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met, the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	2 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Introduce annual fee for resident permit parking
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Clive Campbell
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **[Equalities and Welsh Language Objectives and Action Plan 2016-2020](#)**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **[Corporate Policy Unit Portal](#)** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Introduce a charge of £15 per permit per annum (allowing up to 2 permits per eligible property) in accordance with the Council's adopted Resident Permit Parking policy (2012) to achieve a contribution to maintenance and administration costs amounting to £30,000.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Eligible residents in particular and the public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal will introduce a more balanced, equal and consistent approach across the county borough for eligible residents.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all eligible users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The proposal was advertised via Traffic Regulation Order and subject to statutory and public consultation between July and September 2018 and all responses/ objections will be considered by Cabinet in November 2018.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Information will continue to be collected on the number of permits issued and the income received to check if the savings have been achieved.</p> <p>All communications from users of the permits are already logged and responded to and compliance will be monitored by Civil Enforcement Officers.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met, the proposal will be considered to have been fully successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Clive Campbell
<b>Date:</b>	2 November 2018
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Carriageway resurfacing treatments budget reduction
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	October 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

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The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce the Carriageway resurfacing treatments for one year to achieve a saving of £910,000 on top of current MTFP savings.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken in the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A programme of works is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the programme is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of Road users.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Service level reductions on structural Inspections.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **[Equalities and Welsh Language Objectives and Action Plan 2016-2020](#)**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **[Corporate Policy Unit Portal](#)** and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce Highways structural SLA to achieve one year additional saving of £40,000 on top of current MTFP savings</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>To date there has been no consultation with specific user groups, however, public consultation will be undertaken during the next three months.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse results from the bi-annual household surveys or Service Requests received then the proposal will be considered to have been successful.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>No adverse impacts have been identified.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and be available for public inspection.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

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- foster good relations between people who share a protected characteristic and those who do not.

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- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language\*

\* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduce the Budget for Highway Reactive Maintenance
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Additional one year Highways reactive maintenance saving of £43,000 on top of the MTFP saving of £55,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The public generally would be affected by this proposal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
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<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration and Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and a bi-annual household satisfaction survey is also undertaken by the Authority to monitor satisfaction of residents with the services received.</p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

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- Sexual Orientation
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## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Budget reduction for maintenance of the Monmouth and Brecon Canal.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Infrastructure
<b>CONTACT OFFICER</b>	Chris Adams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	November 2019

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## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Reduce budget for maintenance of the Canal to achieve a saving of £40,000</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There should be minimal disruption to people who walk, cycle, fish along the canal.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal does not change the existing access to services.</p>
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	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>Neutral</b>
	<b>Disability</b>	<b>Neutral</b>
	<b>Gender Reassignment</b>	<b>Neutral</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>
	<b>Pregnancy and Maternity</b>	<b>Neutral</b>
	<b>Race</b>	<b>Neutral</b>
	<b>Religion &amp; Belief</b>	<b>Neutral</b>
	<b>Sex</b>	<b>Neutral</b>
	<b>Sexual Orientation</b>	<b>Neutral</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>The proposal has no effect on the opportunity for persons to use the Welsh language.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p>
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## CONSULTATION

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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A budget apportionment report is agreed each year and reported to the Regeneration an Environment Scrutiny Committee. Delivery of the budget is monitored throughout the year and the Service Requests relating to the Canal can be monitored.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met and there are no adverse responses via service requests then the proposal will be considered to have been successful.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
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<b>13</b>	<p><b>If any adverse impact has been identified, please outline any mitigation actions.</b></p> <p>No adverse impacts have been identified.</p>
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Chris Adams
<b>Date:</b>	8 November 2018
<b>Position:</b>	Acting Highways Group Manager
<b>Name of Head of Service:</b>	Marcus Lloyd

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	MTFP Savings Proposal– Reduction in Community Regeneration Fund.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Regeneration & Planning – Business Support & Funding Team
<b>CONTACT OFFICER</b>	Antony Bolter Business Support & Funding Manager <a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a> 01443 866251
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A

# PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The purpose of the Community Regeneration Fund is to foster and enhance viable and sustainable communities within Caerphilly county borough. The Fund enables community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed for the benefit of the local community or service users. Community Regeneration Fund grants have been part of a funding package that the Third Sector Officers utilise to secure other sources of funding.</p> <p>This savings proposal should be reported to the Voluntary Sector Liaison Committee for consideration. The revenue budget is currently £100,057 (2018-19). It is proposed that the budget be reduced to zero in 2019-20 and then reinstated at £50,000 in subsequent years. The proposed 100% reduction in 2019-20 and £50K reduction in subsequent years is considered to be medium public impact.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The Fund is used by voluntary and community groups to deliver community based projects in the county borough that have a social, economic, environmental and/or cultural impact on the area or community concerned. Projects must have one of more of the following aims:</p> <ul style="list-style-type: none"><li>• they will enhance employment prospects and skills of local people, particularly the young and those at a disadvantage, and promote equality of opportunity</li><li>• they will protect and improve the local environment and infrastructure, and bring land and buildings into effective use</li><li>• they will enhance the quality of life of people through social, cultural and recreational opportunities</li><li>• they will promote and encourage local people to secure a sustainable future for local communities and/or encourage regeneration.</li></ul> <p>During the past year, the fund has supported organisations such as:</p> <ul style="list-style-type: none"><li>• Allotments associations</li><li>• Churches and religious groups</li><li>• Rugby clubs</li><li>• Community centres and partnerships</li><li>• A wide range of local third sector organisations.</li></ul> <p>Some of these projects have been aimed at specific sections of the public. However, it is not possible to list the sections of the public that are likely to be affected by the proposed budget reduction.</p> <p>In 2017-18, £129K was allocated to 9 applicants via five funding rounds during the year, giving an average award of £14K. The intended revenue budget reduction would reduce the potential outcomes to zero in 2019-20 and to 4 or 5 local projects supported in subsequent years.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>Future delivery of the Community Regeneration Fund depends on the outcome of a report reviewing the various grants offered by the Council's Regeneration &amp; Planning Division. This will be considered by Cabinet on 16<sup>th</sup> January 2019. It is anticipated that, as has always been the case, applications will be considered against the Fund criteria and assessed by the Funding Panel.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	neutral	
Disability	neutral	
Gender Reassignment	neutral	
Marriage & Civil Partnership	neutral	
Pregnancy and Maternity	neutral	
Race	neutral	
Religion & Belief	neutral	
Sex	neutral	
Sexual Orientation	neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b>  <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually. All Fund application forms and processes are available bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<b>Is full information and analysis of users of the service available?</b>  Each fund application has particular aims and particular target groups. It is not possible to accurately state whether particular groups are likely to be either adversely or advantageously affected by this proposal.
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## CONSULTATION

<b>7</b>	<b>What consultation has taken place?</b>  The Consultation and Monitoring Guidance has been referred to and the proposal should be considered at the Voluntary Sector Liaison Committee.
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  Monitor the applications received and review the target populations and groups that will benefit from the funding.
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<b>9</b>	<b>How will the monitoring be evaluated?</b> Ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported.
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  Officers ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported, by marketing, encouraging and supporting applications for the fund from all groups, organisations and communities in the county borough.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This assessment will underpin monitoring and evaluation of the Community Regeneration Fund to ensure that it reaches all communities in the county borough.
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Antony Bolter
<b>Date:</b>	14 <sup>th</sup> November 2018
<b>Position:</b>	Business Support & Funding Manager
<b>Name of Head of Service:</b>	Rhian Kyte



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in opening hours at Winding House Museum
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Destinations and Events
<b>CONTACT OFFICER</b>	Paul Hudson - Destination & Events Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A- savings proposal

# PURPOSE OF THE PROPOSAL

**1 What is the proposal intended to achieve?**

The proposal is to reduce the number of days that the Winding House Museum is open to the public from seven days to five days by closing regularly on a Sunday and Monday.

The Winding House Museum is currently open all year round, seven days a week attracting around 9,000 visitors per year.

The proposal will help maintain the sustainability of the service by reducing the operating costs of running the service whilst maintaining a comprehensive opening schedule.

Accompanied by other staff savings, this proposal will contribute towards an estimated £47,000 worth of savings.

The proposal is being piloted from September 2018 and customers and user groups will be surveyed to determine assess any equality impacts and potential mitigation considerations.

**2 Who are the service users affected by the proposal?**

User information is currently limited to the number of visitors to the site and during the pilot of the proposal, further information will be gathered on users to inform a review of the proposal. Visitor numbers are lowest during the two days identified.

2017-18	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Open 10am to 5pm					Open 11am to 4pm	
April	71	137	86	62	118	121	110
May	71	181	94	87	23	69	96
June	35	104	78	120	93	89	66
July	90	111	98	65	108	142	90
August	92	265	192	208	249	117	114
September	51	108	148	198	250	80	98
October	112	141	223	113	153	99	99
November	76	157	147	224	220	74	75
December	26	45	73	147	108	60	28
January	53	102	46	42	46	73	80
February	61	107	56	107	106	63	65
March	89	161	184	201	120	67	27
<b>DAILY AVERAGE</b>	<b>16</b>	<b>31</b>	<b>27</b>	<b>30</b>	<b>31</b>	<b>20</b>	<b>18</b>

Most visitors to the site are casual. There are a small number of specifically identifiable group bookings via the Alzheimer’s Society and NHS promoting Wellness classes that take place outside of the days affected by the proposal.

Similarly, school group workshop visits are normally arranged for a Thursday or Friday and are unaffected by the proposal.

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>The most readily identifiable groups visiting the Winding House Museum are the school groups, representing over a quarter of the visitors to the venue who will remain unaffected by the proposals.</p> <p>The reduction in the number of days will not affect any specifically identifiable groups as the Winding House Museum will still be accessible on a Saturday and during the majority of the week.</p> <p>The Winding House Engine is run by a volunteer group once a month on a Saturday and will remain unaffected both in terms of visitors attending and volunteers taking part.</p> <p>The Winding House Museum will maintain a varied programme of events throughout the year appealing to a broad audience range.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Relevance of the Policy or Practice</b>	
	<b>Age</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Disability</b>	<b>Neutral</b> The only regular user group are the Alzheimer's Society and NHS promoting Wellness classes take place outside of the days affected by the proposal.
	<b>Gender Reassignment</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Marriage &amp; Civil Partnership</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Pregnancy and Maternity</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Race</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Religion &amp; Belief</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Sex</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	<b>Sexual Orientation</b>	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.

**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.)*

The opportunities for the public to engage with the Winding House in Welsh are unchanged by this proposal.

## INFORMATION COLLECTION

**6** Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

The statistical collection of information shows a broad age range of visitors, outside of school visitors which are predominately primary school age.

Our educational work during the week allow for differences in interest levels, educational attainment, intellectual differentiation and physical access. None of which are affected by the proposal.

2017/18	Adults	Children	Volunteers	Schools	Room Hire	Meeting	Other	Total
April	477	132	0	0	87	9	0	705
May	373	83	2	26	129	2	6	621
June	345	66	0	60	110	4	0	585
July	467	159	3	0	57	3	15	704
August	783	375	2	0	71	6	0	1237
September	418	74	0	317	122	2	0	933
October	420	85	2	292	137	4	0	940
November	505	115	4	227	113	9	0	973
December	162	17	0	273	33	2	0	487
January	302	58	3	0	65	14	0	442
February	262	80	3	143	75	2	0	565
March	299	61	4	410	73	2	0	849
<b>Total</b>	<b>4813</b>	<b>1305</b>	<b>23</b>	<b>1748</b>	<b>1072</b>	<b>59</b>	<b>21</b>	<b>9041</b>
<b>Total %</b>	<b>53.24%</b>	<b>14.43%</b>	<b>0.25%</b>	<b>19.33%</b>	<b>11.86%</b>	<b>0.65%</b>	<b>0.23%</b>	<b>100%</b>

A comments book is also maintained at the museum and a user survey is being carried out at the site during the pilot period. The survey includes monitoring information to identify any protected groups that will be fed back into the review of the pilot period.

## CONSULTATION

**7** Please outline the consultation / engagement process and outline any key findings.

Staff at the Winding House museum have been consulted to identifying specific groups potentially affected by the proposal. So far, no discernible group of users have been identified for further consultation of those that hire the facility for regular bookings.

	<p>The Council's Equalities team have been consulted and recommend undertaking a survey of visitors to the site to ensure an accurate current visitor profile can be used to identify any user groups affected by the proposal.</p> <p>A survey has been produced and is being carried out at the site during the pilot period. The survey includes monitoring information to identify any protected groups that will be fed back into the review of the pilot period.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>Due to the low number of visitors (an average of 16 visitor on Monday and 18 on a Sunday) this is a low impact proposal.</p> <p>Visitor numbers and a breakdown of visitors by type will continue to be monitored to assess the impact upon the public.</p> <p>Data from the survey will be used to analyse the potential impact on protected users following a review of the pilot and to identify any mitigation measures required to reduce / remove the effect of any such impacts.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>Verbal feedback and on site comments book will be monitored regularly and the results discussed at staff meetings to ensure that we can respond effectively with any issues that arise during the implementation of the proposal.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b></p> <p>No</p>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>We will maintain our varied visitor programme and maintain opening through the week / weekend from Tuesdays to Saturdays.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b></p> <p>The process of considering these matters will feed into our event plans and promotion of the museum's opening hours.</p> <p>The EIA will be attached to the report proposing the change to be approved which will be published on the Council's website.</p>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, though more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Paul Hudson
<b>Date:</b>	16.11.18
<b>Position:</b>	Destination and Events Manager
<b>Name of Head of Service:</b>	Rhian Kyte

# THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Realignment of Urban Renewal Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Urban Renewal Team
<b>CONTACT OFFICER</b>	Allan Dallimore
<b>DATE FOR NEXT REVIEW OR REVISION</b>	Annually

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The Urban Renewal's public realm maintenance/improvement budget will be reduced by £4,000 effectively from 2019/20 onwards</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The main impact of the savings will be experienced across the town and villages within the County Borough , with a focus on the 5 town centres that are covered by the Town Centre Development Manager</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>The reduction in the budget will be felt equally across all 5 managed town centres and smaller towns and will not be concentrated on a single town centre.</p>	
<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b></p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Relevance of the Policy or Practice</b>	
	Age	neutral
	Disability	neutral
	Gender Reassignment	neutral
	Marriage & Civil Partnership	neutral
	Pregnancy and Maternity	neutral
	Race	neutral
	Religion & Belief	neutral
	Sex	neutral
	Sexual Orientation	neutral



<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>No impact</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>No research has been conducted or evidence available which supports this proposal.</p> <p>Reducing this budget protects other areas of the Urban Renewal budget and allows the service area to continue undertaking valuable work. Therefore this proposal to reduce the budget by £4,000 effectively helps to protect the Urban Renewal team.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>£4,000 of savings is proposed and because this will be spread across the county borough towns, there will be a minimal impact on each. It has therefore been deemed unnecessary for a wider consultation process to be undertaken.</p> <p>The five Town Centre Management Groups are fully aware of the need for the Council to make large savings and the year on year MTFP savings that the Council are required to make.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p>The Town Centre Manager will manage and monitor the change in the 5 managed town centres. Feedback from the town centre communities and through the town centre management groups will be canvassed to establish if the savings have had a large detrimental impact on them.</p> <p>Town Centre Manager will proactively engage with the town centre community to encourage feedback.</p>
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<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p>The Town Centre Development Manager will collate feedback and report up to Head of Service.</p>
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  A clear message is already being presented to the business community through the regular dialogue that Urban Renewal and Town Centre Development Manager have with them and also through the Town Centre Management Group and Town Centre Improvement Group meetings that budgets are reducing and that some functions will be affected.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This Equality Impact Assessment will be included as an appendix to the report outlining the 2019/20 MTFP proposals to be presented to Full Council
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<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  The reduction in budget will be spread across the county borough so that the impact on any one community is minimal
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<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Allan Dallimore
<b>Date:</b>	22/10/2019
<b>Position:</b>	Team Leader, Urban Renewal
<b>Name of Head of Service:</b>	Rhian Kyte – Head of Regeneration and Planning

# THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	Reduction in Town Centre Budget
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Town Centre Management
<b>CONTACT OFFICER</b>	Allan Dallimore
<b>DATE FOR NEXT REVIEW OR REVISION</b>	Annually

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The Town Centre Management Team’s marketing and Promotional budget will be reduced by £5,000 from the 2019/20 financial year. The savings will be focused on reduced expenditure on marketing and a possible reduction in the frequency of Town Centre banner replacement and change-over</p> <p>Promotional activity under the umbrella “Choose the High Street” brand forms a cornerstone of the Unique Places town centre management model. Savings will be realised by reducing the promotional activity surrounding the Choose the High Street brand.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The main impact of the savings will be experienced by the retail/commercial community in each of the 5 managed town centres.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>The reduction in the budget will be felt equally across all 5 town centres and will not be concentrated on a single town’s retail/commercial community. There will be less marketing of each of the five towns and a possible reduction in the number of banner changeovers per annum.</p> <p>Officers will be tasked with ensure that the reduced promotion is spread across all five towns and not focused in on any one community.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	neutral	
Disability	neutral	
Gender Reassignment	neutral	
Marriage & Civil Partnership	neutral	
Pregnancy and Maternity	neutral	

Race	neutral	
Religion & Belief	neutral	
Sex	neutral	
Sexual Orientation	neutral	

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>All marketing material including text on lamppost banners is produced bilingually and this will continue, post budget cuts.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>No research has been conducted or evidence available which supports this proposal.</p> <p>Reducing this budget protects savings been made in other areas of the Town Centre management budget, in particular, that of salaries. Therefore this proposal to reduce the marketing budget by £5,000 protects the post of Town Centre Development Manager.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>£5,000 of savings is proposed and this will result in specific elements of current marketing and promotional activity being cut. Because this is saving is spread across five town centres, it is considered to a low impact and as such is has bene deemed unnecessary for a wider consultation process to be undertaken.</p> <p>However the five Town Centre Management Groups are fully aware of the need for the council to make savings and the pressure the current administration is under to achieve MTFP savings year on year.</p>
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  The Town Centre Manager will manage and monitor the change. Feedback from the retail community and through the town centre management groups will be canvassed to establish if the savings have had a large detrimental impact on them.  Town Centre Manager will proactively engage with the town centre community to encourage feedback.
<b>9</b>	<b>How will the monitoring be evaluated?</b>  The Town Centre Development Manager will collate feedback and report up to Head of Service.
<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b>  No
<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  A clear message is already being presented to the business community through the regular dialogue that Urban Renewal and Town Centre Development Manager have with them and also through the Town Centre Management Group and Town Centre Improvement Group meetings that budgets are reducing and that some functions will be affected.
<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  This Equality Impact Assessment will be included as an appendix to the report outlining the 2019/20 MTFP proposals to be presented to Full Council
<b>13</b>	<b>If any adverse impact has been identified, please outline any mitigation actions.</b>  The reduction in budget will be spread across the 5 main towns in the county borough so that the impact on any one community is minimal

<b>14</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Allan Dallimore
<b>Date:</b>	22/10/2018
<b>Position:</b>	Team Leader – Urban Renewal
<b>Name of Head of Service:</b>	Rhian Kyte – Head of Regeneration and Planning

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	MTFP Savings Proposal– Reduction in Business Development Grants.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Regeneration & Planning – Business Support & Funding Team
<b>CONTACT OFFICER</b>	Antony Bolter Business Support & Funding Manager <a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a> 01443 866251
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A



## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b></p> <p>The purpose of the BDGs is to support established businesses to purchase capital equipment, IT equipment, software, marketing and web site development and some internal building works to upgrade their premises. BDGs help create jobs and support the growth and financial success of businesses.</p> <p>The revenue budget is currently £51,251 (2018-19). It is proposed that the budget be reduced to £25,251 in 2019-20 and then reinstated to £51,000 in subsequent years. The proposed 50% reduction in 2019-20 is considered to be low public impact.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b></p> <p>The Grant is used by local private sector businesses to support their growth and development, in many cases leading to new jobs. Eligible costs include:</p> <ul style="list-style-type: none"><li>• Capital equipment</li><li>• Websites and e-commerce</li><li>• Marketing</li><li>• Feasibility studies</li><li>• Business planning.</li></ul> <p>During 2017-18, a total of £56,000 was expended on grants awarded to 32 local businesses and supported the creation of 36 jobs. A 50% reduction will reduce the potential outcomes to 16 businesses awarded a grant and an estimated job creation of 18 jobs. However, it should be noted that the Business Support &amp; Funding Team provides a holistic advice and guidance service to the business community and only a small percentage of those businesses supported request and receive a grant. Therefore, it is likely that most businesses will not be affected by the reduction in the budget.</p> <p>It is important to continue to provide a grant for new business start-ups. At the moment, this is funded by a £5,000 grant from UK Steel Enterprise and in 2017-18, the Team supported 13 start ups with a grant of up to £500 creating 21 new jobs. Support from UK Steel Enterprise has not yet been confirmed for 2019-20, but a meeting to discuss this will be held in January.</p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>Future delivery of the BDG depends on the outcome of a report reviewing the various grants offered by the Council's Regeneration &amp; Planning Division. This will be considered by Cabinet on 16<sup>th</sup> January 2019. It is anticipated that, as has always been the case, applications will be considered against the Fund criteria and decisions made by the Head of Regeneration &amp; Planning, in consultation with the Cabinet Member for Economy, Infrastructure, Sustainability &amp; Wellbeing of Future Generations.</p> <p>Officers ensure that all applications are fairly assessed and in line with the Fund criteria. The Business Support &amp; Funding Team must continue to mitigate the reduction in grant awards by providing a meaningful business support, advice and guidance service for local businesses, new start-ups and inward investing companies. This includes timely and appropriate referrals to relevant internal and external partners (including Welsh Government) at a local, regional and national level.</p>
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<b>4</b>	<b>Is your proposal going to affect any people or groups of people with protected characteristics?</b> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
		<b>Relevance of the Policy or Practice</b>
	Age	neutral
	Disability	neutral
	Gender Reassignment	neutral
	Marriage & Civil Partnership	neutral
	Pregnancy and Maternity	neutral
	Race	neutral
	Religion & Belief	neutral
	Sex	neutral
	Sexual Orientation	neutral

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually. All Fund application forms and processes are available bilingually.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Is full information and analysis of users of the service available?</b></p> <p>Eligible businesses must be SMEs in either a manufacturing or service to manufacturing sector or a minimum of 60% business to business service (i.e., customers must be other businesses not the general public).</p>
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## CONSULTATION

<b>7</b>	<b>What consultation has taken place?</b>  The Consultation and Monitoring Guidance has been referred to and the proposal should be considered via the same procedure as all other MTFP proposals.  Caerphilly Business Forum will be contacted as a representative group of local businesses to ensure that they are aware of the proposal.
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## MONITORING AND REVIEW

<b>8</b>	<b>How will the proposal be monitored?</b>  Monitor applicants for the fund and ensure that all eligible businesses are encouraged to apply in all parts of the county borough. Monitor economic outputs through regular visits to grant recipients.
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<b>9</b>	<b>How will the monitoring be evaluated?</b> Ensure that projects delivered have a beneficial impact on the economy, including the creation of jobs for local people. Review geographic spread of grant recipients to ensure that all eligible businesses are able to access the funding.
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<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> Need to encourage collaborative working and encourage everyone to work to sustainable development principles (I-CLIP – Involvement, Collaboration, Long Term, Integration, Prevention).
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  Officers ensure that all partners and local organisations are aware of the grant opportunities and are encouraged to share this information.
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>  The assessment will underpin delivery of the Business Development Grant to ensure that all eligible local businesses are given the same opportunity to access the funding.
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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<b>Completed by:</b>	Antony Bolter
<b>Date:</b>	14 <sup>th</sup> November 2018
<b>Position:</b>	Business Support & Funding Manager
<b>Name of Head of Service:</b>	Rhian Kyte