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(Tel: 01443 863100 Email: dredga@caerphilly.gov.uk)

Date: 30th November 2018

Dear Sir/Madam,

A Special meeting of the **Health Social Care and Wellbeing Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Thursday, 6th December, 2018** at **5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

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

Yours faithfully,

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

Christina Harrhy
INTERIM CHIEF EXECUTIVE

AGENDA

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

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

A greener place Man gwyrddach



To receive and consider the following Scrutiny report: -

3	Draft Budget Proposals for 2019/20.	1 - 18
4	2019/20 Draft Savings Proposals for Social Services.	19 - 100

Circulation:

Councillors: A. Angel, J. Bevan (Vice Chair), C. Bezzina, L.J. Binding (Chair), D. Cushing, M. Evans, Miss E. Forehead, A. Gair, Ms J. Gale, D.C. Harse, V. James, L. Jeremiah, Mrs A. Leonard, B. Owen, S. Skivens and C. Thomas

Users and Carers: Michelle Jones, Jill Lawton and Mr C. Luke

Aneurin Bevan Health Board: A. Gough (ABUHB)

And Appropriate Officers

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HEALTH SOCIAL CARE AND WELLBEING SCRUTINY COMMITTEE – 6TH DECEMBER 2018

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20

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

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

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

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CABINET - 14TH NOVEMBER 2018

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20

REPORT BY: DIRECTOR OF EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

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

2. SUMMARY

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

3. LINKS TO STRATEGY

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

4. THE REPORT

4.1 Headline Issues in the Provisional Settlement

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

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

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

4.2 2019/20 Draft Budget Proposals

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

Table 1 – Summary

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

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

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

Table 2 – Whole Authority Cost Pressures

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

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

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

Table 3 – Inescapable Service Pressures and Other Service Commitments

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

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

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

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

4.3 2019/20 Draft Savings Proposals

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

Table 4 – Draft Savings Proposals 2019/20

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

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

4.4 Council Tax Implications 2019/20

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

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

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

4.5 Financial Outlook for Future Years

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

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

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

- 7.1 As detailed throughout the report.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

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

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

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

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

10. RECOMMENDATIONS

10.1 Cabinet is asked to: -

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

11. REASONS FOR THE RECOMMENDATIONS

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

12. STATUTORY POWER

12.1 The Local Government Acts 1998 and 2003.

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

Background Papers:

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

Medium-Term Financial Strategy 2019/2024.

Appendices:

Appendix 1 Updated Medium Term Financial Plan

Appendix 2 2019/20 Permanent savings Proposals

Appendix 3 2019/20 Temporary Savings Proposals

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

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

2019-20 Permanent Savings Proposals

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

Proposed Saving	£000's	Comments	Public Impact
COMMUNITIES			
Regeneration and Planning			
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
Total Regeneration and Planning	418		
Infrastructure			
Introduction of bus station departure charges	100	Impact on providers but could result in increase in public charges. Proposed increase 35p per departure	Low
32% reduction in Carriageway Resurfacing RCCO (capital budget = £750k)	53	Deterioration in road quality, increased risk insurance claims	Medium
7% reduction in Carriageway Surface Dressing budget	60	Deterioration in road quality, increased risk insurance claims	Medium
4% reduction in Highways Reactive Maintenance budget through use of Technology (Jetpatcher)	55	New technology providing efficiency	Nil
7% reduction in Highways Structures budget	36	Deterioration in infrastructure	Low
14% reduction in Traffic Management Maintenance budget	5	Reduction in maintenance and budget efficiency	Low
2% reduction in Street Lighting Non-Routine Maintenance budget	9	Reduction in maintenance as a result of new LED technology	Nil
8% reduction in other Highways Maintenance budgets	66	Deterioration in infrastructure	Medium
Reduction in other miscellaneous Highway/Land Drainage budgets	21	Increased flood risk	Medium
Reduction in Risca Canal budget	10	offset by capital enhancement	Low
Gulley Cleansing - 1 jetter to be funded from SLA agreement with Another Authority	64	MTCBC SLA Agreement if agreed	Nil
Deletion of Community Response Team budget - retirements/non-essential work	100	Service removed - minor maintenance works	Nil
Public Transport - review of contracts with highest subsidy per passenger	68	Reduction/termination of some bus routes	Medium
Vacancy management (part of wider £200k restructure proposal)	34	Budget Realignment / Vacancy Management	Nil
Highways Operations additional income	6	More focussed pursuit of highway recharges	Nil
Lunchtime School Crossing Patrols	36	Removal of Lunch Patrol	High
9% reduction in Traffic Signal Routine Maintenance budget	11	Contract Efficiency	Nil
Reduction in Accident Studies due to contract review	10	Contract Efficiency	Nil
Increase in road closure fee income	30	Charge to contractors for all closures with no further event subsidies	Nil
Passenger Transport - increase in income	3	Increase in replacement bus pass cards - Change in price (new charge £10 per replacement of lost card)	Low
Increase in Car Park charges	40	First increase in 8 Years and possible charging on Sunday, proposed increase 20p per tariff	Low
Introduction of a charge for residential parking permits	30	Introducing an annual charge in accordance with policy. Recommending £15.00 per permit.	Low
Integrated Transport Unit	50	Better utilisation of authority fleet when external contracts are due for renewal	Nil
Staffing restructure in Infrastructure Division	166	Budget Realignment / Vacancy Management	Nil
Total Infrastructure	1,063		
Public Protection			
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
Total Public Protection	797		

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

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

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

2019-20 Temporary Savings Proposals

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

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HEALTH, SOCIAL CARE & WELLBEING SCRUTINY COMMITTEE - 6TH DECEMBER 2018

SUBJECT: 2019/20 DRAFT SAVINGS PROPOSALS FOR SOCIAL SERVICES

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

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

2. SUMMARY

- 2.1 At its meeting on the 14th November 2018, Cabinet was presented with details of draft revenue budget proposals for the 2019/20 financial year, including savings proposals across the Council amounting to £14.66m.
- 2.2 This report provides details of the proposed 2019/20 savings for the Social Services Directorate. As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report prior to final 2019/20 budget proposals being presented to Cabinet and Council in February 2019.

3. LINKS TO STRATEGY

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

4. THE REPORT

4.1 Summary of Savings Proposals for Social Services.

4.1.1 The 2019/20 savings proposals for the Social Services Directorate total £2.261m as summarised below: -

Savings Proposals	Value £000's
Savings proposals with no public impact	197
Savings proposals with a public impact: -	
• Review of administrative support	186
• Review of Barnardo's contract	189
• Review of staffing budgets in Adult Services	550
• Review of non Residential Charging Policy	100
• Retender of Shared Care Respite	50
• Review of Day Services	300
• Implications of Social Services & Wellbeing Act 2014	150
• Review of external day care	205
• Non renewal of Mental Health Carers Support contract	34
• Temporary Reduction in Growth provision	300
Total Proposed Savings: -	2,261

4.2 Savings Proposals with no Public Impact (£197k)

4.2.1 Of the £14.66m savings proposals presented to Cabinet, £4.557m are not expected to have an impact on the public and £197k of these savings relate to Social Services. These 'nil impact' savings consist in the main of vacancy management, budget realignment and minor changes to service provision and are listed in appendix 11 to this report.

4.3 Review of Administrative Support. (Proposed Saving of £186k)

4.3.1 Through a restructure within Children's Services Business Support, it is proposed to reduce the staffing establishment by 7.5 WTE posts. This will be achieved through vacancy management and whilst duties will need to be reviewed and prioritised across all teams, there will be no impact on service delivery to the public.

4.4 Review of Barnardos Contract. (Proposed Saving of £189k)

4.4.1 The existing Barnardo's contract provides the following four service strands:

- Contact – a supervised contact service for children and families where there are safeguarding concerns and risks.
- Young Carers – the identification, assessment and support of young carers is a statutory function for the Council.
- Domestic Abuse – victim and perpetrator programmes including individual work and group work for children, women victims and male perpetrators.
- Family Support – broad services including individual and group work, parenting support, keep safe work and behaviour management.

4.4.2 The contract expires in September 2019, so Children's Services has undertaken a review of the services provided to identify areas that can be reduced in order to achieving savings. Whilst the Family Support element is an important preventative service, the key elements for the families in greatest need can be provided by the Social Work Teams within Children's Services. It is therefore proposed that the Family Support element of the service will cease.

4.5 Review of Staffing Budgets in Adult Services. (Proposed Saving of £550k)

4.5.1 In order to reduce staffing budgets in adult services, a restructure could be required but there is likely to be little or no public impact. The recent workforce planning letter sent to all staff will be used to identify posts that could be deleted and existing vacant posts will be used to cross match to enable staff to be released from their employment with the council at their request. The exact number of posts to be deleted will be determined by the grade of the posts identified through this process.

4.6 Review of Non Residential Charging Policy. (Proposed Saving of £100k)

4.6.1 Changes to the current non-residential charging model are proposed to ensure equity for all service users to include:

- a) charging for the support element of domiciliary care;
- b) charging for day opportunities provided in a community setting;
- c) charging for day opportunities provided by independent and third sector providers and
- d) a reasonable inflationary uplift on all non-residential care charges.

4.6.2 These changes are required to ensure compliance with legislation and will ensure that service users in receipt of the above services will be assisted to maximise their personal income.

4.7 Retender of Shared Care Respite Contract (Proposed Saving of £50k)

4.7.1 The term for the current shared care contract held with Action for Children expires on 31st March 2019. We are required to carry out a re-tender for the service under procurement guidelines. As part of this re-tendering process we will be revising the service specification and looking at utilising a wider range of services to meet the assessed need for respite.

4.8 Review of Day Services (Proposed Saving of £300k)

4.8.1 This proposal would achieve a saving of approximately 6% of the internal day services budget. These savings could be achieved through a re-design of services including reduction of 3 Community Service Officer posts (managers) and phased closure of a day base namely Twyncarn in Risca which is underutilised. There would be little impact on service users. For example, people could receive a similar service but in a different location.

4.9 Implications of Social Services & Wellbeing Act 2014. (Proposed Saving of 150k)

4.9.1 Implementation of the Social Services and Well-being Act is a strengths based approach which looks to build on individuals own networks to increase their independence choice and control in meeting their own outcomes. The ethos is to prevent reliance on statutory services by the provision of Information, Advice and Assistant and strengths based assessments to determine what matters to people. For example, people can purchase their own equipment, arrange provision of minor adaptations, use their own transport, arrange their own care or respite provision.

4.10 Review of External Day Care. (Proposed Saving of £205k)

4.10.1 Initially we will work with external providers to identify any efficiencies in the system. We will review all service users currently receiving their service out of county and/or from an external provider and consider whether the service can be provided internally. During all assessments and reviews we will implement the transport criteria and promote independence via travel training etc. in order to reduce reliance of existing transport.

4.11 Non-renewal of Mental Health Carers Support Contract. (Proposed Saving of £34k)

4.11.1 The contract held by Carers Trust ended on October 31 2018. The proposal is that the service is not tendered for again and that any overlap for support with the CCBC Carers Support service is considered.

4.12 Temporary Reduction in Growth Provision. (Proposed Saving of £300k)

4.12.1 The financial pressures upon social services departments across Wales and England are well documented and have attracted widespread media coverage in recent times. These pressures include increased demand for services due to an ageing population and increasingly complex needs of vulnerable adults and children. This is compounded by demands from social care providers for increased fee levels in response to increasing operating costs resulting from the implementation of the national minimum wage, work place pension schemes and other employment legislation.

4.12.2 In response to these pressures, on 14th February 2018 Cabinet endorsed the inclusion of annual growth of £1.5m for Social Services in the Medium Term Financial Plan covering the period 2018/19 to 2022/23. However, as a result of the particularly challenging financial position faced by the Authority in 2019/20 it is proposed to reduce this growth allocation by £300k to £1.2m for 2019/20 only. This £1.2m growth would be sufficient to meet the full year costs of all packages of care that were in place as at August 2018 but would not be sufficient to meet any increase in demand that may be experienced after August 2018. Furthermore, it would not allow for any requests from care providers to increase fee levels in excess of the 2.4% inflationary increase that has been factored in to the 2019/20 budget proposals considered by Cabinet on 14th November 2018.

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

6.1 Equality Impact Assessments have been undertaken in respect of the proposed 2019/20 savings described above and are attached as Appendices to this report.

7. FINANCIAL IMPLICATIONS

7.1 As identified throughout the report.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

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

10. RECOMMENDATIONS

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

11. REASONS FOR THE RECOMMENDATIONS

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

12. STATUTORY POWER

12.1 The Local Government Acts 1998 and 2003.

Authors: Jo Williams, Assistant Director, Adults Services
Gareth Jenkins, Assistant Director, Children's Services
Mike Jones, Interim Financial Services Manager

Consultees: Cllr Carl Cuss, Cabinet Member for Social Services
Dave Street, Corporate Director, Social Services
Nicole Scammell, Head of Corporate Finance
Steve Harris, Interim Head of Business Services

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

Appendices: -

Appendix 1	Equality Impact Assessment for the Review of administrative support
Appendix 2	Equality Impact Assessment for the Review of Barnardo's contract
Appendix 3	Equality Impact Assessment for the Review of staffing budgets in Adult Services
Appendix 4	Equality Impact Assessment for the Review of non Residential Charging Policy
Appendix 5	Equality Impact Assessment for the Retender of Shared Care Respite
Appendix 6	Equality Impact Assessment for the Review of Day Services
Appendix 7	Equality Impact Assessment for the Implications of Social Services & Wellbeing Act 2014
Appendix 8	Equality Impact Assessment for the Review of external day care
Appendix 9	Equality Impact Assessment for the Non renewal of Mental Health Carers Support contract
Appendix 10	Equality Impact Assessment for the Temporary Reduction in Growth provision
Appendix 11	Social Services 2019/20 Savings Proposals with No Public Impact

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

NAME OF NEW OR REVISED PROPOSAL *	Review of Admin Support
DIRECTORATE	Social Services
SERVICE AREA	Children's Services
CONTACT OFFICER	Gareth Jenkins
DATE FOR NEXT REVIEW OR REVISION	Not applicable

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To deliver budgetary savings through a review of back office staffing while minimising the impact of services provided.</p>
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2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There will be no discernible impact on the public generally. However, the reduction in staff numbers is likely to have an impact on the remaining back office workforce in the short term until more efficient working practices can be bedded in.</p>
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All appropriate employment law and equalities legislation will be adhered to when undertaking any staff restructuring.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <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>	
	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

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

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <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 services provided by this group of staff are provided to other staff and managers employed by Caerphilly CBC rather than to the public generally so there is no risk of higher or lower participation of uptake by one or more protected characteristic groups.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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>Managers within this service area have been consulted to identify an appropriate staffing structure for the future. Trade unions and any staff placed at risk as a result of this proposal will be consulted should the proposal receive political support.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <ul style="list-style-type: none">• HR staff will ensure that employment law and equalities legislation is adhered to in delivering this proposal.• Finance staff will monitor whether the proposed budget savings have been achieved.• The impact on remaining staff will be monitored as part of regular supervision of staff and performance development reviews.
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<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Feedback from staff supervision and performance development reviews will be considered by the Divisional Management Team to determine the effectiveness of the revised staffing structure.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Any staff placed at risk as a result of the restructuring will receive the appropriate support throughout the process.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • All employment law and equalities legislation will be complied with throughout the process. • Staff that have expressed an interest in early retirement/severance will be considered before considering compulsory redundancy. • Redeployment opportunities will be sought for any staff displaced as a result of this proposal
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>None.</p>
<p>13</p>	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>Not applicable</p>

14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Mike Jones
Date:	9 th November 2018
Position:	Interim Financial Services Manager
Name of Head of Service:	Gareth Jenkins

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

NAME OF NEW OR REVISED PROPOSAL *	Reduction of Family Support services provided by Barnardo's to achieve MTFP savings
DIRECTORATE	Social Services
SERVICE AREA	Children's Services
CONTACT OFFICER	Gareth Jenkins, Assistant Director
DATE FOR NEXT REVIEW OR REVISION	Not applicable

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The existing Barnardo's contract expires at the end of September 2019 and Children's Services has been undertaking a review of services provided to identify areas that can be reduced in order to contribute to achieving the MTFP savings target for Children's Services for 2019/2020.</p> <p>The Barnardo's service currently provides the following:</p> <ul style="list-style-type: none">• Contact – a supervised contact service for children and families where there are safeguarding concerns and risks. This is deemed a priority function for Children's Services and will need to be maintained either through a renewed commission or by bringing the service in-house.• Young Carers – the identification, assessment and support of young carers is a statutory function for the Council and could either be commissioned or provided in-house.• Domestic Abuse – victim and perpetrator programmes including individual work and group work for children, women victims and male perpetrators. It is advantageous to commission these services to ensure a level of independence which supports the LA decision making and court processes. This strand of work will be re-commissioned from the third sector.• Family Support – broad services including individual and group work, parenting support, keep safe work and behaviour management. Whilst this stand of service is valuable, some of the key elements for the families in greatest need can be provided by the Social Work Teams within Children's Services. It is proposed that this element of the service will cease.
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Users of the Family Support element of the service are children, young people, parents and carers who are receiving Care & Support from Children's Services. They will have been assessed as being 'in need' of services and all have allocated workers within Children's Services.</p> <p>Some of the children and young people will be subject to safeguarding procedures and their names will be included on the Child Protection Register (CPR). Some children and young people will be on 'the edge of care' and potentially at risk of becoming Looked After.</p>

	<p>All service users will be considered to be vulnerable in order to satisfy the need for Care & Support.</p> <p>As at 30th September 2018, there were 91 children and young people receiving varying levels and types of support under the 'family support' strand of the service. These individuals will be at various stages of involvement i.e. some will be at the start, some at the middle and some will be ending their interventions.</p> <p>The majority of staff employed through the service undertake generic roles i.e. they are able to undertake several functions across all four strands of the service. Once a decision is finalised, work will be undertaken with Barnardo's to identify the actual number for staff affected and the HR/TUPE arrangements that will apply.</p>
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IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Social Services actively promotes anti-discriminatory and anti-oppressive practice and no one is treated differently in relation to the protected characteristics.</p> <p>The service is targeted at those service users in greatest need. It is not an open access universal service. Only service users who have been assessed as being in need of Care & Support are able to be referred to the service.</p> <p>Once the criteria for referral is met, all service users have equal access to the service and none of the protected characteristics apply.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <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>	
	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

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

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>As detailed above, there were 91 children and young people in receipt of some level of service at the end of September 2018. As stated these children and young people will be at varying stages of intervention. This level of usage has been fairly consistent over the length of the contract with both higher and lower fluctuations at certain times but the average has been consistent.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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 met with the Regional Senior Managers within Barnardo's to advise them of the service review and the likely outcome. The contract requires a six month notice period so this time will be fully utilised to engage with all key stakeholders.</p> <p>However, given the nature of the service, the circumstances of the service users and the sensitivities for the staff employed through the contract, formal consultation is unable to be undertaken until the final decision is made. To commence consultation ahead of the decision will raise anxieties for both service users and staff teams and could be detrimental and disruptive to service delivery.</p> <p>It is important to note that only one element of the current service will end. The other strands will continue to be delivered either through recommissioning or through in-house provision.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p>
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	<p>Once the decision is confirmed the proposal will be managed through:</p> <ul style="list-style-type: none"> • Communication with staff members and service users affected; • Cease any new referrals for the service from the Children's Services Teams; • Plan for exit or transition with all existing service users to minimise any disruption and, • These exit/transition plans will be reviewed at regular intervals until the individual plan is implemented and achieved for each service user
<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Allocated case responsible Social Workers will undertake reviews and re-assessments as necessary.</p> <p>Barnardo's staff will monitor individual service users and contribute to the reviews and re-assessments as appropriate.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Not applicable</p>
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be read in conjunction with reports presented to Cabinet, Scrutiny Committee and ultimately full Council.</p>

13	If any adverse impact has been identified, please outline any mitigation actions.
	Not applicable

14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Gareth Jenkins
Date:	9 th November 2018
Position:	Assistant Director
Name of Head of Service:	As above

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
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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:

- removing or minimising disadvantages experienced by people due to their protected characteristics
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- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

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| • 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

NAME OF NEW OR REVISED PROPOSAL*	Review of staffing budgets in Adult Services
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	February 2020

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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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <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 budget on staffing in adult services ,details to be confirmed but could be restructure with little or no public impact. Recent workforce planning letter will be used to identify posts that could be deleted and existing vacant posts will be used to cross match to enable staff to be released from their employment with the council at their request,</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Workforce planning letter was sent to all employees in adult services 100 responses were received from a wide variety of staff which are currently being looked at in terms of ability to delete or cross match post and make an affordable business case.</p> <p>Numbers of staff impacted on will be determined by grade to achieve the savings target.</p> <p>All staff will be subject to HR policies and procedures should restructuring be necessary to achieve the target , this includes redeployment options which could result in redundancy, everything will be done to avoid this.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Proposal impacts on existing staff depending on posts deleted their could be no or very low impact on the public.</p> <p>All employees have been treated equitably re workforce planning letter and all will be subject to the same HR policies and procedures .</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	
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.)

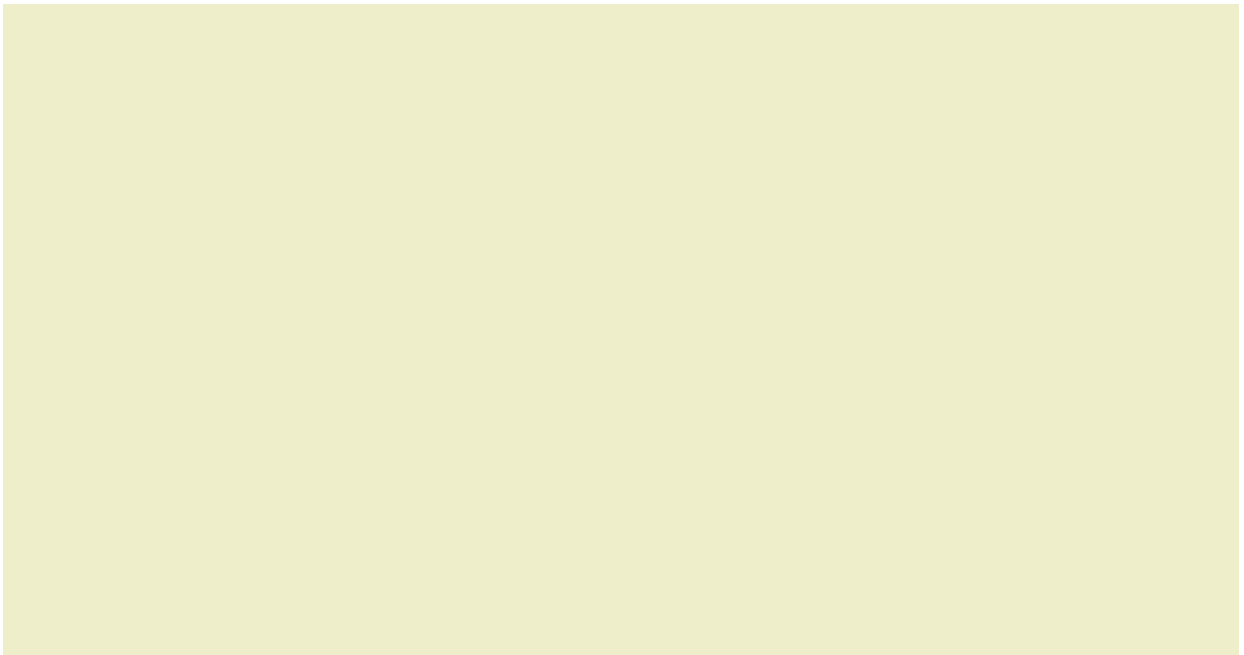
No effects

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?)

Workforce planning letter yielded 100 response across all staff groups



CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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>Staff meetings have been held ,where services are subject to savings proposals we will continue to engage with staff regarding options for them.</p> <p>Proposal will be presented to Health Social Care and Well-Being Scrutiny committee on the 6th December 2018.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Staffed will be communicated with regularly , 1:1 meetings held regarding opportunities.</p> <p>Budget reports will be reviewed as will staffing profiles</p> <p>All staff movement which result in vacancies will be scrutinised re potential for cross matching, redeployment or deletion.</p> <p>Any comments compliments or complaints received are recorded by equalities categories</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>HR policies will be followed to ensure compliance with equalities act, provision of additional training etc if required for redeployment</p>

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10	Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i> No
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11	If any adverse impact has been identified, please outline any mitigation action. Not Applicable
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12	What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i> Will be appendix to cabinet and scrutiny reports
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Jo Williams
Date:	6 th November 2018
Position:	Head of Service
Name of Head of Service:	Jo Williams

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

NAME OF NEW OR REVISED PROPOSAL *	Non residential charging
DIRECTORATE	Social Services
SERVICE AREA	Adults
CONTACT OFFICER	Mike Jones
DATE FOR NEXT REVIEW OR REVISION	February 2023

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Propose changes to the current non-residential charging policy to ensure equity for all service users to include: charging for support element of domiciliary care, charging for day opportunities in a community setting, and charging for day opportunities provided by the independent and third sector.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>To propose changes to the current non-residential charging model to ensure equity for all service users to include:-</p> <ul style="list-style-type: none">a) charging for the support element of domiciliary care;b) charging for day opportunities provided in a community setting andc) charging for day opportunities provided by independent and third sector providers. <p>Changes that are required to ensure compliance with legislation.</p> <p>There are currently inequities in the system which are not linked to the protected characteristics in terms of not currently financially assessing individuals for the support element of domiciliary care that they receive.</p> <p>Currently buildings based day care is subject to the non-residential charging policy where as community based day opportunities where individuals access their local community often with 1:1 support is not subject to the charging policy.</p> <p>There are inequities in the system in terms of not charging individuals who receive day opportunities through independent and third sector providers.</p> <p>This will impact on all people equitably across all client groups in terms of affording them a benefits maximisation assessment prior to the application of the fairer charging policy</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Proposal impacts on service users across all client groups, all individuals have equal access to services as access is determined following an individual assessment which actively promotes equalities</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <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>	
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	

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

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <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>Currently, there are 1,099 service users accessing a chargeable domiciliary care service. Following the application of the Non-Residential Charging Policy, 313 of these service users (28.5%) pay nothing towards the services they receive, 276 service users (25.1%) pay the maximum charge of £80 per week and a further 269 (24.5%) service users pay all of their assessed disposable income. This means that these 858 service users would not be expected to contribute any more under the new proposals, even if they are in receipt of domiciliary support or day care services that have previously not been subject to charging. Of the remaining 241 service users (21.9%) many are in receipt of domiciliary care only and as such would not be affected by the proposed changes in policy.</p> <p>There are over 300 service users in receipt of day services that are not currently subject to the non-residential charging policy. However, some of these services users will also be in receipt of chargeable domiciliary services and will be included in the 1,099 service users considered in paragraph 7.2 above. Moreover, of those service users that are in receipt of day care services only, it is likely that around 28.5% of these would be assessed to pay nothing towards their care.</p> <p>The Financial Services Team do not hold information in respect of the number of service users in receipt of domiciliary support services only.</p>

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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>
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	When individuals are assessed or reviewed the charging policy is fully explained to them including the opportunity to maximise their benefits
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Budget reports will be reviewed</p> <p>Any comments compliments or complaints received are recorded by equalities categories</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Uptake will be monitored via finance team</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
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11	If any adverse impact has been identified, please outline any mitigation action. Should a person be assessed as being eligible to pay for the service they receive and they decline, the service will not be withdrawn as we have a duty to provided against an assessed need
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12	What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i> Will be appendix to cabinet and scrutiny reports
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Jo Williams
Date:	9 th November 2018
Position:	Assistant Director Adult Services
Name of Head of Service:	Jo Williams

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

NAME OF NEW OR REVISED PROPOSAL*	Retender of Shared Care Respite Contract currently held by Action for Children
DIRECTORATE	Social Services
SERVICE AREA	Adult Services / Children with disabilities
CONTACT OFFICER	Becky Griffiths
DATE FOR NEXT REVIEW OR REVISION	February 2020

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The term for the current shared care contract held with Action for Children has expires in 31st March 2019. We are required to carry out a re-tender for the service under procurement guidelines.</p> <p>As part of this re-tendering process we will be revising the service specification and looking at a utilising a wider range of services to meet the assessed need for respite.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>This proposal would affect parent and sibling carers, and individuals currently in receipt of the service or waiting for a space to become available on the service.</p> <p>However it is anticipated this will be a positive affect as families will be offered a wider range of options to meet their respite requirements.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Social Services actively promotes anti discriminatory practice and nobody is treated differently in relation to protected characteristics.</p> <p>All children with disabilities and their parents, carers and sibling carers are subject to a strengths based assessment to identify their outcomes and agreement as to how these outcomes will be met.</p> <p>Individuals will be subject to review and service could be provided by the organisation or agency who are successful in the tender process.</p> <p>Where it is identified that there is a change in an individual's personal outcomes and respite at home is no longer appropriate, a range of alternative options would be considered to ensure carers continue to have respite. Including residential respite, sessional support, direct payments, community based support.</p>
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	The proposals will ensure that more children have access to respite services and reduce waiting times for respite, increasing equality in access to services.	
4	<p>Is your proposal going to affect any people or groups of people with protected characteristics? <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>Children with disabilities, however the proposals are for improvement in service provision and increased range of solutions/services for respite provision.</p> <p>Therefore the affect is anticipated to beneficial not detrimental.</p>	
	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

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

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <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 currently provides respite at home to 23 children. Criteria for this is currently for children up to 10 years</p> <p>The service provides outreach support to 25 children. Criteria for this is currently for children 11 years and over.</p> <p>There is a waiting list of 13 children at present, of individuals waiting for availability within the service.</p> <p>There is no higher or lower participation or uptake by any protected characteristic group.</p> <p>All children accessing the service have an assessed need due to a physical disability, sensory impairment, learning disability and/or mental health condition.</p> <p>Regardless of disability all have equal access to the provision of respite.</p> <p>The provision of the proposed respite provision will be 0 – 17 without age related criteria within the services, access to the service provision will be based upon personal outcomes that have been identified and how best to achieve these, making future respite provisions more person centred, removing the inequality relating to age.</p> <p>The proposed range of respite solutions, will mirror solutions available to adults with disabilities, and their carers.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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>Meetings were held with current provider to advise of tender process to take place.</p> <p>All recipients of the service (including their carers / parents) will be written to regarding the requirement for the Local Authority to retender for the service.</p> <p>All recipients of the service and on the waiting list will be provided with a review or assessment by a social worker and be consulted in respect of how best their assessed needs will be met.</p>
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	<p>These assessment and reviews will be undertaken in line with the social services and well being (wales) act 2014, identifying personal outcomes and to identify appropriate solutions to meet these outcomes.</p> <p>Care and support plans will be outcome focused and agreed in partnership with the families to ensure they meet the respite requirements.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Individuals receiving a service will be reviewed at least annually or sooner should their circumstances change. Budgets will be monitored monthly re expenditure on solutions provided.</p> <p>Any comments compliments or complaints received are recorded by equalities categories</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Assessment care Management will undertake individual reviews/reassessments .</p>
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Not Applicable</p>

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be appendix to cabinet and scrutiny reports</p>
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>n/a</p>
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Becky Griffiths
Date:	9 th November 2018
Position:	Service Manager, Adult Services
Name of Head of Service:	Jo Williams

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:

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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

NAME OF NEW OR REVISED PROPOSAL *	Review of internally provided Day Services to achieve a budget reduction of 6%
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	February 2020

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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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To achieve a saving of 6% on the internal day services budget .All of these savings could be achieved through a re-design of services including phased closure of a day base namely Twyncarn in Risca with little impact on service users. e.g. Service users could receive a similar service but in a different location.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Currently 31 people attend the service over 5 days attendance varies from 1 to 3 days per week , these are older people or people with a learning disability who have been assessed as requiring day services by assessment care management . The service is provided by 1 FT senior officer and 6 day care assistants with various contracted hours of employment</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Social Services actively promotes anti discriminatory practice and nobody is treated differently in relation to protected characteristics. All individuals are subject to an individual strengths based assessment to identify their outcomes and agreement as to how these outcomes will be met.</p> <p>Individuals will be subject to review and service could continue to be provided in an establishment which could be nearer to their home or a more specialist centre or in an alternative way</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	
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.)

No effects the active offer is promoted

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?)

All attendance is based on the outcome of an individual assessment there is no relationship with protected characteristics

Below illustrates attendance levels for 2018, on average 60% of capacity is taken up and there are no outstanding referrals (A = actual attendance P = possible attendance)

Days	Diagnosis	April		May		June		July		Aug		Sept		Overall	
		A	P	A	P	A	P	A	P	A	P	A	P	A	P
M, TH	2 COPD/Arthritis/HBP	7	8	5	7	8	8	9	9	9	9	8	8	6	0
T, TH	2 Early stage dementia	8	8	6	8	8	8	8	8	7	0	7	8	3	0
W, F	2 MS/Diplopia/HBP	5	8	5	8	6	8	3	8	8	0	7	8	4	0
M, W	2 Leftside paralysis, Speech impairment following RTA.	8	8	6	6	8	8	7	8	9	9	8	8	4	4
M, W, F	3 History of heart disease, arthritis, Alzheimers	10	2	7	8	2	2	2	3	4	4	2	2	6	7
TH	1 Stroke 2012, HBP, some incontinence, HC, Art hritis	4	4	4	4	3	4	2	4	5	5	3	4	2	2
TU	1 Arthritis, Cellulitis, Diabetes, Heart problem.	4	4	4	4	4	4	6	6	5	5	2	4	2	2
Th	1 Osteoporosis, Diabetes, hearing impairment, swollen legs.	3	7	2	6	6	8	7	8	6	9	4	8	8	6
F	1 Athritis, Stroke, CVA, Bells Palsy, Diverticulitis, ITU's	0	0	0	0	0	0	4	4	5	5	3	4	1	1
M, TH	2 Registered Blind, HC, HBP, Osteoarthritis in knees.	7	7	6	6	6	7	8	8	9	9	6	8	4	4
M, TH, F	3 LD and Autism, Epilepsy, HC.	11	1	8	0	1	2	2	2	1	5	2	2	6	7
W	1 MH issues	4	4	4	4	4	4	4	4	4	5	4	4	2	2
M, W, Th	3 Poor short term memory, Angina, cellulitis	7	8	4	8	4	8	8	8	8	0	4	8	3	5
W	1 Polio, curvature of spine, general health deterioration	4	4	4	4	4	4	4	4	5	5	4	4	2	2
TU, F	2 Elderly/frail	8	8	8	8	3	8	8	8	0	0	5	8	4	5

M,W, F	3	Cerebral palsy, HBP, mild LD	9	1	9	0	2	2	1	2	3	4	8	2	6	7
TU,T H	2	assistance with personal care, Dementia and diabetes	3	5	0	0	8	8	5	8	0	2	0	8	2	5
M,W	2	Sight loss, diabetes, early onset dementia	7	7	6	6	5	8	5	8	3	9	2	8	2	4
TU, W	2	Limited speech and hearing, epilepsy Dementia	5	8	8	8	8	8	8	8	2	2	8	8	4	5
M, W,F	3	Cerebral palsy, athritis, Asthma, PKU	6	1	4	8	0	2	9	2	2	3	6	2	4	6
TU,T H,F	3	Registered blind, diabetic, Bi-Polar	7	8	1	1	0	2	2	2	2	5	8	2	6	7
M,W, TH	3	Alzheimers ulcerated legs,	8	1	8	8	9	2	2	2	4	4	2	2	6	6
M TU, F	1 2	arthritis Vascular Dementia, OCD,Depression	0	0	0	0	3	4	4	4	9	2	5	8	2	2
Tu, W, F	3	Short term memory Loss	0	0	0	0	0	0	2	2	4	5	0	2	3	3
TU, W	2	Glaucoma, Alzeimers - ST memory poor Heart by-pass	1	8	6	8	8	8	8	8	9	0	8	8	4	5
M	1	CVA's, Vacular Dementia, Registered Blind,	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TU,T H	2	Thrombosis, history of falls Stomach Cancer	0	8	6	8	5	8	6	8	3	0	3	8	2	5
M,TH	2	Dementia knee replacements, deaf,	7	7	7	7	8	8	8	8	6	9	6	8	4	4
TU,F	2	glaucoma,Eczyma History of low	7	8	8	8	8	8	8	8	0	0	8	8	4	5
M,TH , F	3	moods, memory loss, Diabetes. ST memory loss,	7	7	9	9	1	2	2	2	4	4	2	2	6	6
M,TU , TH	3	dementia diagnosis, hearing loss	1	1	1	1	1	1	1	1	1	1	1	1	6	7
			1		1	2	2	2	2	2	2	3	1	2		
			6	21	7	0	0	3	3	5	5	1	8	5		
			8	1	5	2	4	5	3	6	9	3	8	6		

LD - 3
Dementia/Alzeimers
-11
MH - 3
Elderly/Frail - 13
Other - 3

Above illustrates attendance by client group

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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>Meetings were held with managers , HR and finance to review occupancy levels Demand for the service and associated staffing and non staffing costs to develop these proposals .</p> <p>All service users have been written to regarding the proposals and will be advised of the public consultation/engagement phase that will commence post cabinet .</p> <p>Staff meetings have been held , we will continue to engage with staff regrading posts for them to transfer to utilising HR policies and 1:1 meetings as required.</p> <p>Proposal will be presented to Health Social Care and Well-Being Scrutiny committee on the 6th December 2018.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Individuals will reviewed at least annually or sooner should their circumstances change to ensure their outcomes are met</p> <p>Budgets will be monitored monthly re expenditure on staffing and non staffing costs. Seniors and managers will monitor attendance and use of transport</p> <p>Staffed will be communicated with regularly, 1:1 meetings held regarding redeployment opportunities.</p> <p>Any comments compliments or complaints received are recorded by equalities categories</p>
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9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Assessment care Management will undertake individual reviews/reassessments . Day service staff will undertake personal plan reviews</p>
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10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
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11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Not Applicable</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be appendix to cabinet and scrutiny reports</p>
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Sue Wright
Date:	6 th November 2018
Position:	Service Manager
Name of Head of Service:	Jo Williams

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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

IMPACT ON THE PUBLIC AND STAFF

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

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

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

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

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

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

INFORMATION COLLECTION

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

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

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Throughout the coming financial year an assessment will be made of the ability to support projects and which ones provide this most value to the well-being of the county borough. As the current financial plan proposes reductions in subsequent years this assessment will be an ongoing process.</p>
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<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Assessment of the value of projects funded to well-being.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Where possible, support for initiatives in schools will continue to be supported as will small levels of support for the 50+ Forum.</p>
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be attached to relevant scrutiny reports that will support the Medium Term Financial Plan and will be placed on the CCBC internet site.</p>

13	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input checked="" type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Kathryn Peters
Date:	15 th November 2018
Position:	Corporate Policy Unit Manager
Name of Head of Service:	Stephen Harries- Interim Head of Business Improvement

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

NAME OF NEW OR REVISED PROPOSAL *	Reduction of external day services budget by 6%
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	February 2020

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <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 external day services budget by 6% .Initially we will look to work with external providers to identify any efficiencies in the system. We will review all service users are where people currently receive their service out of county and/or from an external provider we will look to provide internally. During all assessments and reviews we will implement the transport criteria and promote independence via travel training etc to reduce reliance of existing transport</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>All people in receipt of day services across all client groups</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Access to day services is arranged following a strengths based assessment where anti discriminatory practice is promoted everyone has equal access to day services where they are assessed as being eligible for a service</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	
Disability	Neutral	
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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.)

No effect the active offer is promoted

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <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>Proposals cover both internal and external day care provision equitably so no client group or individual is treated differently.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation will be undertaken when individuals are reviewed they and their carers will be fully engaged in the review and identification of outcomes. Should there be any change in how or where this outcome is met this will be fully discussed with people at the time, as it is not possible to identify individuals at this stage.</p> <p>Private and third sector providers will be consulted as part of the contract monitoring process re any potential to identify efficiencies in the system.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Budget monitoring reports Reviews completed and any changes identified to achieve outcomes</p> <p>Any complaints/representations received which will be recorded by equalities categories.</p>
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9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Individual clients reviews. Analysis of compliments complaints and representations received which will detail equalities information</p>
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10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
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11	<p>If any adverse impact has been identified, please outline any mitigation action.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Appendix to cabinet and scrutiny reports</p>
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Jo Williams
Date:	9 th November 2018
Position:	Assistant Director Adult Services
Name of Head of Service:	Jo Williams

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

NAME OF NEW OR REVISED PROPOSAL*	Non renewal of Mental Health Carers support contract
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Viv Daye Service Manager
DATE FOR NEXT REVIEW OR REVISION	February 2020

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Contract currently held by Carers Trust ended on October 31 2018. The proposal is that the service is not tendered for again and that any overlap for support with the CCBC Carers Support service is considered.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Currently service is accessed by 87 people of these 22 also currently access other carers services.</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All adult carers have equal access to generic carers services , they do not require a carers assessment they can self identify and choose how they wish to engage with activities, support, services on offer.</p> <p>Work is ongoing to determine if there are any TUPE implications for existing Carers Trust staff in the context of the CCBC Carer's Support Team.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <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>	
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	

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the 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 effect - active offer is promoted</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</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>
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Cross referencing with carers who uses Carers Trust services has identified 20% also access carers services provided internally.

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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 individuals currently in receipt of the commissioned services.</p> <p>Contract Monitoring Officer has undertaken a series of consultation meetings with the carers who have been using this advocacy support service to understand their views and opinions and establish the outcomes they have experienced. The monitoring officer has also spoken with a number of carers by telephone to seek feedback as to the benefit of the service provided. The monitoring officer is currently in the process of collating all the feedback so that consideration can be made in relation to any support required to link carers in to other carer's networks in the Borough that they can continue to access if necessary.</p> <p>In addition, a Social Worker from the Mental Health Team has also sent out a questionnaire to a selection of people who have accessed the service seeking feedback in relation to the support and outcomes achieved.</p> <p>Once all feedback has been collated consideration will be given as to whether or not the service currently being delivered will be required in the same way or if it can be supported more in line with the Social Services and Well Being (Wales) Act 2014 and existing carer's groups by used for any ongoing support and the further development of community networks.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Will be monitored via take up of existing internal carers opportunities.</p> <p>The service had a specific target group (mental health carers) rather than a wide ranging community use.</p>
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9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The service had a specific target group (mental health carers) rather than a wide ranging community use.</p> <p>Feedback received from carers</p> <p>Monitoring of any representations or complaints received which are recorded by equalities category</p>
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10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
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11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>No adverse impact has been identified to date.</p> <p>The collation of feedback and engagement will be completed.</p> <p>The Carer's Coordinator has been able to assist with the establishment of a new Carer's Support Group in the Borough that is being developed by carers of people with mental health issues and people using the existing provision who want to continue to have support will be encouraged and supported to access the new group.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Appendix to cabinet and scrutiny reports</p>
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13 If any adverse impact has been identified, please outline any mitigation actions

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.

Completed by:	Jo Williams
Date:	9 th November 2018
Position:	Assistant Director Adult Services
Name of Head of Service:	Jo Williams

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:

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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:

- | | |
|----------------------------------|----------------------------------|
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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.

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

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	Temporary Reduction in Growth Provision
DIRECTORATE	Social Services
SERVICE AREA	Adult Services and Children's Services
CONTACT OFFICER	Mike Jones
DATE FOR NEXT REVIEW OR REVISION	Not applicable

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>An amount of £1.5m was originally included the Medium Term Financial Plan for 2019/20 to provide for potential demographic growth in social care services for vulnerable adults and children. However, an analysis of services provided as at August 2018 identified only £1.2m would be required to fund the growth in services experienced since the 2018/19 budget was set. Therefore, it is proposed to reduce this growth funding by £300k in line with current commitments.</p>
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2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>All vulnerable adults and children that present with additional needs after August 2018 could potentially be affected unless there is a corresponding reduction in the needs of existing service users which would release the necessary funding for any additional needs. If additional needs exceed any reduction in existing needs then an overspend will be incurred as the service is legally obliged to meet the assessed need. This overspend would need to be funded from service reserves in 2019/20 but could be funded in 2020/21 if this proposed temporary reduction in growth funding is reinstated.</p>
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The Service is equally obliged to meet assessed need of all service users.</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <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>	
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	

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

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <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>An analysis of services provided as at August 2018 identified only £1.2m would be required to fund the growth in services experienced since the 2018/19 budget was set. Therefore, it is proposed to reduce the £1.5m growth funding by £300k in line with current commitments.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <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 is a temporary reduction in growth for which there is no existing committed cost. If the reduction in growth funding result in a shortfall in funding for additional assessed needs then those additional needs will have to be funded from service reserves. Therefore, as there will be no discernible impact for the service user there is no plan to consult with service users. However, as there could be an impact on service reserves and future years' budget allocations then Members will be consulted.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Regular budget monitoring reports will be presented to the senior management team and the SC&WB Scrutiny Committee.</p>
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9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Any potential for overspending in 2019/20 will be reported to the Senior Management Team and appropriate course of action will be identified to mitigate it.</p>
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10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None.</p>
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11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • Potential to offset any fortuitous underspends that occur in 2019/20. • Potential to fund from service reserves.
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>None.</p>
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – 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>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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – 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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Completed by:	Mike Jones
Date:	13 th November 2018
Position:	Interim Financial Services Manager
Name of Head of Service:	Gareth Jenkins & Jo Williams

SOCIAL SERVICES 2019/20 SAVINGS PROPOSALS WITH NO PUBLIC IMPACT

Proposed Saving	Value £000s	Comments
4C's rebate - joint commissioning of children's placements	35	Realignment of budget with no public impact
Families First - deletion of admin post	23	Deletion of vacant back office post with no public impact
Customer Services restructure	20	Back office restructure with no public impact
Cap inflationary uplifts on external contracts	3	Minor reductions could be achieved through efficiencies within the provider organisation
Domiciliary Care client income - budget realignment	25	Realignment of budget with no public impact
Income generation - Ty Hapus	25	Will offer for use by other local authorities and ABUHB
Cease contribution to SEWIC	15	Regional agreement has been reached to cease a back office function with no public impact
Extra Care - budget realignment	20	Realignment of budget with no public impact
Dissolution of South East Wales IT Consortium	22	Full year effect of termination of a regional arrangement for back office IT Support in 2018/19. This support is now provided through the Regional WCCIS Service.
5% efficiency target for Office Expenses	9	Back Office efficiencies
Total for Social Services	197	