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Date: 24th February 2016

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 2nd March, 2016** at **2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest. Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on the agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes: -	
3 Cabinet held on 17th February 2016.	1 - 8
To receive and consider the following reports on which executive decisions are required: -	

A greener place Man gwyrddach



4	Outdoor Bowls Clubs.	9 - 24
5	The Registration of Pupils who are Educated Other Than at School (EOTAS).	25 - 28
6	European Social Fund (ESF) Project: Inspire 2 Work 2014-2020.	29 - 32
To receive and consider the following report, which requires a recommendation to Council: -		
7	Proposed Supplementary Planning Guidance: Pontllanfraith House Site.	33 - 36
8	Strategic Equality Plan and Objectives 2016-2020.	37 - 110

Circulation:

Councillors Mrs C. Forehead, N. George, D.T. Hardacre, K. James, Mrs B. A. Jones, R. Passmore, D.V. Poole, K.V. Reynolds, T.J. Williams and R. Woodyatt,

And Appropriate Officers.



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY 17TH FEBRUARY 2016 AT 2.00 P.M.

PRESENT:

Councillor K. V. Reynolds – Chair

Councillors:

C. Forehead (HR and Governance/Business Manager), N. George (Community and Leisure Services), D.T. Hardacre (Performance and Asset Management), K. James (Regeneration, Planning and Sustainable Development), B. Jones (Corporate Services), R. Passmore (Education and Lifelong Learning), D.V. Poole (Housing), T.J. Williams (Highways, Transportation and Engineering) and R. Woodyatt (Social Services).

Together with:

C. Burns (Interim Chief Executive), C. Harry (Corporate Director - Communities), N. Scammell (Acting Director of Corporate Services and S151 Officer) and D. Street (Corporate Director – Social Services).

Also in Attendance:

S. Couzens (Chief Housing Officer), P. Davy (Head of Programmes), J. Dix (Policy and Research Manager), M. Jennings (Housing Strategy Officer), J. Morgan (Trading Standards, Licensing and Registrars Manager), S. Harris (Interim Head of Corporate Finance) and C. Evans (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

2. DECLARATIONS OF INTEREST

Councillor R. Woodyatt declared an interest in the item relating to Groundwork Wales Update. Details are minuted with the respective item.

3. CABINET – 3RD FEBRUARY 2016

RESOLVED that, subject to a matter arising in relation to the WHQS Compliance Policy, in which amendments are highlighted in bold below, the minutes of the meeting held on 3rd February 2016 (minute nos. 1 - 10) be approved and signed as a correct record.

WHQS Compliance Policy (Minute No. 6.)

There will be a separate environmental programme that will address Part 6 of the WHQS. Consultation will be undertaken with residents to identify community aspirations **and to gauge priorities. The consultation will be informed by proposals prepared by the Council, based on information assembled by the WHQS Environmental Officers, from research and discussion with housing staff knowledgeable about issues raised in respect of the housing estates.** Project implementation is likely to commence during 2016 and will be phased through to the end of the programme in 2020. Improvements may include landmarks/gateways, street furniture, traffic calming, street lighting, rationalising pedestrian routes, landscaping, safe play areas, car parking, defensible space and demarcation of boundaries. **This is an indicative list and projects will very much depend on site circumstances, opportunities and the outcome of consultations.**

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. WHQS EXTERNAL WORKS FOR UPPER PENLLWYN AND SPRINGFIELD ESTATES

The report provided Cabinet with details of the current limitations of the small lots contractor list and the scale of the works based on the pre-tender estimates and therefore proposed a single contract approach for each estate (Upper Penllwyn and Springfield).

It was noted that, the Upper Penllwyn and Springfield estates form part of the external works programme for 2015/16 which is being undertaken through the small lots contract arrangements. A recent report to Cabinet agreed some changes for this part of the WHQS Programme from 2016/17 onwards. However this did not address difficulties being encountered within the current financial year, with a limited number of contractors tendering for work and with other small lots contracts being tendered there is a risk that the contractor list will be exhausted. Furthermore the pre-tender estimates for the 2 estates exceed the maximum threshold for a small lot contract which would require the work to be broken down into multiple contracts. This is not cost effective and will increase management requirements at a time when staff resources are stretched.

Members noted that the Savills cost plan estimate for external works on the Upper Penllwyn estate was £354,648. Based on the figure it was envisaged the work could easily be phased to fit within the value bands established for the small lots. However following re-survey of the estate utilising the revised specification agreed by the Project Board the new estimate for the work is £1.7m. The surveys have identified there is significant window renewal work that is required.

The Savills cost plan estimate for external work on the Springfield estate was £312,023. The re-survey of the estate utilising the revised specification agreed by the Project Board has resulted in a new estimate for the work of £800,000.

Since January 2016 the maximum value of any small lot cannot exceed £785,530. The current arrangements enable contracts to be awarded within three value bands (£50,000-£200,000; £200,001 - £400,000; £400,001 - £785,530).

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report the external works for the Upper Penllwyn and Springfield Estates be the subject of a separate single procurement based on 2 lots to award one contract for each estate.

5. GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT (G.T.A.A)

The summary report provided Cabinet with details of the requirement placed on local authorities, by Welsh Government to undertake an accommodation needs assessment of Gypsies and Travellers living in or travelling through the County Borough, and, where a need is identified, make provision for mobile home pitches, either permanent or transit, and to consider the use of temporary stopping places. The G.T.A.A has been undertaken in accordance with guidance issued by Welsh Government.

The main aims of the G.T.A.A were to:

- Ensure compliance with the local authority duties under Part 3 of the Housing (Wales) Act 2014;
- Understand the accommodation needs of Gypsies and Travellers living in or travelling through the borough; and
- Provide an evidence base to underpin the review of the Council's Local Development Plan (LDP).

The duty to undertake G.T.A.As, under Part 3 of the Housing (Wales) Act 2014, rests with individual authorities, but such assessments are also required to be submitted to W.G for approval by Welsh Ministers.

Members noted that, having conducted the assessment in compliance with Welsh Government guidance, the assumptions made in the G.T.A.A are based on a very low sample size, despite the best endeavours of the Council to engage with members of the Gypsy and Traveller community. Based on the analysis of the information drawn together as part of the G.T.A.A, the Council concludes that there is currently insufficient evidence to support the provision of a permanent or transit site in the borough, although, consideration will be given to the use of temporary stopping places.

Members thanked the Officers for the report and sought further information on the submission deadline to Welsh Government. Officers explained that, whilst the submission date is 26th February 2016, Welsh Government officers have indicated that feedback may be delayed until after the Welsh Assembly elections in May.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report: -

- (i) the full report, attached at Appendix 1 of the Officers report, be approved for submission to Welsh Government;
- (ii) a copy of the report be placed on the Council's website and the current website content be reviewed;
- (iii) it be agreed that all instances of unauthorised encampment in the County Borough be entered onto the new Welsh Government recording system;
- (iv) it be agreed that the Council continues to monitor the ongoing accommodation requirements of members of the Gypsy and Traveller community through bi-annual meetings of the Working Group;
- (v) the findings from the Gypsy and Traveller Accommodation Assessment be used to inform the revision of the Local Development Plan;

- (vi) the ethnicity of all applicants on the common housing register be recorded using the 2011 Census ethnicity classifications;
- (vii) participation in the all-Wales Gypsy and Traveller Accommodation Forum continue;
- (viii) active participation in any future Welsh Government led review of the Gypsy and Traveller Accommodation Assessment process be agreed;
- (ix) participation in the Gwent Police led development of regional protocol for managing unauthorised encampments be agreed.

6. GROUNDWORK WALES UPDATE

Councillor R. Woodyatt declared an interest in this item as Director of Groundwork Caerphilly and did not participate in the discussion or voting of this item.

The report sought the approval of Cabinet for CCBC to resign from the Board of Groundwork Caerphilly.

Members noted that on 12th November 2014, Cabinet authorised Officers to progress the merger of Groundwork Caerphilly into Groundwork Wales. At the time of the Cabinet report it was envisaged that Groundwork Caerphilly would close upon novation of all contracts into Groundwork Wales. However, there are contracts that have proved impossible to transfer into Groundwork Wales in the short term. Groundwork Wales has requested that Caerphilly County Borough Council now resign as a member of Groundwork Caerphilly, which would allow the company to become a wholly owned subsidiary of Groundwork Wales.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands (and noting Councillor Woodyatt abstained from consideration of the item) this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report the Council resign from Groundwork Caerphilly.

RECOMMENDATION TO COUNCIL

7. BUDGET PROPOSALS 2016/17 AND MEDIUM-TERM FINANCIAL STRATEGY 2016/2021

The report sought Cabinet endorsement of the 2016/17 budget proposals prior to final determination at Special Council on the 24th February 2016.

It was noted that during the summer of 2015 the UK Government undertook a Comprehensive Spending Review and indicated that savings of between 25% and 40% may be required for non-protected areas. As a consequence of this, it was anticipated that the financial outlook for Local Government in Wales was likely to worsen and that this would be exacerbated by the likelihood of WG continuing to offer a degree of protection to the NHS.

The Spending Review outcome was not due to be announced until the 25th November 2015 and as a result, details of the WG 2016/17 Provisional Local Government Financial Settlement were not expected until the 9th December 2015. However, in light of the messages coming from the UK Government, Cabinet was presented with a report on the 14th October 2015 which included an updated MTFP covering the three-year period 2016/17 to 2018/19. This was based on a range of revised assumptions, the most significant of which was an assumed reduction in WG funding of 4.3% for 2016/17 and 2017/18 and a further reduction of 3% for

2018/19. The updated MTFP also assumed an indicative increase in Council Tax of 3.9% for each of the three years. The net result of these changes was an anticipated savings requirement of £35.2m for the three-year period.

Significant work had already been undertaken during 2015 to identify savings proposals and the report presented to Cabinet in October included details of potential savings proposals totalling £21.3m, consisting of £14.4m for 2016/17 and £6.9m for 2017/18. The savings proposals had been subject to an impact assessment to determine whether there would be an impact on service users and/or the public. £8.7m of the 2016/17 proposals and £3m of the 2017/18 proposals were assessed as having nil impact.

At the meeting on the 14th October 2015, Cabinet endorsed the proposed package of savings for 2016/17 and agreed that those assessed as having an impact on service users and/or the public should be subject to a further period of extensive consultation prior to final budget proposals being presented to Cabinet and Special Council in February 2016. Cabinet also supported the proposal to increase Council Tax by 3.9% for 2016/17 to ensure that a balanced budget could be achieved.

Details of the Comprehensive Spending Review were announced on the 25th November 2015 and the outcome was much better than anticipated. This in turn led to the ensuing cut in the 2016/17 Provisional Local Government Settlement being much less than feared. The average cut across Wales is 1.4% but this does vary by Authority due to the funding formula. The cut for Caerphilly CBC is 0.9%. Two other significant matters within the Settlement are that the Outcome Agreement Grant has now been transferred into the RSG and Local Authorities are expected to honour the schools "pledge".

Cabinet noted the further updated MTFP which reflected the 2016/17 Provisional Settlement and a further range of revised assumptions, and that the revised potential savings requirement for the three-year period 2016/17 to 2018/19 is now £24.5m instead of the £35.2m reported to Cabinet in October 2015. However, the savings requirement for the five-year period 2016/17 to 2020/21 is £36.3m. This means that all of the £21.3m savings proposals identified in the October Cabinet report will still be required and further savings proposals will need to be identified. On a positive note, the Authority now has more time to agree and deliver the savings required.

The report detailed revised savings proposals for 2016/17 totalling £11.1m. Of this total, £1.9m reflects the full-year impact of 2015/16 savings and £8.7m relates to 2016/17 savings proposals that will have no impact on service users and/or the public. The remaining proposed savings totalling £476k will have some impact on service users and/or the public and further details of these proposals are set out in Appendix 5 of the report.

To ensure that a balanced budget is achieved for 2016/17 a Council Tax increase of 1% is proposed. This will increase the Caerphilly CBC Band D precept from £992.02 to £1,001.94 i.e. an annual increase of £9.92 or weekly increase of £0.19.

Section 4.8 of the report and Appendix 6 provide details of the proposed Capital Programme for the next three years. Cabinet noted the inclusion of £7.9m that can be transferred to an earmarked capital reserve. This has been made available through the release of General Fund balances, capital underspends in previous years and 2015/16 capital receipts. This earmarked reserve is required to enhance the Authority's Leisure Centres and to generate additional 21st Century Schools match-funding which will likely be targeted at the primary phase. There are also some unfunded liabilities that may require the release of some of this reserve. Cabinet will need to be presented with the details of specific projects or liabilities, along with business cases where appropriate, prior to approving the release of these funds.

Section 4.9 of the report and Appendix 7 set out details of projected movements on the General Fund. It was noted that, if endorsed, these movements will result in a projected General Fund balance of £10.1m as at the 31st March 2016. This is circa 3% of the proposed 2016/17 revenue budget, which is consistent with the approach adopted in recent years.

Members were reminded that significant financial challenges still lie ahead. Section 4.7 of the report stresses that if we focus on the four-year period 2016/17 to 2019/20 to tie in with a potential Local Government Reorganisation, the anticipated savings requirement is £32.2m. This means that additional savings of £10.9m will be required over and above the £21.3m of proposals presented in the October Cabinet report. Work on future year's savings requirements remains as work-in-progress at the present time but regular updates will be provided to Members.

Members expressed their gratitude to all staff and departments for their hard work to deliver the budget, which would provide minimal impact to the public and continues to protect staff from compulsory redundancies where possible.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be agreed and referred to Council. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report, it be recommended to Council that: -

- (i) the grants passported into/out of the Financial Settlement be passed directly to those services that they relate to (as set out in paragraphs 4.2.2 and 4.2.3 of the report);
- (ii) the Outcome Agreement Grant of £1.876m transferred into the RSG continues to fund core base budgets as in previous years;
- (iii) the proposed savings for 2016/17 totalling £11.117m as set out in paragraph 4.6.3 of the report be agreed;
- (iv) the proposal to transfer £1.6m into an earmarked reserve for dry recyclable waste and the setting aside of one-off funding of £215k for carbon management initiatives (as set out in paragraph 4.6.2 of the report) be agreed;
- (v) the Revenue Budget proposals for 2016/17 of £324.384m as set out in the report and summarised in Appendix 4 be agreed;
- (vi) the proposed Capital Programme for the period 2016/17 to 2018/19 as set out in Appendix 6 of the report be agreed;
- (vii) the proposed use of General Fund balances as detailed in Appendix 7 of the report be agreed
- (viii) the use of service reserves to smooth the impact of the reduction in hours in the Catering Service to avoid compulsory redundancies (as set out in paragraph 7.3 of the report) be agreed.

8. ANIMAL WELFARE (BREEDING OF DOGS) (WALES) REGULATIONS 2014

The report provided Cabinet with details of the new statutory legislation to licence Dog Breeding Establishments in Wales and outlined proposals for determining the licence applications received by the Authority and to set a licence fee under the above legislation. In addition, the report sought recommendation to Council to authorise the Council's Monitoring Officer to make the necessary changes to the Constitution to reflect the implementation of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.

It was noted that the Breeding of Dogs Act 1973 has been replaced within Wales by the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 which came into force on the 30th April 2015. The Regulations were brought into force under the Animal Welfare Act 2006 ("the 2006 Act") and therefore, any person wishing to breed dogs in Wales must obtain a licence from their local authority in compliance with the new regulations and relevant licence conditions.

The 2006 Act and Regulations are silent upon the issue of the responsibility for exercising the function under the Act. Consequently the provisions of Section 9 (D) of the Local Government Act 2000 and/or the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 are triggered giving responsibility for exercising the function to the Executive.

Members thanked the Officer for the report and sought further information on illegal dog imports and interbreeding of dogs. It was noted that, checks are made on dog importations by A.P.H.A (Animal and Plant Health Agency) who then inform local authorities if there are any concerns regarding dog passports or illegal imports. In reference to interbreeding of dogs, it was noted that, the authority's Dog Breeding Conditions and the new Legislation required licensees to keep detailed records of the Sire, Dam and puppies, which could be checked and investigated by officers. In response to a question on Licensing Officers workload, Members were assured that, the impact would be low as licensed dog breeders were few in number. The monitoring of possible breeders by enforcement officers to assess compliance with the law and licensing requirement was however very time consuming.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report: -

- (i) the implementation of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 be noted;
- (ii) Licensing Officers be given delegated authority to determine Licences under the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 as set out in paragraph 4.3 of the report;
- (iii) the revocations and disputed decisions referred to in paragraph 4.3 of the report be determined by the Trading Standards, Licensing and Registrars Manager;
- (iv) the fee structure set out at paragraph 4.10 of the report be approved for implementation from 1st April 2016.

RECOMMENDED that the report be presented to Council to authorise the Council's Monitoring Officer to make the necessary amendments to the Constitution to reflect the implementation of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.

The meeting closed at 2.50pm

Approved and signed as a correct record subject to any corrections made at the meeting held on 2nd March 2016.

CHAIR

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CABINET – 2ND MARCH 2016

SUBJECT: OUTDOOR BOWLS CLUBS

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To advise members of the progress made in relation to the potential self-management of bowling greens across the county borough.

2. SUMMARY

- 2.1 The Authority currently operates twenty-one bowling greens, which is a discretionary service and costs circa £500K per annum. This equates to 27% of the Parks budget (excluding HQ and staffing).
- 2.2 Members will be aware in July 2014, a report was considered by the Regeneration & Environment Scrutiny Committee as part of the Medium Term Financial Plan (MTFP) proposals for Community & Leisure Services. One recommendation was the closure of six out of the twenty-one bowling greens managed by the Authority to achieve £100K financial savings (£50K in 2015/16 and £50K in 2016/17).
- 2.3 Members resolved that all clubs should be consulted and given the option to take up self-management. Officers and the Cabinet Member met with all clubs on the 17th October 2014 to set out the various proposals. It was resolved that officers would meet clubs on an individual basis, thereafter to discuss self-management.
- 2.4 On the 14th October 2015 Cabinet considered and approved a range of MTFP budget proposals including the rationalisation of bowling greens.
- 2.5 This report outlines an option (after learning from other Local authorities) which will achieve more ownership of the facilities by bowls clubs and equal and fair treatment of all clubs within the county borough.

3. LINKS TO STRATEGY

- 3.1 Budget decisions impact on all council strategies. This report relates to the Authority's Medium Term Financial Plan (MTFP) and the resultant efficiency and effective use of the council's revenue budget moving forward.

4. THE REPORT

- 4.1 During the Winter period relevant officers met with specialist colleagues (HR, Internal Audit, Insurance/Risk Management etc) to discuss points raised at the meeting with the clubs. In

addition, discussions were held with other local Authorities across South Wales to gauge how they have achieved financial savings within their Authorities, with particular reference to the provision of bowling greens.

- 4.2 An options paper was formulated, which set out four options. This was discussed with the Cabinet Member, Head of Community & Leisure Services and Acting Director of Corporate Services and Section 151 Officer. It was agreed that officers would meet individual clubs to discuss option four of the paper, which would achieve a contribution to the Authority savings over the next two financial years. This option was felt to be more equitable and acceptable and would allow clubs to continue using facilities whilst taking on an element of self-management.
- 4.3 Other options outlined within the paper were: -
- (i) The closure of all bowling greens across the county borough, which would achieve a financial saving of £521K.
 - (ii) Continue to operate all bowling greens but at a lower maintenance specification. This would generate financial savings of £43K.
 - (iii) The closure of three bowling greens with the lowest membership numbers. This proposal would generate financial savings of £112K.
- 4.4 Individual meetings commenced in June 2015 and were completed in August 2015. In total 35 clubs attended meetings and the discussions centred around the following:-
- (i) Clubs would be expected to undertake non-specialist operations outlined in the current maintenance schedule (a copy of which is attached as Appendix 1). These tasks vary from daily brushing of the bowling green, setting up the hose and sprinkler during the summer, setting out rink markers etc. The Authority will continue to undertake specialist tasks such as cutting, top dressing, maintenance of surrounding hedges etc.
 - (ii) The Authority would pay an annual grant to the club to assist with these tasks. In the first year £2,500 per bowling green would be paid, however this would decrease by £500 per annum to achieve further financial savings in future years and eventually result in the bowls clubs being more self-sufficient in terms of green maintenance.
 - (iii) Clubs will be expected to collect and retain income from season ticket sales, rink fees and any casual or ad-hoc use.
 - (iv) Clubs would be required to operate the facility in accordance with the prescribed opening hours [22 weeks 1 p.m. – 8 p.m. Monday to Friday, 1 p.m. to 7 p.m. Saturday and Sunday]. Previously, the Authority would have engaged a Park Ranger to undertake this role.

The discussions with the clubs were very productive and the clubs understood and accepted the “direction of travel” in relation to bowling green management.

- 4.5 Out of 35 clubs who attended the meetings, only two clubs (Abertridwr Ladies and Tridwr Ladies, who both use the Abertridwr bowling green), confirmed they were not in a position to accept the proposal and would look to merge with other clubs in the vicinity (Penyrheol and Senghenydd). This will allow the Authority to landscape the bowling green area and return it to the wider park environment. The existing pavilion would still be utilised for fixtures for the two sports fields within the park.
- 4.6 From discussions with our neighbouring Authorities, it was noted that the successful and sustainable clubs operating this type of management arrangement had a membership level of 40 and over.

5. EQUALITIES IMPLICATIONS

5.1 An Equalities Impact Assessment has been completed for this proposal (a copy of which is attached as Appendix 2) and there is some impact on the public and service users. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at a correct stage in the process.

6. FINANCIAL IMPLICATIONS

6.1 It is suggested that the new self-management system is phased over 2 financial years as follows:-

	PROPOSAL	2016/17 COST SAVING
1.	Closure of Abertridwr Bowling Green and subsequent release of one FTE.	£26K
2.	Partial removal of Park Ranger service.	£83K
3.	Loss of income (including tennis income of £2K) - income is retained by bowls clubs.	£ -39K
	TOTAL SAVING	£70K

It is proposed that two peripatetic Park Rangers would be retained for the 2016/17 season to monitor the success of the self-management proposal across the county borough.

The Authority would continue to undertake all maintenance operations however; the clubs would be expected to manage the site (i.e. sell season tickets, open/close pavilions etc) for which they would retain all the income. Where there are tennis courts, which are in use by the public and are in close proximity to the bowling green, it is proposed that the club(s) will manage these facilities for which all income can be retained by the respective club(s).

6.2 During 2017/18, the second phase of the proposals are as follows:-

	PROPOSAL	2017/18 COST SAVING
1.	The removal of the residual Park Ranger personnel.	£13K
2.	The operation of 20 bowling greens at a reduced maintenance specification (and subsequent release of three members of staff) – clubs would pick up certain green maintenance (non-specialist) tasks.	£80K
3.	Payment of grants to clubs at 20 locations.	£ -50K
	TOTAL SAVING	£43K

6.3 It is estimated to cost circa £1,200 to reinstate the bowling green area into the wider/safer park environment. There will be a small revenue implication to undertake routine maintenance however this will be funded from existing parks budgets. Members should note that this proposal does not include any associated personnel costs such as staff redeployment.

- 6.4 Currently self-management grants are paid to Gilfach, Bargoed, Gelligaer and Machen bowling greens in the sum of £2,464 per annum (£616 per location). It is proposed to retain these established grants during 2016/17 and if self-management across the county borough is approved, this payment will cease in 2017/18 to ensure that there is equal and fair treatment of all clubs.
- 6.5 It has to be accepted by the clubs that the elements within their responsibility such as daily brushing of the playing surface are key to the future operation of the bowling green. If the playing surface is not brushed, this can encourage fungal attack, which will affect the playing surface and/or the use of the green. The final decision for play will rest with the Head of Community & Leisure Services or his appointed Parks representative(s).
- 6.6 The condition of all bowling greens will be monitored as per the current inspection regime. Any failures on behalf of the clubs will be brought to their attention in the first instance; repeated failures may result in financial deductions in their respective grants. This aspect will be outlined in a self-management agreement between the authority and the club if members are minded to approve this proposal.

7. PERSONNEL IMPLICATIONS

- 7.1 The relevant personnel implications have been identified in the main body of the report. The removal of the Park Ranger service in these areas will have an impact on a small number of staff.
- 7.2 Staff within this service area and Trade Unions have been consulted in relation to these proposals and their comments have been included in this report, Human Resources have also been present for the consultation process. Further consultation will take place should Cabinet agree the recommendations within this report.
- 7.3 The Council will use all usual means to avoid compulsory redundancies (including Redeployment and the Workforce Flexibility policies, in full consultation with the staff affected and the Trade Unions).
- 7.4 The Park Ranger service operates for twenty-two weeks during the summer period (from April – September) 7 days per week between the hours of 1 p.m. and 8 p.m. (Monday – Friday) and 1 p.m. – 7 p.m. (Saturday and Sunday).

8. CONSULTATION

- 8.1 The report reflects the views of the listed consultees.

9. RECOMMENDATIONS

- 9.1 Cabinet approves the implementation of self-management across the remaining 20 bowling greens within the county borough. (Bowling Green rationalisation was recommended and approved by Cabinet on the 14th October 2015).
- 9.2 Cabinet agrees the proposals outlined in paragraphs 6.1 to 6.5, which will allow the Authority to achieve financial savings phased over the next 2 financial years. As set out in paragraph 4.5 users of the facility at Abertridwr Park have already indicated that they do not wish to be considered for self-management.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To achieve a level of fair and equitable treatment of the clubs across the county borough. An additional benefit of longer-term financial savings will also be realised.

11. STATUTORY POWER

11.1 Local Government Acts.

Author: Michael A. Headington, Principal Officer: Outdoor Facilities & Bereavement Services
Consultees: Christina HARRY, Corporate Director Communities
Nicole Scammell, Acting Director of Corporate Services & S151
Mark S. Williams, Head of Community & Leisure Services
Gail Williams, Interim Head of Legal & Democratic Services
Councillor Nigel George, Cabinet Member for Community & Leisure Services
Councillor D. Poole, Deputy Leader Cabinet Member for Housing
Lynne Donovan, Acting Head of Human Resources and Organisational Development
Derek Price, Parks and Outdoor Facilities Manager
Mike Eedy, Finance Manager
David A. Thomas, Senior Policy Officer (Equalities & Welsh Language)
Angharad Price, Interim Deputy Monitoring Officer

Appendices:
Appendix 1 Maintenance Schedule
Appendix 2 Equality Impact Assessment

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Proposed Tasks to be Undertaken by Caerphilly County Borough Council

Ref No.	Items	Cost Per Occasion £	Frequency Summer	Frequency Autumn	Total Cost 2015/16 Rates £
1	Cylinder Mow and Rake	35.42	65	5	2,479.40
2	Mow top of Banks	16.27	13	2	244.05
3	Roll Green – One Way	35.42	6	1	247.94
4	Scarify – One Way	70.38	6	1	492.66
5	Sorrel Aeration – One Way	35.42	6	3	318.78
6	Solid Tine – One Way	59.03	6	1	413.21
7	Fertiliser Spring/Summer – Slow Release – 2 Ways	78.90	2	0	157.80
8	Fertiliser Autumn/Winter – Slow Release – 2 Ways	67.08	0	1	67.08
9	Silt Tine – One Way	59.03	6	1	413.21
10	Paths Weed Treatment	22.77	2	0	45.54
11	Path Moss Treatment	48.32	2	0	96.64
12	Apply Sulphate of Iron	115.04	1	0	115.04
13	Apply Lawn Sand	108.32	0	1	108.32
14	Apply Wormicide	64.26	2	0	128.52
15	Apply Wetting Agent	194.96	1	0	194.96
16	Weed Control Selective Herbicide	65.27	2	0	130.54
17	Fungicide Control	161.49	2	2	645.96
18	Hollow Tine and Top Dress every 3 rd year and				
19	Deliver 200 bags of Top Dressing/Overseed green	507.77	1	0	507.77
20	Treat Boards Around Green	114.00	1	0	114.00
21	Top Dress following Scarification and Overseed green and	229.00	1	0	229.00
22	Deliver 50 bags of Top Dressing	45.17	1	0	45.17
23	Overseed Green in Spring	178.75	1	0	178.75
24	Overmark Rink Markers on Surrounds	22.00	1	0	22.00
					7,396.34

Page 15

Proposed Tasks to be Undertaken by Bowls Clubs

Ref No.	Items	Cost Per Occasion £	Frequency Summer	Frequency Autumn	Total Cost 2015/16 Rates £
1	Drag Brush Green	10.50	115	115	2,415.00
2	Water Green, Set Up Hose and Sprinkler	15.76	20	0	315.20
3	Clean Ditches of Debris	15.76	52	3	866.80
4	Top up Ditches with Sand	81.60	1	0	81.60
5	Weed Ditches	15.76	12	0	189.12
6	Sweep Paths	16.27	6	0	97.62
7	Paths Clear Leaves	16.27	0	2	32.54
8	Set out Rink Markers	10.50	52	0	546.00
					4,543.88

EQUALITY IMPACT ASSESSMENT FORM

December 2014

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL*	Outdoor Bowls Clubs
DIRECTORATE	The Environment
SERVICE AREA	Parks & Bereavement Services
CONTACT OFFICER	Mike Headington
DATE FOR NEXT REVIEW OR REVISION	

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

INTRODUCTION

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

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

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

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language Measure 2011. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the Strategic Equalities Objectives and Action Plan 2012.

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

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

There are a number of supporting guidance documents available on the Equalities and Welsh Language Portal (the Committee report guidance mentioned above, the Consultation and Monitoring guidance) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed - the contact email is equalities@caerphilly.gov.uk.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal will contribute to the Authority's Medium Term Financial Plan and would achieve a financial saving of £70K in 2016/17 and a further £43K in 2017/18.</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.)</i></p> <p>The proposal would affect members of municipal bowling greens across the county borough. In addition, the proposal would affect members of the general public who may wish to use facilities on an ad-hoc basis.</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?</p> <p><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposed reduction in the service would equally impact on users and residents wishing to use the municipal bowling greens. Members may wish to visit other municipal greens in the county borough to participate/play lawn bowls.</p>
	<p><u>Actions required</u></p>

4	<p>What are the consequences of the above for specific groups?</p> <p><i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The reduction in the service would equally impact on all users of remaining municipal bowling greens. Existing membership of the closed location would need to relocate at an alternative local facility.</p>
	<p><u>Actions required</u></p>

INFORMATION COLLECTION

5	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>A full analysis of current users is available via the sale of season tickets, rink fees and ad-hoc use. The proposed reduction in service would equally impact on all current and any additional new users.</p>
	<p><u>Actions required</u></p>

CONSULTATION

6	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Extensive consultation has taken place with all current users on a group and individual basis. Favourable feedback has been received in relation to the proposals whereby clubs will be required to undertake the proposals of the self-management element of the scheme.</p>
	<p><u>Actions required</u></p>

MONITORING AND REVIEW

7	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>This proposal will be monitored and managed by retaining close working links with clubs. The condition of the facilities will also be closely monitored when undertaking routine planned maintenance.</p>
	<p><u>Actions required</u></p>

8	<p>How will the above 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>This proposal will be evaluated by the condition of the playing surface, level of fixtures and number of complaints.</p>
	<p><u>Actions required</u></p>

9	<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 Equality training of some sort?)</i></p> <p>This proposal has not identified any formal training but a small degree of coaching and mentoring with participating clubs.</p>
	<p><u>Actions required</u></p>

10	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>This reduction in service/maintenance will permit participating clubs and their members a greater degree of autonomy and involvement in the operation/management of the facility.</p>
11	<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>The EIA will support the Officers recommendation to reduce the level of service and contributes to the overall financial saving the Authority must achieve.</p>
	<p><u>Actions required</u></p> <ul style="list-style-type: none"> • EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed By:	Mike Headington
Date:	24 th November 2015
Position:	Principal Officer: Outdoor Facilities & Bereavement Services
Name of Head of Service:	Mark S. Williams



CABINET – 2ND MARCH 2016

SUBJECT: THE REGISTRATION OF PUPILS WHO ARE EDUCATED OTHER THAN AT SCHOOL (EOTAS)

REPORT BY: KERI COLE, CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

1.1 To agree the process of registration for EOTAS.

2. SUMMARY

2.1 The majority of pupils settle successfully in schools and make progress. However, a relatively small number of pupils across the authority have needs that cannot be met within a school setting. Some of these pupils are too vulnerable to cope with a school environment, whilst others present behaviours that are too challenging for a mainstream school.

2.2 The Local Authority (LA) has identified alternative provision for these pupils and organises and funds this. The pupils have remained on the roll of the main school but they have no interaction with it, so their registration becomes academic. It would be more reasonable for the pupils attending full time provisions to be registered at the Pupil Referral Unit (PRU) which is the hub of the LA's EOTAS provision. A number of these pupils could return to education at school.

3. LINKS TO STRATEGY

3.1 Not in Employment, Education and Training Strategy (NEETs)
Educated Other Than at School Strategy (EOTAS)
Single Integrated Plan (SIP)

4. THE REPORT

4.1 174 pupils currently access education outside the school in a full-time capacity.

4.2 16 of these pupils attend INNOVATE which is a provision for vulnerable pupils, based in Rhymney. These pupils have no interaction with their mainstream school.

4.3 36 pupils attend Bridge/Include provision which caters for pupils who have the most significant and complex behavioural, social, emotional, learning and mental health needs. These pupils have no interaction with their mainstream school.

4.4 56 pupils attend Community/Home/Young Parents Project Tuition (32 Community; 19 Home; 5 Young Parents project). Some of these pupils are in this setting for a very short time and will definitely return to a school. It is appropriate that they remain on the school roll during the interruption to their school life. However, some of these pupils are in tuition while they access alternative provision or the PRU.

- 4.5 57 pupils attend ACT or Military Preparation College. These pupils attend these provisions full time.
- 4.6 24 pupils attend the LA's PRU which will develop into a centre of excellence for the management of challenging behaviour and, as such, will be the hub of EOTAS provision with pupils registered from there.
- 4.7 The Chief Education Officer is currently in discussion with headteachers to identify ways in which schools can collaborate to design bespoke packages for pupils who require an alternative curriculum so they can remain part of the school community.
- 4.8 It is proposed that where pupils are educated off-site in full-time provision independent of the school, they will be registered at the PRU. This is because they have no meaningful contact with the school and often will never have done so. Where pupils in need of an alternative curriculum are educated through collaborative arrangements between schools, they should remain on their respective school roll.
- 4.9 All external EOTAS provision is accessed through an EOTAS panel and is managed by Andrea Davies, Lead Officer for EOTAS, and her team which includes a designated Education Welfare Officer, Behaviour Support Officers, Principal Educational Psychologist, Admissions Officer, Youth Service, Youth Offending Service and, on occasions, a school representative.
- 4.10 The LA will adhere to the EOTAS Framework in working to support and quality assure all provisions. Should it become appropriate for a pupil to return to school, this will be facilitated by the LA.

5. EQUALITIES IMPLICATIONS

- 5.1 No impact assessment has been undertaken for the purposes of this report however as noted in section 4 above, the EOTAS provision includes services designed to meet the needs of a diverse group of pupils with specific needs. Protected characteristics would form part of the assessment.

6. FINANCIAL IMPLICATIONS

- 6.1 All pupils irrespective of where they are registered draw down funding to the Authority through the Revenue Support Grant. There is currently no PDG (Pupil Deprivation Grant) funding allocated, by Welsh Government, to pupils not registered on a school roll (i.e. pupils registered within a Pupil Referral Unit will not attract this funding).

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications.

8. CONSULTATIONS

- 8.1 All comments have been reflected in the report

9. RECOMMENDATIONS

- 9.1 That Cabinet agrees that all pupils who receive full-time education provision away from the school site, are to be registered at the PRU. Where schools make local arrangements for alternative provision, pupils will remain on their respective school rolls.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 All pupils who are educated other than at school are currently registered at school. In many cases these pupils have no involvement with the school and have often never attended the school. In order to secure appropriate provision and pastoral care, it is proposed that those pupils who have no involvement with their respective mainstream school are registered at the PRU.

11. STATUTORY POWER

- 11.1 Education Act 1996.

Author: Keri Cole, Chief Education Officer
Consultees: Chris Burns, Interim Chief Executive
Directorate Senior Management Team
Councillor R. Passmore, Cabinet Member for Education and Lifelong Learning
Councillor W. David, Chair, Education for Life Scrutiny Committee
Councillor J. Pritchard, Vice Chair, Education for Life Scrutiny Committee
David A Thomas, Senior Policy Officer (Equalities and Welsh Language)
Lynne Donovan, Head of People Management and Development
Jane Southcombe, Financial Services Manager, Education
Chair of PRU Management Committee
Teacher in Charge, PRU
Secondary Headteacher Association
Interim Managing Director, Education Achievement Service

Background Papers:
Education for Life Scrutiny Committee 12 January 2016 – Update on Education Other Than At Schools (EOTAS)

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CABINET – 2ND MARCH 2016

SUBJECT: EUROPEAN SOCIAL FUND (ESF) PROJECT: INSPIRE 2 WORK 2014-2020

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 To provide information on the current status of the Inspire 2 Work Project and seek match funding for this operation. To seek approval to agree use of earmarked reserves for the ESF Local Authority match funding.

2. SUMMARY

- 2.1 Despite the recent upturn in the economy, unemployment and economic inactivity is still an issue for concern in the County Borough. Since 2013, Caerphilly officers have participated in the development of regional proposals seeking to build on the success of employment support operations delivered under the 2007-13 ESF Programme, including Bridges into Work, Pre-Vent and Working Skills for Adults.
- 2.2 A number of operations have now been approved by the Welsh European Funding Office (WEFO) and others are at an advanced stage of development, nearing approval. Those approved include the WG led Communities4Work operation, that matches some of their investment in the Communities First programme, with CF teams now supported to deliver employment support in the most deprived areas of Wales.
- 2.3 The successors to Bridges into Work and Working Skills for Adults were approved by WEFO in August 2015, the CCBC match funding for these operations was endorsed by CMT in July. Bridges into Work 2 will provide essential employment support for adults **aged 25+** in non-CF areas, whilst Working Skills for Adults 2 will provide upskilling opportunities for those who are low skilled and low paid in work, to address the in work poverty agenda. Both projects will provide direct delivery until January 2018, with project closure by the end of April 2018. Torfaen County Borough Council is the Lead Sponsor on these 2 projects.
- 2.4 Inspire 2 Work is at advanced business plan stage, this operation focuses on the clearly identified need to address the issue of young people 16-24 who are NEET (not in employment, education or training). This operation has not yet been formally approved by WEFO. The Lead Sponsor on this project is Blaenau Gwent County Borough Council.

3. LINKS TO STRATEGY

- 3.1 The report directly links to the 'Prosperous' section of the Single Integrated Plan for Caerphilly. Linking into P1 - Improve local employment opportunities including access to opportunities across a wider geographical area and P3 - Provide support to enable local people to compete for all employment opportunities.

- 3.2 The report also links to the 'Learning' section of the Single Integrated Plan, linking into L1 - Improve the level of basic skills and the number of achieved qualifications (formal and non-formal) to improve the life opportunities for families, L2 - Develop a multi-agency approach to address the impact of poverty on pupil attainment, and L3 - Children, young people and families have the skills and resources to access job opportunities.
- 3.3 The projects support the Welsh Government Delivering Community Learning for Wales (Published November 2010). This provides a policy statement that sets the direction of travel for Adult Community Learning to 2015.
- 3.4 Supports the delivery of the vision statement of the 5 County Gwent Adult Community Learning Partnership, which links to the Welsh Government document above.
- 3.5 Welsh language training provision under the Council's Welsh Language Scheme 2012, the Youth Service Strategy and the Welsh Government Health, Social Care and Social Services strategy "More Than Just Words" (Published 2012).
- 3.6 The project integrates with the Welsh Government Engagement and Progression Framework.

4. THE REPORT

- 4.1 Inspire 2 Work is designed to identify and address the needs of NEET 16-24 year olds in bringing about their sustainable integration in to the labour market and thereby contribute to a reduction in youth unemployment. The operation will target unemployed and economically inactive young people from across the region and offer a person centred approach to determine barriers to sustained engagement in the labour market. Support will be offered in overcoming these barriers and will encompass a range of interventions all with a clear focus on the highest priority of sustainable employment outcomes.
- 4.2 Target groups to be engaged:
- 16-18 year olds who are NEET as identified by Careers Wales 5 tier model.
 - 19-24 year olds who are NEET- JSA claimants (non work programme / work programme returners)
 - 16-24 Vulnerable groups (e.g. BME, ESOL, young carers, young parents, homeless, pregnant, care leavers, young offenders) and those young people experiencing the most disadvantage and furthest from the labour market.
- 4.3 Caerphilly targets over 3 years to September 2018:
- Engaging with 305 participants
 - 61 gaining a qualification or work relevant certification upon leaving
 - 52 in education or training upon leaving
 - 86 entering employment or self-employment upon leaving
- 4.4 The Caerphilly CBC financial profile, as per the current business plan, is a value of £1,186,644, with an intervention rate of 68.3611%. This would draw down grant funding of up to £811,200 and the Authority would need to fund the balance of up to £375,444 as match.

CCBC is in principle committed to being part of the I2W Project and is currently working to provide an update to the Lead Sponsor (Blaenau Gwent) on the finances for the delivery model and business plan. Subject to a formal decision to support the match funding requirement, the Authority is committed to progressing as a Partner in this Project.

5. EQUALITIES IMPLICATIONS

- 5.1 Equalities is a cross cutting theme for EU funding and each project must address this according to each theme. The planned investments inherent in the EU Funding programmes will however benefit many different groups in the community.

6. FINANCIAL IMPLICATIONS

- 6.1 To access this European Funding (circa £811k), the Authority will be required to provide match funding of up to £375k (over a period to September 2018). Unfortunately, due to the on-going reduction and uncertainty with regards to funding for Adult Community Learning it is not possible to identify funding in this area. Hence it is proposed that the sum of £375k is allocated from the Authority's Training & Apprenticeship earmarked reserve, which currently totals £882k. This Project lends itself to the original aims of the Authority's Apprenticeship Training Programme.
- 6.2 Its proposed that the Project is managed by the recently appointed ESF Co-Ordinator for Bridges into Work 2 and Working Skills for Adults 2. This will require some reprofile work with regards to the BIW2 and WSFA2 Projects, with key Central posts working across the 3 Projects. Unfortunately the timelines for the 3 Projects differ, with BIW2 and WSFA2 due to end April 2018 and Inspire to Work, September 2018. This will be factored into the budget profile for Inspire to Work to ensure that key roles are retained to the end of the Project.

7. PERSONNEL IMPLICATIONS

- 7.1 Personnel implications are inherent in the development of new operations. This will be addressed via reports and project plans for the project, by the appropriate Officer.

8. CONSULTATIONS

- 8.1 Relevant officers of the authority have been consulted throughout the process of applying for these ESF operations

9. RECOMMENDATIONS

- 9.1 To ensure that the Authority can be a Partner in this Project (subject to WEFO approval of the business case), it's recommended that funding is approved to utilise up to £375k from the Authority's Training & Apprenticeship reserves. The value of this reserve is currently £882k.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To provide enhanced support to young people 16-24 who are NEET (not in employment, education or training). To be achieved through accessing European Funding in partnership with other Local Authorities and Colleges.

11. STATUTORY POWER

- 11.1 Local Government Act 2000. This is a Cabinet function.

Author: Lyn Travis, Senior Community Education Manager, E-mail: travil@caerphilly.gov.uk
Consultees: Chris Burns, Interim Chief Executive
Corporate Management Team
Keri Cole, Chief Education Officer
Councillor Passmore, Cabinet Member for Education and Lifelong Learning
Lynne Donovan, Acting Head of Human Resources and Organisational Development
Gail Williams, Acting Head of Legal Services / Monitoring Officer
David Thomas, Senior Policy Officer (Equalities and Welsh Language)
Stephen R Harris, Acting Head of Corporate Finance
Jane Southcombe, Group Accountant

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CABINET – 2ND MARCH 2016

**SUBJECT: PROPOSED SUPPLEMENTARY PLANNING GUIDANCE:
PONTLLANFRAITH HOUSE SITE**

REPORT BY: INTERIM DIRECTOR OF CORPORATE SERVICES AND S151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to recommend to Council the formal adoption of the Site Development Brief for the Pontllanfraith House Site as Supplementary Planning Guidance to both the Caerphilly County Borough Local Development Plan up to 2021 and the Deposit Replacement Caerphilly County Borough Local Development Plan up to 2031.

2. SUMMARY

- 2.1 Council has agreed the closure of Pontllanfraith House as a corporate office as part of its Medium Term Financial Plan. The offices have been vacated and the services previously provided from that office relocated to other corporate offices.
- 2.2 The site has therefore become surplus to requirements and it is proposed to offer the site for sale for residential development.
- 2.3 This report outlines the progress made to date in structuring a Development Brief, including public consultation, and submits that Brief for adoption as Supplementary Planning Guidance. The Guidance will be issued to potential developers who have interest in purchasing the site so that they may be advised of the council's ambitions for the site in Planning terms.

3. LINKS TO STRATEGY

- 3.1 The Single Integrated Plan "Caerphilly Delivers" has been prepared by the Local Service Board. It represents a determined commitment by all partners to accelerate change, strengthen partnership working, multi-agency collaboration, and accountability for delivery.
- 3.2 The Local Development Plan (LDP) is the statutory framework for the development and use of land within Caerphilly County Borough and is the key mechanism for delivering the land use elements of Caerphilly Delivers. Notably the LDP is the key mechanism for the delivery of new homes throughout the county borough and importantly is a key tool for the delivery of affordable housing to meet the needs identified in the Council's 2015 Local Housing Market Assessment.
- 3.3 Caerphilly County Borough Council adopted the Caerphilly County Borough Local Development Plan up to 2021 in November 2010 and when adopted the Deposit Replacement Caerphilly County Borough Local Development Plan up to 2031 will supersede the current LDP and will provide the land use policy framework for decision making up to 2031.

4. THE REPORT

Background

- 4.1 As an integral part of its financial planning the Council is in the process of identifying those areas where savings and efficiencies can be found in order to meet the significant financial challenges it faces. On the 25 February 2015, the Council outlined its key principles for identifying these savings, one of which involved reducing office accommodation costs by rationalising council owned buildings.
- 4.2 Pontllanfraith offices have been vacated and it is intended that the site will be made available on the open market for residential use.

Preparation of Site Development Brief

- 4.3 In June 2015 the Council commissioned Nathaniel Lichfield and Partners (NLP) to prepare a development brief in respect of the site in order to minimise uncertainty for prospective purchasers / developers, improve the efficiency of the planning system and importantly ensure that high quality proposals can be delivered.
- 4.4 The brief, which is available to view in the Member's Library, is the result of collaborative work between Caerphilly County Borough Council Officers and Nathaniel Lichfield and Partners (NLP), in conjunction with Vectos and Baker Consultants. It outlines the aspirations for the redevelopment of the site, and when approved, will be used to guide the preparation of detailed plans that will help applicants deliver high quality redevelopment in a way that benefits the local community and the environment.
- 4.5 The brief sets out the Vision and Key Objectives for the future development of the site in question and provides an overview of the policy context for the development. This is followed by a contextual analysis and a SWOT analysis, all of which guide the development principles and development framework for the site.

Capacity and Phasing

- 4.6 An illustrative Development Framework Plan is contained within the development brief. It has been based upon the series of constraints and opportunities arising from both on-site assessment and desk based analysis. The potential gross developable area for the Pontllanfraith House site has been calculated as approximately 3.23ha (7.98 acres). This area could accommodate approximately 96 dwellings when applying a density of 30dw/ha or 113 at 35 dw/ha. Resulting in open space requirements of 0.76ha and 0.88ha respectively. Whatever the density of development there will be a minimum level of affordable housing provided as required in the council's approved LDP. Phasing of the development will be developer led but it is anticipated that the site could be built over a 2 to 3 year period.
- 4.7 The principles contained within the Brief build on the policy requirements set out within the Adopted Caerphilly County Borough Local Development Plan up to 2021 and address objectives set out in Planning Policy Wales (PPW) in terms of best practice design guidance.
- 4.8 Further the scope and content of the brief has been informed by feedback received from local residents and stakeholders as a consequence of public consultation held during the first week of September 2015.

Approval of Supplementary Planning Guidance

- 4.9 The procedures for approving Supplementary Planning Guidance (SPG) were established by a report that was approved by Council on 1st October 2001. Under those procedures, if a ward member has a fundamental objection to a document proposed to be adopted as SPG it

must go to Scrutiny Committee and Cabinet before consideration by Council. Members have not lodged any objections to this SPG and therefore this report is being brought directly to Council for consideration.

- 4.10 Following formal approval by Council, the Development Brief will form Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021 and the Deposit Replacement Caerphilly County Borough Local Development Plan up to 2031 and will be a material consideration in the determination of all future planning applications.

5. EQUALITIES IMPLICATIONS

- 5.1 Consultation with the public has been undertaken in line with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, ensuring that all minority groups in the community have the opportunity to take part in the consultation exercise.

6. FINANCIAL IMPLICATIONS

- 6.1 The closure of Pontllanfraith Offices has secured revenue savings for 2015/16 and 2016/17 in accordance with the council's Medium term financial Plan.
- 6.2 Sale of the site for residential purposes, subject to planning approval, is expected to provide a Capital receipt in 2017/18.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications associated with this report.

8. CONSULTATIONS

- 8.1 Additional reference to Affordable Housing has been added to paragraph 4.6 as a result of comment from Corporate Management Team. There have been no other comments on the report arising from the consultation.

9. RECOMMENDATIONS

- 9.1 To recommend to Council the formal adoption of the Development Brief for Pontllanfraith House Site as Supplementary Planning Guidance to both the Caerphilly County Borough Local Development Plan up to 2021 and the Deposit Replacement Caerphilly County Borough Local Development Plan up to 2031.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To guide the preparation of detailed plans that will help applicants deliver high quality redevelopment in a way that benefits the local community and the environment.

11. STATUTORY POWER

- 11.1 The Council as local planning authority has the statutory power to take these actions under the Town and Country Planning Acts and associated Regulations and Guidance.

Author: Colin Jones, Head of Performance and Property Services
Consultees: Cllr. Ken James, Cabinet Member for Regeneration, Planning and Sustainable
Development
Cllr. D. Hardacre, Cabinet Member for Performance, Property and Asset Management
Corporate Management Team
Pauline Elliott, Head of Regeneration & Planning
Gail Williams, Interim Head of Legal Services
S. Harris, Interim Head of corporate Finance
David Thomas, Senior Policy Officer (Equalities and Welsh Language)
Cllr . M. Adams, Local Member
Cllr . C. Gordon, Local Member
Cllr . G. Kirby, Local Member



CABINET – 2ND MARCH 2016

SUBJECT: STRATEGIC EQUALITY PLAN AND OBJECTIVES 2016-2020

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

-
- 1.1 The attached report was considered by the Policy and Resources Scrutiny Committee on 1st March 2016, prior to its referral to Cabinet.
 - 1.2 The views expressed at the Scrutiny Committee meeting will be reported verbally to Cabinet.

Author: C. Evans, Committee Services Officer, Ext. 4210

Appendices:

Appendix 1 Report to Policy and Resources Scrutiny Committee on 1st March 2016 – Agenda Item 7

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POLICY AND RESOURCES SCRUTINY COMMITTEE – 1ST MARCH 2016

SUBJECT: STRATEGIC EQUALITY PLAN AND OBJECTIVES 2016-2020

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 The Report is seeking the views of Members on an updated Strategic Equality Plan and Objectives 2016-2020 prior to its presentation to Cabinet and Council to seek approval for adoption as Council policy.

2. SUMMARY

- 2.1 The Council has had a Strategic Equality Plan in place since 2012, and must now update this for the next 4-year cycle.
- 2.2 In addition, the Council's current Welsh Language Scheme comes to an end and will be removed from the policy framework and replaced with actions related to the new Welsh Language Standards.
- 2.3 As the operational requirements of both Equalities and Welsh Language statutory duties have converged steadily over the years, the unified action plan has reduced duplication and streamlined their implementation.
- 2.4 This has also ensured that the Council has a good foundation in place to meet three of the Well-being goals of the Well Being of Future Generations (Wales) Act 2015.

3. LINKS TO STRATEGY

- 3.1 Equalities and Welsh Language issues are crosscutting themes and impact on every other council policy, function and process.
- 3.2 These include:
- Ensuring that all Customer facing functions are robust in line with Equalities and Welsh Language statutory duties
 - Ensuring that all Human Resources functions are robust in line with Equalities and Welsh Language statutory duties
 - Equality Impact Assessments on all council reports, policies and proposals to ensure fairness in service provision and delivery
 - Welsh language translation requirements of every service area
 - Workforce development provision of Equalities and Welsh Language courses to staff
 - Corporate complaints issues where any have aspects of alleged discrimination or Welsh language issues

- Physical accessibility issues for all Council owned property and buildings

4. THE REPORT

- 4.1 Since April 2012, the Council has had in place a four-year Strategic Equality Plan alongside a Welsh Language Scheme in order to comply with statutory duties. These have been supported by a single operational document, the Equalities and Welsh Language Strategic Objectives and Action Plan.
- 4.2 This operational document was created as the requirements of both statutory duties have many similar requirements in terms of implementation, so this unified action plan reduces duplication of actions and streamlines the implementation of both sets of duties.
- 4.3 All local authority Welsh Language Schemes come to a formal end in March 2016 due to the introduction of the new legislation and so as part of this policy update, it will be removed from the policy framework, so that actions within the Strategic Equality Plan, related to the new Welsh Language Standards, can replace it.
- 4.4 The Strategic Equality Plan has undergone relatively minor updates for the most part on existing text, compared with the previous version, in order to reflect changes or to provide additional information only. The Objectives and Action Plan have been developed to take achievements and progress into account and to bring the document in line with the Welsh Language Standards.
- 4.5 The main additions are sections on the Armed Forces Covenant and links to the Well Being of Future Generations (Wales) Act 2015, as Equalities and Welsh Language issues, alongside Community Cohesion matters, form 3 of the 7 Well-being Goals within the Act.
- 4.6 The number of Strategic Equality Objectives has risen from 7 to 11, with the addition of the following:
- Compliance with the Welsh Language Standards
 - Supporting Age-friendly Communities
 - Supporting the Armed Forces Covenant
 - Working with Gypsy and Traveller Communities
- 4.7 The Strategic Equality Plan and the unified Objectives and Action Plan were the focus of consultation and engagement undertaken between December 2015 and January 2016 (see section 8).

5. EQUALITIES IMPLICATIONS

- 5.1 Given their nature, these documents demonstrate the Council's commitment to Equalities and Welsh Language work and by implementing the actions in the unified Plan under 11 Objectives, the Council will deliver many improvements to the lives of individuals and groups in Caerphilly county borough communities who are protected by current Equalities and Welsh Language legislation.

6. FINANCIAL IMPLICATIONS

- 6.1 The updated policy and action plan cover many commitments and actions already being implemented and the financial implications of the Welsh Language Standards have been the focus of a number of Cabinet papers over the last 2 years. The Equalities and Welsh Language team will continue to coordinate training and statutory translation requirements corporately.

7. PERSONNEL IMPLICATIONS

- 7.1 In light of the requirements of the Welsh Language Standards and the wider requirements of the Public Sector Equality Duty, any personnel implications will be dealt with as they arise by Human Resources and the Equalities and Welsh Language team, and reported on in the annual reports each summer. They are difficult to quantify at this time however any significant implications that may arise would be reported via the Corporate Management Team to Cabinet and relevant Scrutiny Committees.

8. CONSULTATIONS

- 8.1 The draft Strategic Equality Plan was consulted on as normal as it only required a few minor updates, however the updated draft Objectives and Action Plan was circulated extensively both internally and externally for comment as this is the operational side of the plan. The list of consultees is shown as Appendix 1 at the end of this report.
- 8.2 17 responses were received by the consultation period closing date of 29th January 2016, and where possible, the comments and additional information received have been reflected in the amended draft policy being presented here. No negative responses were received.
- 8.3 The key amendments resulting from the consultation were:
- A greater alignment of the new Ageing Well in Caerphilly objective with existing national programmes
 - Inclusion of further references to criminal legislation around Hate Crime and other relevant legislation and regulations.

9. RECOMMENDATIONS

- 9.1 Prior to presentation of this Report to Cabinet and Council the Committee are asked for their views on the following recommendations to Cabinet:
- i. That Cabinet recommend the Strategic Equality Plan and the Objectives and Action Plan to Council for approval.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 The updated policy and unified action plan will ensure that the Council has a fit-for-purpose strategy in place to demonstrate compliance with the latest statutory Equalities and Welsh Language duties.

11. STATUTORY POWER

- 11.1 Local Government (Wales) Measure 2010, Human Rights Act 1998, the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011, the Welsh Language Standards (No.1) Regulations 2015, the Well Being of Future Generations (Wales) Act 2015.

Author - David A. Thomas, Senior Policy Officer (Equalities and Welsh Language)
Ext 4353 thomada@caerffili.gov.uk
9th February 2016

- Appendix 1 - List of Consultees
- Appendix 2 - Strategic Equality Plan 2016-2020
- Appendix 3 - Equalities and Welsh Language Objectives and Action Plan 2016-2020

APPENDIX 1 - CONSULTATION AND ENGAGEMENT

List of Consultees

Chris Burns, Interim Chief Executive,
Dave Street, Corporate Director (Social Services)
Nicole Scammell, Acting Director of Corporate Services and Section 151 Officer,
Colin Jones, Head of Performance and Property
Cllr James Pritchard, Elected Members Equalities Champion,
Gail Williams, Interim Head of Legal and Democratic Services
Shaun Watkins, HR Manager
David Roberts, Principal Accountant
Rob Hartshorn, Head of Public Protection
Kathryn Peters, Community Safety Manager
Anwen Rees, Equalities Training and Promotion Officer
John Elliott, Research Officer (Performance)
Jackie Dix, Policy and Research Manager
Mark Jennings, Housing Strategy Officer
Mandy Sprague, Development Officer for Older People
Simon Dixon, Disability Access Officer

Equalities and Welsh Language Officers/Teams of:

Blaenau Gwent CBC, Torfaen CBC, Monmouthshire CC, Rhondda Cynon Taf CBC, Newport CBC, City and County of Cardiff, Swansea CBC, Merthyr Tydfil CBC, Bridgend CBC, Ceredigion CBC, Welsh Local Government Organisation.

Local, National and Regional Equalities and Welsh Language Organisations:

EHRC Wales, Stonewall Cymru, Umbrella Gwent, Age Cymru, Andrew Tuggey (High Sheriff of Gwent), Victim Support, Disability CanDo

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Strategic Equalities Plan 2016

FOREWORD

Caerphilly County Borough Council is committed to equality of opportunity for all within the county borough of Caerphilly. We want everyone to be treated equally and fairly and with respect in terms of education, employment and in all aspects of everyday life. This is our third Strategic Equality Plan, following a pilot version in 2011-2012 and 4 years of implementing a full plan from April 2012 to March 2016.

We remain committed to achieving equality within all aspects of our service delivery and in our employment practices, which is even more important during these challenging times and in such a difficult financial climate.

Respect for diversity is a key issue as our communities change and develop in the 21st century; respect for the old and the new and respect for every individual who lives or works here, who represents the county borough, or who visits here.

Council services must reflect these diverse needs and Caerphilly County Borough Council already has a strong background in delivering accessible services in a sensible, measured and cost-effective way. The cuts to council budgets being made at the time of publishing this plan have to take into account the impact on the most vulnerable in society through Equality Impact Assessments, that carry the full authority of this plan.

The plan will be monitored each year in order to review the impact of the progress we make and the annual reports will continue to be published. It will also be publicised and promoted widely both internally and externally in order to raise awareness of the work being done.

We hope that you agree that this updated Plan continues to develop the equality and diversity work we have undertaken to date and shows our ongoing commitment to ensuring respect and fairness for everyone in the county borough.

The Council's motto is "**Working together for the good of all**" and nowhere is this more appropriate than in terms of implementing the Strategic Equality Plan.

Keith Reynolds
Leader
Caerphilly County Borough Council

Chris Burns
Interim Chief Executive
Caerphilly County Borough Council

**Mae'r cynllun hwn ar gael yn Gymraeg, ac mewn ieithoedd neu fformatau eraill ar gais.
This plan is available in Welsh, and in other languages or formats on request.**

CONTENTS

Section	Title	Page
1.	Introduction	1
2.	The Council and its Equalities Commitments	2
3.	Definitions of Discrimination -	4
	i) Direct Discrimination	5
	ii) Indirect Discrimination	5
	iii) Multiple Discrimination	5
	iv) Associative Discrimination	6
	v) Harassment	6
	vi) Victimisation	6
	vii) Vicarious Liability	7
	viii) Positive Action / Positive Discrimination	7
	ix) Hate Crime / Hate Incidents	7
4.	Equalities in Practice within the Council -	8
	i) Strategic Responsibility	8
	ii) Performance	8
	iii) Employment Data	8
	iv) Consultation	8
	v) Complaints	9
	vi) Reporting and Publishing Information	9
	vii) Personnel Policies	10
	viii) Procurement	10
	ix) Licensing	10
	x) Partnerships, Grants and Sponsorship	11
	xi) Links to Other Strategies	11
5.	Equalities Training and Development	12
6.	Specific Equalities Information	14
	i) Age	15
	ii) Disability	15
	iii) Gender Reassignment / Transgender	16
	iv) Gypsies and Travellers	16
	v) Human Rights	17
	vi) Linguistic Skills	19
	vii) Marital Status	22
	viii) Nationality	22
	ix) Pregnancy and Maternity	22
	x) Race	24
	xi) Religion or Belief	25
	xii) Sex (Gender)	25
	xiii) Sexual Orientation	26
	xiv) Welsh Language	26
7.	The Armed Forces Covenant	28
8.	Objectives and Action Plan	29
Appendices	A) CCBC Equality Impact Assessment Form	32

1) INTRODUCTION

- 1.1 This Plan has been developed to primarily demonstrate the Council's commitment to meeting the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011. It also however demonstrates links to other legislation and regulations covering the Welsh Language Standards and Human Rights issues, and therefore also supports 3 of the 7 aims under the Welsh Government's Well-being of Future Generations (Wales) Act 2015.
- 1.2 It explains to members of the public, elected members, staff and partner organisations how Caerphilly County Borough Council intends to deliver its Equalities commitments and continue to be an inclusive organisation that does not tolerate discrimination of any kind.
- 1.3 It builds on our previous Equalities work, covering a wide commitment to many Equalities and Welsh Language issues and the protection and promotion of human rights. This updated plan also covers issues linked to the Armed Forces Covenant for the first time.
- 1.4 Updating this Plan during 2015 involved the participation of local people, service areas within the Council, the wider public sector, Equalities organisations and professionals, and the voluntary sector. The new Objectives and Action Plan can be found in summary in Chapter 8, but sit in a separate document in full for ease of reference.
- 1.5 To help to improve the annual actions, we also welcome any ongoing, general comments on the content, quality and accessibility of this document and on the impact of those actions on the people we serve and the people we employ. You can therefore send your comments to us at any time, in any of the following ways:

By letter to:- Equalities and Welsh Language Team,
Caerphilly County Borough Council,
Penallta House 1st Floor
Tredomen Park
Ystrad Mynach
CF82 7PG

By email to:- equalities@caerphilly.gov.uk

2) THE COUNCIL AND ITS EQUALITIES COMMITMENT

- 2.1 Caerphilly County Borough Council is the 5th largest local authority in Wales and is the largest employer in the area.
- 2.2 The Council delivers a wide range of services to its 178,000 residents including education, environmental services, highways, leisure facilities, planning, registration of births, deaths, marriages and civil partnerships, libraries and social services.
- 2.3 The Council operates a cabinet style of local government, led by a Leader of Council who is supported by eight cabinet members. The Council has 33 electoral wards which are represented by 73 elected councillors. A corporate management team, consisting of the Chief Executive and the Corporate Directors, oversees the strategic management of the Council's business.
- 2.4 The administrative offices of the Council are located at a number of sites, its main headquarters is at Penallta House, Tredomen Park, Ystrad Mynach.
- 2.5 The Council is committed to identifying and eradicating any form of discrimination, whether direct or indirect, institutional or other, in employment, training and in the procurement and delivery of its services.
- 2.6 The Council's equalities statement makes its commitment clear:

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 and other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

2.7 This Plan therefore commits the Council to the following:

- To exercise its community leadership role in order to promote equality and good relations within and between all communities in the area so that all residents of, workers in and visitors to the area feel confident they are in an environment that is free of any prejudice and discrimination;
- To promote fair and equal bilingual access to services for all citizens on the basis of their need, in a manner that is sensitive to that individual need and in the language or format of their choice;
- To ensure that the consequences of all new and updated policies and initiatives on specific groups are considered during the Council's consultation and decision-making processes in order to ensure that all policies, processes, assumptions and practices that may lead to discrimination have been eliminated;
- To carry out comprehensive Equality Assessments on all corporate policies that form part of the Council's policy framework. (The policy framework list can be found on the Council's website at www.caerphilly.gov.uk/equalities or provided as hard copy on request);
- To ensure that for the Council to meet its legal duties, all service areas must develop and implement Equalities and Welsh Language Actions and targets in line with the agreed corporate objectives;
- To work in partnership with stakeholders and communities to ensure that all consultation exercises undertaken support the Council's equality objectives;
- To promote equality of opportunity and fair treatment in employment and training and to ensure equal pay for work of equal value;
- To have a workforce that reflects the diversity of its communities and to support staff members to be who they are in the workplace and provide them with working environment in which they can develop professionally;
- To help and support members of the public and staff who face harassment and to take appropriate action against perpetrators where possible;
- To publish a comprehensive annual report and supplementary information to allow the public, partner organisations and all stakeholders to be fully informed and updated on the Council's progress in terms of its Equalities Objectives and action plans.

3) DEFINITIONS OF DISCRIMINATION

3.1 This section contains definitions of the various types and degrees of discrimination that an individual or group might encounter; it is important to note however that not all protected characteristics have exactly the same level of protection and as some issues are covered by different legislation, they are not all protected characteristics under the Equality Act 2010 and so the protection may vary in other ways.

3.2 The grid below is intended as a quick reference guide to clarify what is covered by the Equality Act 2010 in terms of discrimination, harassment and victimisation. These are the indicators shown with a diamond (◊). Those indicated with a square (◻) would be covered in other ways under different legislation or regulations. Those marked with a circle (●) are not covered by existing legislation.

	DD	ID	MD	AD	H	V
Age	◊	◊	◊	◊	◊	◊
Disability	◊	◊	◊	◊	◊	◊
Gender Reassignment / Transgender	◊	◊	◊	◊	◊	◊
Gypsies and Travellers	◊	◊	◊	◊	◊	◊
Human Rights	◻	◻	◻	◻	◻	◻
Linguistic Skills	◻	◻	◻	◻	◻	◻
Marital Status	◊	◊	◊	●	●	◊
Nationality	◻	◻	◻	◻	◻	◻
Pregnancy and Maternity	◊	●	◊	●	●	◊
Race	◊	◊	◊	◊	◊	◊
Religion or Belief	◊	◊	◊	◊	◊	◊
Sex	◊	◊	◊	◊	◊	◊
Sexual Orientation	◊	◊	◊	◊	◊	◊
Welsh Language	◻	◻	◻	◻	◻	◻

Key -

DD - Direct Discrimination ID - Indirect Discrimination MD - Multiple Discrimination
 AD - Associative Discrimination H - Harassment V - Victimisation

3.3 In 2001, the European Union explicitly banned many forms of social discrimination in the Charter of Fundamental Rights of the European Union, with Article 21 of the charter prohibiting discrimination on any ground such as race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, disability, age or sexual orientation and also discrimination on the grounds of nationality.

- 3.4 The Equality Act 2010 brought together over 116 separate pieces of UK legislation in order to streamline UK law and this policy is intended to mirror that approach in the way that the Council tackles discrimination. In order to understand the scope of the policy however, in terms of the protected characteristics and wider Equalities and Human Rights issues, elected members, managers and all staff members need to be aware of what exactly constitutes discrimination, victimisation and harassment.

i) Direct Discrimination

- 3.5 Direct discrimination, whether deliberate or accidental, covers instances where for example a staff member is dismissed or disciplined, or a job applicant is not employed, or a member of the public requesting a particular Council service has been refused that service, because they are, or are perceived to be, from a particular specific group. **Direct discrimination is unlawful whether it is intentional or not.**

ii) Indirect Discrimination

- 3.6 Indirect discrimination means that an organisation must not have selection criteria, policies, employment rules or any other practices which have the effect of disadvantaging individuals of a specific group, which cannot be sufficiently justified. **Indirect discrimination is unlawful whether it is intentional or not.** In contrast to direct discrimination, indirect discrimination will not be unlawful if it can be sufficiently justified by the need to meet a proper business requirement which cannot be achieved by some other means.

iii) Multiple Discrimination

- 3.7 Multiple discrimination occurs when a person is subjected to discrimination on more than one characteristic and can be experienced in different ways. For example, it could occur in the workplace when someone experiences discrimination due to their ethnic origin and then on their sexual orientation, but each type of discrimination occurs on separate occasions. Or it can occur when the discrimination involves more than one characteristic and the grounds that they interact with each other in such a way that they are completely inseparable. This is often called 'intersectional discrimination'.
- 3.8 Women from certain ethnic minority backgrounds may be disadvantaged due their sex and their cultural background, for example being denied a vote in the UK by a husband or father.
- 3.9 Cultural norms and taboos within some communities might make it seemingly impossible to be out and accepted as an LGBT person (Lesbian, Gay, Bisexual or Transgendered person) so an LGBT person of ethnic background may see themselves as a 'minority within a minority' and the thought of rejection by family and social group with the difficulties this would bring may lead a person to choose to live with secrecy and loneliness.

- 3.10 A disabled person who is LGBT, or from an ethnic minority background may find that social isolation and accessibility to services are even more difficult due their being in more than one protected characteristic.

iv) Associative Discrimination

- 3.11 Associative Discrimination is where someone has been subjected to less favourable treatment by reason of their association with a person against whom it would be unlawful to discriminate - a "one step removed" situation whereby a person who is not protected under Equality legislation is discriminated against if they are closely associated to a person who is protected under the legislation, for example an employee who is a carer for a disabled person.

v) Harassment

- 3.12 Harassment includes behaviour that is offensive, frightening or in any way distressing. It may be intentional bullying which is obvious or violent, but it can also be unintentional or be subtle and insidious. It may involve nicknames, teasing, name calling, office banter such as emails and text jokes or other behaviour which is not meant with malicious intent but which is nevertheless upsetting to the individual. Further, employees are now able to complain of harassment even if it is not directed at them, if they can demonstrate that it creates an offensive environment for them.
- 3.13 Organisations are responsible for the actions of their staff in addition to staff members being individually responsible for their own actions. If harassment takes place in the workplace the organisation may be liable and may be ordered to pay compensation unless it can be shown that it took reasonable steps to prevent harassment. Individuals responsible for harassment may also be ordered to pay compensation.
- 3.14 Employers investigating claims of harassment should consider all the circumstances before reaching a conclusion, including the perception of the complainant. Having gathered all the evidence employers should ask themselves "could what has taken place be reasonably considered to have caused offence?"

vi) Victimisation

- 3.15 Victimisation is when an individual is treated detrimentally because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint about discrimination or harassment. They may be labelled as a troublemaker by managers and colleagues or be isolated by their colleagues at work. If this happens or if the organisation fails to take reasonable steps to prevent it from happening, they will be liable and may be ordered to pay compensation. The individuals who have been the cause of the victimisation may also be ordered to pay compensation.

vii) Vicarious Liability

- 3.16 This occurs when one person is liable for the actions of another person, even though the first person was not directly responsible or even present at the time of the incident. For example, an employer would be liable for the discriminatory acts of employees, where those employees were acting in the course of their employment outside their own workplace (at a training session or conference for example).
- 3.17 Employers can defend a complaint in such cases if they can prove that they took all reasonably practical steps to prevent such discrimination (although it is rare for this defence to succeed). Furthermore, even if the employer should succeed in this defence, claimants can still pursue their discrimination claim against the individual employee.

viii) Positive Action / Positive Discrimination

- 3.18 Though these sound as if they may be the same thing, there is an important difference between the two. Positive action means that for example, an employer targets certain publications with job advertisements *in addition* to the usual methods, in order to encourage people from under-represented groups to apply for posts. Positive discrimination would be where the employer did not use the usual methods and *only* targeted certain under-represented groups, thus excluding many others from applying.
- 3.19 Section 159 of the Equality Act 2010 came into force on 6th April 2011. This allows employers the opportunity to achieve a more diverse workforce by giving them the option, **when faced with candidates of equal merit**, to choose a candidate from an under-represented group.

ix) Hate Crime / Hate Incidents

- 3.20 There is a subtle but significant difference between a hate crime and a hate incident and the definition used by the Council in partnership with Gwent Police comes from the Association of Chief Police Officers.
- 3.21 A hate crime is 'a criminal offence which is perceived, by the victim or any other person to be motivated by a hostility or prejudice based on a person's actual or perceived disability, race, religion and belief, sexual orientation and transgender' whereas a hate incident are those that are equally based on prejudice but are non-crime related.
- 3.22 Gwent Police record both hate crimes and hate incidents on their crime recording systems but there are also other methods of reporting hate crime and incidents within Caerphilly county borough. There are 3rd party reporting centres which are specifically aimed at providing easy access to groups that have historically not reported hate crime due to disability, language difficulties etc. as well as other reporting mechanisms such as through Safer Wales.

4) EQUALITIES IN PRACTICE WITHIN THE COUNCIL

i) Strategic Responsibility

- 4.1 The management and co-ordination of Equalities across the authority is the responsibility of the Equalities staff, currently within the Performance and Property Division. Annual reports and ad hoc information reports are presented to the Policy and Resources Scrutiny Committee.
- 4.2 These staff members act as a central point for Equalities issues on a day-to-day basis in terms of policy advice, complaints advice, consultation (internal and external), training provision and translation.

ii) Performance

- 4.3 The Local Government (Wales) Measure 2010 places a duty on local authorities to secure continuous improvement in the exercise of their functions. The Measure notes seven areas under its definition of improvement and two of these are Service Availability and Fairness, linking clearly to the Equalities agenda.
- 4.4 The Council already plans and monitors Equalities work on a service area level using a dedicated section in the annual Service Delivery Plan template.

iii) Employment Data

- 4.5 The Council's iTRENT payroll system was brought online from June 2011 and reports on the full range of Equalities employment data and quarterly monitoring data is produced, so that trends or exceptions can be noted and actions recommended to resolve any issues.
- 4.6 Individual staff members learning and development data to individual records also. Future quarterly reports produced will then reflect this additional information.

iv) Consultation

- 4.7 All new and updated policies must proceed through the Council's internal approval process before being adopted and in the report template, Equalities issues must be considered in section 5 of all reports. The Equalities and Welsh Language team are also used as consultees during the policy's drafting stages to ensure that Equalities issues are properly considered.
- 4.8 In terms of consultations with the public or specific groups on Council actions and decisions, both the duty to actively involve people (from the Disability equality duty) and the requirement simply to consult (from the Race equality duty) are both already part of the Council's approach.

- 4.9 The Council's **Equalities Consultation and Monitoring Guidance** booklet contains a number of sections explaining to staff members and elected members how various specific groups can be consulted with, in order to make the consultation exercise more robust, but it also provides a few practical examples of how it can be done. The guidance booklet also contains model Equalities monitoring forms for inclusion with consultations and surveys in order that the results can be analysed fully in case there are any underlying trends in the results based on any protected characteristics. This document is firmly linked to the Council's **Public Engagement Strategy**.

v) Complaints

- 4.10 A complaint can be defined as a situation where a member of the public, or a group, is not satisfied with the standard of a service, or the action or lack of action by the Council or a member of staff.
- 4.11 All complaints will be dealt with in accordance with the corporate Complaints policy, but with the added need for translation of all incoming and outgoing correspondence on the matter, in line with the **Welsh Language Standards Translation Guide** and any other relevant translation or format issue.
- 4.12 Complaints will be fully monitored by Equalities category and in which language or format they were initially made.
- 4.13 Complaints can be made in writing, by telephone or via email to the Council's dedicated email address **complaints@caerphilly.gov.uk**.
- 4.14 Further guidance can be found in the **Equalities and Welsh Language Complaints Guidance** document.

vi) Reporting and Publishing Information

- 4.15 All Equalities policies, annual reports and action plans are reported to the Executive Equalities Group in the first instance at the beginning of any consultation, but are then subject to a thorough scrutiny and approval process before being submitted to any relevant regulatory body and published.
- 4.16 This involves progressing through the Corporate Management Team, Policy and Resources Scrutiny Committee, Cabinet and in the case of new or updated policies, approval by full Council.
- 4.17 The Council currently maintains a comprehensive Equalities section on its internet site which is accessed at **www.caerphilly.gov.uk/equalities**.
- 4.18 For staff, there is an intranet site – the Equalities Portal - that offers help and guidance on specific issues ranging from details on training courses available to staff to translation services that are available, which contains information on how to arrange written, face-to-face or over-the-phone translations in Welsh and other spoken languages, how to arrange for Braille printing and how to book British Sign Language/English Interpreters.

vi) Personnel Policies

- 4.19 All personnel policies and recruitment practices are subject to Equalities Impact Assessments. In addition, many personnel policies are directly linked to Equalities issues and are updated regularly to reflect changes in both Equalities legislation and Employment regulations.
- 4.20 Pre-employment issues in terms of application forms and post employment issues in terms of references are covered along with recruitment and selection issues ranging from the suitability of interview venues to the full interview process itself in order to ensure fairness at every stage.
- 4.21 Job applicants are asked to complete the recruitment monitoring section of the application form but all information received via this section is used solely for monitoring purposes and for the compilation of performance indicators, survey returns, and monitoring of this Plan. Managers do not see this part of the form when short-listing or interviewing.
- 4.22 As part of the implementation of this policy, all members, managers and employees involved in recruitment and selection process will undertake appropriate recruitment and selection training to ensure procedures are followed properly and all Equalities issues are covered.

viii) Procurement

- 4.23 Where services to the public are not provided directly by the Council, but are provided by agencies or bodies contracted to the Council, those services are required to be delivered in accordance with the Council's commitment to the principles of Equalities and fully monitored by the Council as part of the overall contract monitoring process.
- 4.24 Full details of how this is done can be found in the Council's **Equality in Procurement Policy** and the **Equalities Pre-Tender Questionnaire**, which are available from procurement@caerphilly.gov.uk.
- 4.25 Further guidance can be found in the **Procurement and Commissioning Guidance 2016 - Equalities and Welsh Language** document.

ix) Licensing

- 4.26 The Council's **Licensing Policy** was updated during 2010 and now contains a section covering Equalities, which replaced the previous specific sections on Disability, Race and Human Rights. The Equalities section can be found at clauses 129-133 and a copy of the full policy can be obtained from the Council's Licensing section - licensing@caerphilly.gov.uk.

x) Partnerships, Grants and Sponsorship

- 4.27 The Council works in partnership on many levels with a wide range of public bodies, organisations from the voluntary sector and other agencies and its contribution to each will embody and proactively evidence the commitments, actions and principles of the CCBC Strategic Equality Plan :-
- (i) When the Council is the strategic and financial leader of a partnership, it will ensure that the public service provision is compliant with the principles of its Strategic Equality Plan.
 - (ii) When the Council joins a partnership in which another body is leading, the Council input to the partnership will comply with the principles of its Strategic Equality Plan and the Council will encourage all other parties to comply.
 - (iii) When the Council is a partner in a consortium, it will encourage the consortium to adopt a Strategic Equality Plan equal to its own. When acting publicly in the name of the consortium, the Council will act in accordance with the principles of the Strategic Equality Plan.
 - (iv) When the Council joins or forms a partnership, it will ask prospective partners about their Strategic Equality Plan or similar. Within any partnership, the Council will offer advice and support to the other partner organisations on such matters.
 - (v) The Council will inform organisations, voluntary bodies and individuals that receive financial sponsorship, grants or subscription fees from the Council of the need to provide equally accessible services to the public.

xi) Links to Other Strategies

- 4.28 In addition to its own policies, Caerphilly County Borough Council operates in partnership with other bodies to deliver actions under a number of joint policies and strategies, both locally and regionally, and undertakes to ensure that its contribution to each will be done in accordance with the principles of the Strategic Equality Plan.

5) EQUALITIES TRAINING AND DEVELOPMENT

- 5.1 Fairness at work and good job performance go hand in hand. Tackling discrimination helps to attract, motivate and retain staff and enhances an organisation's reputation as an employer. Eliminating discrimination helps everyone to have an equal opportunity to work and to develop their skills.
- 5.2 Equalities training also helps staff with situations where they may have to engage with customers who have specific needs. In some cases, staff members may have no experience of dealing with such specific needs and it is in such instances that misunderstandings can happen.
- 5.3 The Equalities and Welsh Language team are responsible corporately for co-ordinating Equalities training provision and liaising with staff, tutors, training providers and examination bodies in order to provide a quality and cost-effective programme.
- 5.4 The courses offered to staff include, but are not limited to the following:
- Conversational Welsh classes (ranging from taster courses and 2 day courses to full 30 week qualifications, up to 'A' level);
 - Conversational British Sign Language courses (from taster courses and 10 week Introduction level up to the different NVQ level year courses);
 - Deaf Awareness;
 - General Equalities Awareness sessions;
 - Equality in Policy Development;
 - Gender Awareness;
 - Typetalk Awareness;
 - Age Awareness - The Future;
 - Involving Older People;
 - Maximising Income for the 50+;
 - Intergenerational Working;
 - Age Proofing Services;
 - Dyslexia Awareness;
 - LGBT Awareness;
 - Religious Awareness;
 - Understanding Sight Loss;
 - Disability Awareness;
 - Deafblind Awareness
 - Race Equality;
 - Basic Skills Awareness;
 - Bespoke courses, tailored to the needs of the service area or team.

- 5.5 The training courses are advertised to staff and elected members on the **Equalities and Welsh Language Portal** intranet site which is accessible to over half of the Council staff. A range of other distribution methods are used in order to reach the remainder of the staff to ensure that everyone is able to access training opportunities.
- 5.6 Training is provided in a flexible way, with a mix of provision that includes morning, afternoon and evening classes, together with 1 or 2 day courses, weekend, and intensive week-long courses where requested and agreed.
- 5.7 The Council works with many partner organisations and so the training programme is also open to these partners at a minimal cost and can be arranged either by an annual Service Level Agreement or on an ad hoc basis.
- 5.8 Each course participant completes a training agreement form outlining the terms and conditions that are required from them in return for the Council providing and paying for the courses. They and their manager/supervisor will have to sign the letter as an agreement and commitment to the training.
- 5.9 By signing the agreement, the individual and/or manager/supervisor will also be committing to repay the Council the training fee, in whole or in part, if he or she should withdraw from the class without a valid reason; the repayment details are included with the training agreement form.
- 5.10 People attending from partner organisations would also be required to complete a modified training agreement form.
- 5.11 The terms and conditions will be amended and updated as necessary in accordance with the Council's approved Organisational Development Policies and Procedures, which cover training areas such as time-in-lieu, paying back of course fees and study and examination leave.
- 5.12 A monitoring report on **Equalities Training** is prepared and published annually on the Council's website and is distributed to all relevant partners.
- 5.13 The report covers academic years as opposed to financial years and is published on the Council's website during September / October each year, once the report has been sent for information to the Policy and Resources Scrutiny Committee.
- 5.14 Both the report and the programme itself are clear demonstrations of the Council's commitment to raising awareness amongst its staff and partners of the range of Equalities issues in existence and the many forms of discrimination that can be encountered.

6) SPECIFIC EQUALITIES INFORMATION

This section contains information on each of the Equality issues covered by this Plan, however it is important to note that different issues are covered by different legislation and not all of the 14 sub-sections that follow are protected characteristics under the Equality Act 2010.

The table shown below is intended as a quick reference guide to this section.

<u>Subject</u>	<u>Legislation</u>
• Age	Equality Act 2010
• Disability	Equality Act 2010
• Gender Reassignment / Transgender	Equality Act 2010
• Gypsies and Travellers	Equality Act 2010
• Human Rights	Human Rights Act 1998
• Linguistic Skills	Equality Act 2010 / Welsh Language (Wales) Measure 2011 / European Charter for Regional and Minority Languages 1992
• Marital Status	Equality Act 2010
• Nationality	Immigration, Asylum & Nationality Act 2006
• Pregnancy and Maternity	Equality Act 2010
• Race	Equality Act 2010
• Religion or Belief	Equality Act 2010
• Sex	Equality Act 2010
• Sexual Orientation	Equality Act 2010
• Welsh Language	Welsh Language (Wales) Measure 2011

i) AGE

The Equality Act 2010 brought Age issues broadly into line with the other protected characteristics initially, with additional provisions coming into force from April 2012. The Act places a legal duty on public bodies to consider the needs of people of all ages when designing and delivering services and in the provision of goods and facilities. This will ensure that public bodies consider the needs of children, teenagers and younger and older adults.

Age issues impact directly on service planning not only in terms of those receiving the service, but in terms of those delivering it also. For example, the official retirement age is set to increase to 67 (and possibly 70) years of age yet in Caerphilly county borough 44% of the 50-64 age group (those who might traditionally be considering retirement) have limiting long term illness - this could potentially have an effect on the Council's workforce if more people work longer yet are more likely to be ill.

ii) DISABILITY

The Equality Act 2010 protects the rights of people with a disability to ensure that they have the same rights as a person without a disability. The Act applies in many situations, from employment to transport, from property to education. The Act also means that education providers (including schools, colleges and universities) must not discriminate against someone with a disability, and must support people with disabilities within education. It also means that education providers must give appropriate help and support to students and potential students with disabilities.

Being disabled can often be seen as very negative as it focuses on what someone 'can't do' rather than on what they 'can do'. Some people feel it is a label that defines who they are: a 'disabled person' rather than a person who happens to have a disability and so they may feel reluctant to consider themselves as having a disability.

In addition, some people may not feel that their particular circumstances constitute a disability or that they are disabled by it. Many Deaf people who use BSL do not regard themselves as disabled for example, but rather as users of a minority language.

Rather than including a list of conditions and disabilities that are covered, the Equality Act 2010 looks at the impact of a condition to determine whether it is a disability for any particular individual. A person is considered to have a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Substantial means not trivial or minor, and long-term normally means for at least 12 months. Day-to-day activities include things like getting around your home or workplace without any great difficulty, being able to remember and concentrate on your work, and to get on with being a member of the family, a friend, a colleague or a commuter just like anyone else.

Discriminating against a person who has, or is perceived to have, a physical or mental impairment of some kind is illegal, but could happen at any stage of a person's contact with the Council even inadvertently. This could be as a service user, job interviewee, current employee, elected member or visitor from a partner organisation and so the Council must ensure that access to its buildings and services, both physical and communications-wise is as broad as possible.

The Council has a **DDA Access Strategy** that covers these issues in greater detail but it is important to remember that where reasonable adjustments have to be made to a service, this does not necessarily mean a huge or costly change and can sometimes be much easier than expected. Contact the Equalities staff or the DDA Access Officer for advice.

iii) **GENDER REASSIGNMENT / TRANSGENDER**

Gender reassignment is a personal, social, and sometimes medical, process by which a person's gender presentation (the way they appear to others by changing physiological or other attributes of sex) is changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act 2010.

An individual does not need to be undergoing medical supervision to be protected. So, for example, a female employee who decides to live as a man without undergoing any medical procedures would be covered. The Council will have to ensure that there are policies in place which are designed to prevent gender reassignment discrimination in all aspects of recruitment and selection, determining pay, training and development, selection for promotion, discipline and grievances, countering bullying and harassment, taking time off work and customer care.

It is discrimination to treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because of illness or personal injury, or if they were absent for some other reason.

iv) **GYPSIES AND TRAVELLERS**

There are four main Gypsy and Traveller groups in existence, namely Romany Gypsies, traditional Irish Travellers, Eastern European Roma and New Travellers (collectively referred to as Gypsies and Travellers). The first three groupings are accepted as ethnic minorities for the purposes of race relations legislation. These groups have different economic, social, cultural and lifestyle characteristics.

Caerphilly county borough currently has no permanent traveller site located within its boundaries and therefore only experiences unauthorised

encampments, which can cause disruption and conflict locally, can be expensive and time-consuming to clear, and requires a range of solutions, including swift and effective enforcement.

The Council has a policy in place for working with such encampments; the policy is the responsibility of the Directorate of the Environment, but there are other issues affecting the Gypsy and Traveller groups who pass through the county borough.

The Council actively supports the process of inclusion that enables all children and young people to have their needs and aspirations met within their local communities. This means the Council will aim to ensure that Gypsy and Traveller children and young people are given access to equal educational opportunities.

The Directorate of Social Services has a duty under section 17 of the Children Act 1989 to safeguard and promote the welfare of all children in their area who are in need - this also covers children from Gypsy and Traveller groups.

Under the Housing Act 2004 local authorities have a duty to provide appropriate accommodation for Gypsy and Travellers. This duty means that authorities must assess the accommodation needs of Gypsy and Travellers and include a strategy to meet those needs within their wider housing strategies. A Gypsy and Traveller Housing Needs Assessment was undertaken by the Council in 2015-2016.

Under Section 175(2) of the Housing Act 1996, a Gypsy or Traveller is homeless if "their accommodation consists of a moveable structure and there is nowhere that they can legally place it to reside in it". If needed, assistance will be given to complete housing application forms, for both the Council and Registered Social Landlords, to access permanent accommodation.

The Clean Neighbourhoods and Environment Act 2005 also influences this policy. The Act has placed an increasing emphasis on liveability, giving more powers to, and placing a strategic responsibility on, local authorities to keep areas clean, green and safe.

v) HUMAN RIGHTS

The Human Rights Act 1998 details how the UK complies with and implements the rights and freedoms guaranteed under the European Convention on Human Rights. All public authorities have a positive obligation to ensure that respect for human rights is at the core of their work as the Act makes it unlawful for a public authority to act in a way that is incompatible with a Convention Right.

Human Rights are a complex and broad issue, however the most important aspects of the legislation are summarised in the table overleaf.

Main Articles	
Article 2	Right to life
Article 3	Prohibition of torture
Article 4	Prohibition of slavery and forced labour
Article 5	Right to liberty and security (subject to a UK derogation relating to the situation in Northern Ireland)
Article 6	Right to a fair trial
Article 7	No punishment without law
Article 8	Right to respect for private and family life
Article 9	Freedom of thought, conscience and religion
Article 10	Freedom of expression
Article 11	Freedom of assembly and association
Article 12	Right to marry
Article 14	Prohibition of discrimination
Article 16	Restrictions on political activity of aliens
Article 17	Prohibition of abuse of rights
Article 18	Limitation on use of restrictions on rights
The First Protocol	
Article 1	Protection of property
Article 2	Right to education
Article 3	Right to free elections
The Thirteenth Protocol	
Article 1	Abolition of the death penalty

The most direct, obvious link between Human Rights legislation and the commitments of the Council in its Strategic Equality Plan comes in Article 14:-

- **Article 14: Prohibition of discrimination**

The enjoyment of the rights and freedoms set forth in the European Convention on Human Rights and the Human Rights Act shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

In the application of the Convention rights, you have the right not to be treated differently because of your race, religion, sex, political views or any other status, unless this can be justified objectively. Everyone must have equal access to Convention rights, whatever their status.

The Articles within the Human Rights legislation can be divided into categories depending on whether they have been accepted totally and without reservation, or if they are restricted or qualified in some specific way. These are referred to as absolute, limited or qualified rights.

Absolute rights

These are rights of the European Convention on Human Rights that have been adopted fully. These rights are not limited and they cannot be infringed no matter how necessary it might seem to do so. The absolute rights are Articles 2, 3, 4 and 7.

Limited rights

Certain rights of the European Convention on Human Rights are limited in the UK for specific reasons. There is a right to liberty for instance, however this is not absolute as it must be limited by the powers of the police to arrest someone. The limited rights are Articles 5, 6 and 12.

Qualified rights

These are rights that could be infringed upon if there is a specific legitimate aim - in interests of national security, public safety etc. The infringement must be properly regulated by the law and must be necessary in a democratic society. This latter concept means the interference with the right must be a proportionate response to the legitimate aim. If the aim can be achieved by a less intrusive method then that method must be used instead. The qualified rights are Articles 8, 9, 10, 11, 14 and Protocol 1 Article 1

vi) LINGUISTIC SKILLS

The UK Government ratified the European Charter for Regional and Minority Languages on the 27th March 2001, covering mainland Britain and Northern Ireland and as part of this, adopted a number of the paragraphs and sub-paragraphs in Part III of the Charter, in terms of Welsh, Scottish Gaelic, Irish, Scots and Ulster Scots. In March 2003 the Cornish language was added to the list and in April 2003, the remit of the Charter was extended to the Isle of Man to include Manx Gaelic.

Article 15 of the Charter requires detailed reports to be submitted from each country on a three-year cycle, to an appointed Committee of Experts, on progress against the adopted paragraphs and sub-paragraphs. The Committee's recommendations include matters in terms of the legal framework, policy and procedural matters.

The Council monitors the linguistic skills of its staff as this is not only a possible indication of the languages used in the community but could also be of great benefit in terms of customer care. The figures collated by Personnel are published in the Annual report and as a fact sheet of its own on the Council's Equalities website at www.caerphilly.gov.uk/equalities.

Since 2004, the Council has adopted a bilingual Equalities statement for use on publications that demonstrated its commitment to legislation covering Welsh Language, Race and Disability issues. It can be adapted to suit the type of publication but in general it follows one format for bilingual documents and a slightly different one for separate English and Welsh documents:-

Bilingual -

Mae'r cyhoeddiad hwn ar gael mewn ieithoedd a fformatau eraill ar gais.
This publication is available in other languages and formats on request.

Separate English and Welsh documents - English version

This publication is available in Welsh, and in other languages and formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.

Separate English and Welsh documents - Welsh version

Mae'r cyhoeddiad hwn ar gael yn Saesneg, ac mewn ieithoedd a fformatau eraill ar gais.

This publication is available in English, and in other languages and formats on request.

Welsh Language matters are outlined separately, later in this section, but what follows is information regarding British Sign Language and Other Languages.

The [Translation Services](#) intranet site contains information for staff on how to arrange written, face-to-face or over-the-phone translations in Welsh and other spoken languages, how to arrange for Braille printing and how to book British Sign Language/English Interpreters.

British Sign Language

On the 18th March 2003, British Sign Language was recognised as an official minority language in the UK by the UK Government.

The Disability Discrimination (Amendment) Act 2005 placed an obligation on the Council to provide services in the medium of BSL and so the Council began working towards providing, for example, public information in the format of DVDs in BSL or DVDs with in-vision signers and subtitles.

It cannot be assumed that Deaf customers can communicate in English, so that unlike for Welsh speakers, **BSL may be a Deaf person's only language.** Through the education system, Deaf BSL users may not have learnt to speak or lip-read English as a useful medium of communication.

Research has shown that many adult Deaf BSL users can read and write at the equivalent age of an 8½ year old and therefore may be in a similar position to those ethnic minority customers who cannot speak English.

Research has also shown that lip reading is only 33% accurate, which means if lip reading arrangements are the only adjustment made in service provision, then potentially nearly 70% of the information can be lost. Lip reading can be useful, however for very basic situations and there are tactics and strategies that can be implemented to make lip reading more effective, but **lip reading should not be relied upon as the sole means of communication.**

The British Deaf Association developed a BSL Charter for local authorities, which contains 5 pledges -

- **Charter Pledge 1**
Improve access for Deaf people to local services and information
- **Charter Pledge 2**
Promote learning and high quality teaching of British Sign Language
- **Charter Pledge 3**
Give all Deaf children and young people the option of a bilingual education (BSL/English)
- **Charter Pledge 4**
Ensure key staff working with Deaf people meet minimum standards of BSL skills
- **Charter Pledge 5**
Consult with the local Deaf community on a regular basis

Other Spoken Languages

The Council is part of the Caerphilly Community Cohesion Forum, in order to help determine the needs of people living and working locally who speak other languages. The 2011 Census included a question relating to language ability and therefore data will become available on community languages that may be spoken within the county borough.

The duty regarding other languages arose originally from the Race Relations (Amendment) Act 2000 and means that anyone can request information or a service in any other spoken language.

The needs of anyone who speaks other languages are similar to the needs of Welsh speakers, but with the additional issue that in such cases, many people from ethnic minorities cannot speak English at all, or certainly not to a level where they can speak, read and write English well enough to complete, for example, an Electoral Registration form.

With more people moving to the area to live and work from for example, the enlarged European Union, the ability of the Council to provide greater language choice, both in terms of service delivery and in terms of economic development, will continue to grow in importance.

A survey of the county borough in 2008, done via Newline and in conjunction with Communications and Customer First , provided some information about the different languages used in the county borough and the 2011 Census will provide a greater level of information.

vii) MARITAL STATUS

Marriage is defined as a "union between a man and a woman". Same-sex couples can have their relationships legally recognised as "civil partnerships". Civil partners must be treated the same as married couples on a wide range of legal matters. "Marital status" may also be referred to as "marital condition" or simply "condition". In the Marriage Act 1949 part of the definition of "marriage" is that for it to be legal it must be for "one man" and "one woman". A "civil partnership" is a legal union between two people of the same sex which is registered under the Civil Partnership Act 2004.

Marriage and civil partnership are one of the protected characteristics under the Equality Act 2010 and it is unlawful for employers and others to discriminate against employees who fall into one or other of the categories.

Employers must treat civil partners in the same way as married people in a wide range of matters, including employment and vocational training. Any benefits given to married employees must also be offered to civil partners, including flexible working, statutory paternity pay, paternity and adoption leave, health insurance and survivor pensions.

viii) NATIONALITY

Nationality issues and ethnicity issues are often regarded as the same thing but in terms of legislation and practice there are distinct differences. It is important when undertaking consultation and monitoring for example, that the two are kept as separate matters.

In simple terms, ethnicity cannot be changed but nationality can be, if for instance a person becomes a citizen of another country.

ix) PREGNANCY AND MATERNITY

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled, except under certain aspects of Health & Safety Legislation. During this period, pregnancy and maternity discrimination is not treated as sex discrimination. Please refer to the Council's Personnel Policies for specific information on pregnancy and maternity entitlements.

x) RACE

Racism is the belief that the genetic factors which constitute race are a primary determinant of human traits and capacities and that racial differences produce an inherent superiority of a particular race. Racism's effects are called race discrimination. Racism usually covers all forms of race-based prejudice, violence, dislike, discrimination, oppression and is a belief or ideology that all members of each racial group possess characteristics or abilities specific to that race, especially to distinguish it as being either superior or inferior to another racial group.

The United Nations uses the definition of racial discrimination laid out in the International Convention on the Elimination of All Forms of Racial Discrimination adopted in 1966, which is: "...any distinction, exclusion, restriction or preference based on race, color, descent, or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.(Part 1 of Article 1 of the U.N. International Convention on the Elimination of All Forms of Racial Discrimination)".

This definition does not make any distinction between discrimination based on ethnicity and race and similarly, in British law the phrase racial group means "any group of people who are defined by reference to their race, colour, nationality (including citizenship) or ethnic or national origin".

Institutional racism (sometimes called structural or systemic racism) is the existence of institutional policies and practices occurring specifically within for example, government bodies, the public sector, the voluntary sector, private business corporations, and universities (public and private). The term institutional racism was coined by Stokely Carmichael of the Black Panther Party, who, in the late 1960s, defined institutional racism as "the collective failure of an organization to provide an appropriate and professional service to people because of their color, culture, or ethnic origin".

Institutional racism is the differential access to the goods, services, and opportunities of society. When that differential access becomes integral to institutions, it becomes common practice, making it difficult to rectify. Eventually, this racism dominates the underlying ethos of the organisation and is reinforced by the actions of conformists and newcomers.

Another difficulty in reducing institutional racism is that there is no single perpetrator that can be identified - when racism is built into the institution, it appears as the collective action of the entire workforce or executive board, or Cabinet for example.

Forms of institutional racism can be varied and can be for example race-based barriers to gainful employment and professional advancement, toleration by managers of differential practices when working with customers from different ethnic groups, racial profiling by the police in terms of community safety, by housing officers when allocating housing, the use of stereotyped racial caricatures in marketing and the under- and mis-representation of certain racial groups in the media.

Caerphilly County Borough has a population 178,806 according to the 2011 Census figures. The ethnicity mix of the county borough shows there to be 98.4 white population (from 99.1% in 2001) compared to the national figure for Wales, which is 95.6%.

The proportion of people who are Asian or Asian British in Caerphilly county borough is 0.5% compared to 1.8% in Wales as a whole. The proportion of black or black British people in Caerphilly county borough is 0.1% compared to 0.6% in Wales as a whole. The proportion of people with a mixed ethnicity is 0.6% compared to 1.0% in Wales and the proportion of Chinese people is 0.3%, compared to 0.5% in Wales.

Caerphilly county borough therefore has an overall minority ethnic population of 1.6% compared to 4.4% in Wales and 12.9% in the U.K. This equates to approximately 2,861 people from the BME (Black & Minority Ethnic) community, and this figure does not include BME people who travel into the county borough to work. This is compared with 1,713 people recorded in the Census in 2001.

The low figure does not mean however that the Council should relax its attitude towards racist incidents and graffiti for example and the Council has been and remains fully committed to promoting good relations and understanding between people of different ethnic and cultural backgrounds.

In very limited circumstances, there are some jobs which can require that the job-holder is of a particular racial group. This is known as an 'occupational requirement'. One example is where the job-holder provides personal welfare services to a limited number of people and those services can most effectively be provided by a person of a particular racial group because of cultural needs and sensitivities.

xi) RELIGION OR BELIEF

Caerphilly County Borough Council as an organisation does not require or promote religious belief in general or any religious belief in particular. It is however committed to protecting and promoting the rights of everyone in its communities, people with or without formal religious affiliation, of all faiths and none, and provide for the principle of respecting other people's freedom to express their beliefs and convictions.

This must be a balanced approach however; any expression of belief has to take into account the rights and reasonable sensitivities of others and what is appropriate will depend on the circumstances.

Healthy debate is perfectly acceptable, however any attempt to bully or coerce others to comply with a particular philosophical belief system or religion is not, nor conversely is any attempt to bully or coerce others to reject any philosophical belief system or religion.

xii) SEX (GENDER)

Sex discrimination can be direct - treating somebody less favourably on the grounds of their sex - or indirect - applying an apparently general rule which in practice disadvantages one sex and which cannot be justified. It includes the way you recruit, train, promote and dismiss people. Women and men are also entitled to equal pay and conditions for work of equal value.

Preventing discrimination on the basis of sex (often referred to as gender) improves the chances of an organisation recruiting the best person for the job and getting the best performance from all those who are employed there. All terms and conditions of employment are covered including any practice that involves applying a 'provision, criterion or practice' which, although it applies to men and women equally, puts one gender at a disadvantage and which the employer cannot show is a proportionate means of achieving a legitimate aim.

Such an example could be a requirement to work full time, or changing fixed working hours, which may appear to benefit the organisation but could have a consequence of significantly disadvantaging working mothers, thus having a disproportionate effect on women more than men.

Equal pay and equal access to recruitment and promotion opportunities are other obvious areas where such discrimination could occur and the Council has undertaken many years of work in order to ensure that any ongoing equal pay issues are resolved and that all recruitment and selection practices, personal development and training issues etc. are developed and implemented in a manner that does not disadvantage anyone, whatever their sex.

xiii) SEXUAL ORIENTATION

Under the Equality Act 2010 it is illegal for public bodies to discriminate against a person due to them being LGB, that is lesbian (female attracted to other females), gay (male attracted to other males) or bisexual (male or female attracted to both sexes). This covers all areas of recruitment and selection, promotion and training and the provision of goods and services.

Negative attitudes towards LGB people or groups have for many years led to a large number of people hiding their sexuality from family, friends and colleagues. In the workplace, homophobia can lead to underperforming staff, in the community it can lead to social isolation and to homophobic bullying in schools.

Homophobia is also compounded by the fact that it can occur due to the perpetrator's perception of the victim's sexuality or the victim's association with a person who is LGB, and so can therefore be a serious problem for the wider community.

xiv) WELSH LANGUAGE

Welsh language issues are not covered by the Equality Act but rather have a set of Standards under the Welsh Language (Wales) Measure 2011, detailed in the regulations approved by Welsh Government in March 2015 as the Welsh Language Standards. (No.1) Regulations 2015.

Many of the Standards however are very similar to actions required by implementing a **Strategic Equality Plan**, so for example when undertaking Equality Impact Assessments or when policy consultation is being done, Welsh language issues are considered part of the Equalities agenda and are dealt with alongside the protected characteristics and other equality strands.

Internal working practices continue to evolve to ensure that the principle of language equality is respected in every aspect of service provision. In many areas of work, the Council is seen as developing good or best practice.

Since 2012, the **Strategic Equality Plan** and the **Welsh Language Scheme** have had a unified set of Objectives and Action Plan in order to take forward both agendas and further reduce duplication of effort. The **Welsh Language Scheme** will no longer exist after March 2016, however the requirement to implement actions remains, and sits perfectly within this integrated approach.

The Council continues to work closely with partner organisations such as the Welsh Language Board, the WLGA, Menter Iaith Caerffili (the local Language Initiative), Coleg Gwent and Grŵp Deddf (a South East Wales regional network) to ensure that targets are met, and more importantly, the needs of its Welsh speaking population are met.

Welsh Medium Education is covered by a separate **Welsh in Education Strategic Plan** that is published, outlining developments in that area.

Welsh Language developments will be made corporately in line with the aims of the Measure, which :-

- confirmed the official status of the Welsh language;
- created a new system of placing duties on bodies to provide services through the medium of Welsh;
- created a Welsh Language Commissioner with strong enforcement powers to protect the rights of Welsh speakers to access services through the medium of Welsh;
- established a Welsh Language Tribunal;
- gives individuals and bodies the right to appeal decisions made in relation to the provision of services through the medium of Welsh;
- created a Welsh Language Partnership Council to advise Government on its strategy in relation to the Welsh language;
- allowed for an official investigation by the Welsh Language Commissioner of instances where there is an attempt to interfere with the freedom of Welsh speakers to use the language with one another.

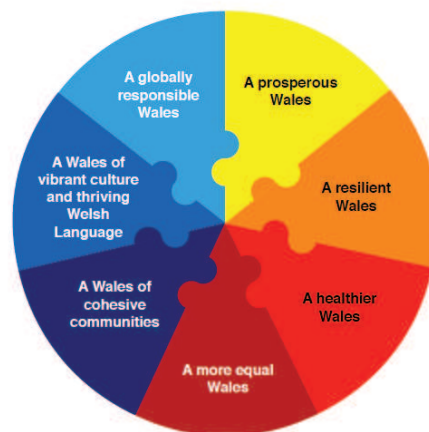
It is for these reasons that Welsh Language has been integrated into the **Equality and Welsh Language Objectives and Action Plan**, and has been given a corporate equality objective of its own.

7) THE ARMED FORCES COVENANT

- 7.1 The Caerphilly Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its Armed Forces community at the local level. It is intended to complement the national Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces.
- 7.2 The purpose of the Community Covenant is to encourage support for the Armed Forces community working and residing in the County Borough of Caerphilly and to recognise and remember the sacrifices made by members of this Armed Forces community, particularly those who have given the most. This includes in-Service and ex-Service personnel, their families and widow(er)s throughout the County Borough of Caerphilly.
- 7.3 For Caerphilly Local Service Board and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces community. It also presents an opportunity to build upon existing good work on other initiatives such as the Welfare Pathway.
- 7.4 For the Armed Forces community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.
- 7.5 Though not a protected characteristic group in their own right, Armed Forces personnel (both current and former) and their families, can fall under the duties of the Equality Act in a number of ways. Physical disability due to injury, or emotional or mental health issues due to post-traumatic stress can affect armed forces personnel; there could also be links to domestic abuse within families for example.
- 7.6 When providing services and treating our residents fairly and equally according to their needs, these Armed Forces issues clearly do intersect with the more mainstream Equalities issues and this is why the Covenant has been included in this policy to ensure that the Armed Forces context is taken into account at the proper stages.

8) OBJECTIVES AND ACTION PLAN

- 8.1 These can be found in a separate document, the **Equalities and Welsh Language Objectives and Action Plan**. It covers what overall Objectives the Council will prioritise as part of implementing its **Strategic Equality Plan** and complying with the **Welsh Language Standards**. The objectives and actions are integrated across both duties so that their common aims are implemented together, thus removing duplication.
- 8.2 In developing the Equalities Objectives and the Action Plan, the Council has demonstrated compliance with the requirements of the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the requirements of complying with the agreed Welsh Language Standards under the Welsh Language (Wales) Measure 2011.
- 8.3 The plan covers Corporate actions dealing with processes common to the range of Equalities issues listed in Section 6, but also includes specific actions and outcome-based targets in order to demonstrate that the Council gives equal consideration and importance to each of the Equalities issues individually.
- 8.4 The plan therefore also supports 3 of the 7 aims under the Welsh Government's Well-being of Future Generations (Wales) Act 2015 – namely a Wales of vibrant culture and thriving Welsh language, a Wales of Cohesive Communities and a more equal Wales.



- 8.5 Individual Directorates, service areas and divisions are responsible for ensuring that their own service delivery plans include relevant Equalities and Welsh Language actions, however advice and guidance can be sought from the Equalities and Welsh Language team.

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL*	
DIRECTORATE	
SERVICE AREA	
CONTACT OFFICER	
DATE FOR NEXT REVIEW OR REVISION	

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

INTRODUCTION

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

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

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

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

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the Strategic Equalities Objectives and Action Plan 2012.

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

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

There are a number of supporting guidance documents available on the Equalities and Welsh Language Portal (the Committee report guidance mentioned above, the Consultation and Monitoring guidance) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed - the contact email is equalities@caerphilly.gov.uk.

PURPOSE OF THE PROPOSAL

1	What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i>
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2	Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i>
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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><u>Actions required</u></p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p>
	<p><u>Actions required</u></p>

INFORMATION COLLECTION

5	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p>
	<p><u>Actions required</u></p>

CONSULTATION

6	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p>
	<p><u>Actions required</u></p>

MONITORING AND REVIEW

7	<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><u>Actions required</u></p>

8	<p>How will the above 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><u>Actions required</u></p>

9	<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 Equality training of some sort?)</i></p>
	<p><u>Actions required</u></p>

10	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p>
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11	<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><u>Actions required</u></p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed By:	
Date:	
Position:	
Name of Head of Service:	

Equalities and Welsh Language Objectives and Action Plan 2016 - 2020

**Mae'r cyhoeddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This publication is available in Welsh, and in other languages and formats on request.**

CCBC EQUALITIES AND WELSH LANGUAGE OBJECTIVES AND ACTION PLAN

Introduction

As part of meeting its ongoing duties under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, Caerphilly County Borough Council must update and implement a set of Equalities Objectives by 1st April 2016, and also update its action plan that sets out how these objectives will be met.

This document sets out those Equalities Objectives and related actions that Caerphilly County Borough Council has chosen, following extensive consultation and engagement with the public and other stakeholders.

In addition, not only does the Council have to ensure that it has an updated **Strategic Equality Plan (SEP)** in place by the above deadline date, together with the objectives and actions, it also has to implement actions under the new **Welsh Language Standards (WLS)** by the same date. These are statutory duties around Welsh Language issues under the Welsh Language (Wales) Measure 2011, the regulations of which were agreed in March 2015. For Caerphilly County Borough Council this means that they come into force from 31st March 2016.

The Council has also decided to include actions around the **Armed Forces Covenant (AFC)** under this scheme as so much of the work runs in parallel and are related.

The Council will continue with this single set of integrated objectives and actions in order to implement both policies and also meet the requirements under 3 of the 7 aims under the Welsh Government's Well-being of Future Generations (Wales) Act 2015. The objectives and actions are therefore integrated so that the common aims are actioned together, thus removing any duplication, and cost-effectively streamlining future project developments.

Consultation

The updated objectives underwent extensive consultation and discussions with various internal and external stakeholders between December 2015 and January 2016. The draft document was subsequently submitted to the Corporate Management Team, Policy and Resources Scrutiny Committee, Cabinet and full Council early in 2016.

The Council is committed to an ongoing process of consultation and engagement with stakeholders throughout the 4-year lifetime of this document and any changes needed can be done following the review and evidence gathering undertaken for the Annual Report.

This final version of the updated **SEP** and Objectives and Action Plan document are available on the Council's website at www.caerphilly.gov.uk/equalities or as a hard copy on request.

The Equalities Objectives

The approach that has been used to develop the objectives and actions has taken into account the requirements of the statutory duties in Wales (both Equalities and Welsh Language), the numerous requests for specific objectives that have come from various voluntary organisations, and the comments received during the consultation period.

It has also linked in with existing partnership working so as to take advantage of work already ongoing in the county borough and not create additional work where good practice is already being achieved. This has resulted in 11 “umbrella” themes under which the Council can show its commitment to as wide a range of issues as possible.

The objectives are listed below, the first 9 can be classed as outward-facing and involve a great deal of partnership working, whilst the final 2 are more inwardly focused and show how the council’s own internal practices continue to develop.

Equality Objective 1	-	Tackling Identity-Based Violence and Abuse
Equality Objective 2	-	Addressing the Gender Pay Gap
Equality Objective 3	-	Improving Physical Access
Equality Objective 4	-	Improving Communication Access
Equality Objective 5	-	Inclusive Engagement and Participation
Equality Objective 6	-	Compliance with the Welsh Language Standards
Equality Objective 7	-	Supporting Age-friendly Communities
Equality Objective 8	-	Supporting the Armed Forces Covenant
Equality Objective 9	-	Working with Gypsy and Traveller Communities
Equality Objective 10	-	Diversity in the Workplace
Equality Objective 11	-	Corporate Compliance

Each objective comes with a related set of actions, many of these are not exclusive to this document but come from partner documents, for example much of the work around Objective 1 is not done only by Caerphilly County Borough Council but through partnership working that includes the Council, Gwent Police, Victim Support Wales and others.

This is why each objective shows not only the internal service areas that can contribute towards it, but also lists links to other plans and stakeholders to demonstrate the wider ownership of this work.

Individual Directorates, service areas and divisions within the Council are responsible for ensuring that their own service delivery plans cover the Equalities issues, however advice and guidance can be sought from the Equalities and Welsh Language team by emailing equalities@caerphilly.gov.uk.

EQUALITY OBJECTIVE 1 - TACKLING IDENTITY-BASED VIOLENCE AND ABUSE

Objective	To reduce the levels of real or perceived instances of identity-based abuse, bullying, harassment and violence, hate crime and hate incidents in the county borough.
Outcome	Individuals, families and groups in the communities of Caerphilly county borough feel safe living their own lives at home, at work and in the community at large.
Protected Characteristics / Other Equalities Issues covered	Ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, Welsh language, BSL and other languages, nationality, responsibility for any dependants, pregnancy and maternity. Human Rights.
Links to other Legislation, Strategies and Plans	Caerphilly Delivers - the Local Service Board Single Integrated Plan, Community Cohesion Action Plan, School Anti-bullying policies, 50+ Positive Action Plan, Corporate Complaints Policy, the Crime and Disorder Act 1998, the Anti-terrorism, Crime and Security Act 2001, the Criminal Justice Act 2003, the Anti-social Behaviour, Crime and Policing Act 2014.
Links to CCBC Service Areas	Legal, ICT and Customer Services, Human Resources, Adult Services, Childrens Services, Public Protection, Education and Lifelong Learning.
Evidence Base	Current hate crime and hate incident figures relating to race, disability and homophobia etc, domestic violence data, school bullying incidents, council complaints with an Equality aspect, all to be used as baseline.
Success Measure / Performance Indicators	<ul style="list-style-type: none"> • Increase in reporting of incidents • Increase in satisfaction levels of how issues were handled • Reduction in levels of hate crime and hate incidents • Reduction in levels of domestic abuse and violence • Reduction in levels of fear of crime • Reduction in levels of reported bullying in schools
Stakeholders	The public, CCBC Equalities Team, CCBC elected members and staff members, Community Cohesion Forum, Safer CCB, Gwent Police, Hate Crime and Hate Incident reporting centres, Police and Crime Commissioner, Domestic Abuse Forum, Deafblind Cymru, Welsh Women's Aid, Stonewall Cymru, 50+ Positive Action, Caerphilly Youth Forum, Victim Support, Communities First, Community Partnerships, Caerphilly county borough schools and governing bodies.

	ACTION	OUTCOME	TIMETABLE
1.1	To work with the listed stakeholders to record and monitor instances of identity-based hate crime and hate incidents in the county borough.	The Council has access to regular, timely and accurate figures in order for it to be able to identify areas where specific issues need to be tackled.	Ongoing, but greater coordination and data-sharing is required across stakeholders
1.2	To work with schools to develop better understanding of links between Equalities issues and identity based school bullying, and improve recording and monitoring of incidents.	Reduction in the number of identity-based school bullying incidents.	Pilot term held in Spring 2011, full implementation from September 2012 and ongoing.
1.3	To work with all service areas within the Council to use different methods in order to (where relevant) raise awareness of, and tackle under-reporting of, hate crime and hate incidents.	Service areas embed awareness and reporting of hate crime and hate incidents into their day-to-day and/or project work.	Ongoing since March 2011.
1.4	To work with local and regional partners on existing domestic abuse and violence issues to identify and tackle incidents with an equalities aspect.	The victims of domestic abuse and violence who come under the protected characteristics and other Equalities issues are identified to allow for appropriate targeting of services and support.	Initial mapping and data gathering exercise undertaken during June/July 2012. Review required during 2016-2017.
1.5	To work with CCBC elected members, staff members and partner organisations to decrease the stigma associated with some aspects of the protected characteristics e.g. stereotyping and negative assumptions.	A decrease in any negative perceptions held by professionals and practitioners in relation to those who seek their support.	Ongoing through the training programme.

EQUALITY OBJECTIVE 2 - ADDRESSING THE GENDER PAY GAP

Objective	To reduce the gender pay gap by addressing the causes through making changes to pay policies and practices that are found to be a contributory factor to any inequality in pay.
Outcome	To have in place fair, open and transparent pay, grading, remuneration and recruitment strategies and plans so that the reduction in the pay gap is achieved.
Protected Characteristics / Other Equalities Issues covered	Sex (gender), responsibility for any dependants, pregnancy and maternity.
Links to other Legislation, Strategies and Plans	Caerphilly Delivers - the Local Service Board Single Integrated Plan, CCBC Anti-Poverty Strategy, CCBC Recruitment and Selection Policies, Equal Status, Equality Act 2010 section 159.
Links to CCBC Service Areas	Human Resources, ICT and Customer Services, Legal, Public Protection
Evidence Base	Existing CCBC workforce profile, CCBC Ward profiles, national employment data
Success Measure / Performance Indicators	<ul style="list-style-type: none"> Reduction in the % gender pay gap for Caerphilly county borough over the 4-year period of the plan.
Stakeholders	CCBC HR staff, CCBC Equalities Team and other staff members, CCBC elected members, Trade Unions, Careers Wales, Caerphilly Business Forum, Chwarae Teg, local, regional and national Voluntary Sector Equality Organisations.

	ACTION	OUTCOME	TIMETABLE
2.1	Implement the findings of the job evaluation exercise.	Pay and grading structures in the council are open and transparent.	Job evaluation process completed in 2010. New and updated posts undergo the same process.
2.2	Make changes to pay policies and practices that are found to be a contributory factor to any identified inequality in pay.	Pay and grading structures and recruitment practices in the council treat all staff and applicants equally, regardless of gender.	Ongoing and further work as part of the review of the policy framework (see 11.4).
2.3	Raise awareness of job opportunities and business opportunities to non-traditional groups (i.e. not stereotyping jobs to gender).	Greater gender diversity across service areas.	Ongoing and needs targeted action.
2.4	Ensure that all HR policies are reviewed and updated regularly to include matters such as flexible, part-time or job-share options, shared parental leave etc.	Staff are able to access working patterns and job options that may have been otherwise denied them.	Ongoing on a rolling programme basis.

EQUALITY OBJECTIVE 3 - IMPROVING PHYSICAL ACCESS

Objective	To improve physical accessibility in terms of living in, working in, learning in, travelling around and visiting the county borough.
Outcome	People from all sections of society are able to live in, work in, travel around and visit the various public buildings, historic monuments, town and retail centres, parks and countryside venues without any unfair or unreasonable restrictions on their movements.
Protected Characteristics / Other Equalities Issues covered	Ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, Welsh language, BSL and other languages, nationality, responsibility for any dependants, pregnancy and maternity.
Links to other Legislation, Strategies and Plans	Caerphilly Delivers - the Local Service Board Single Integrated Plan, DDA Access Strategy, Building Regulations (Part M) under the Building Act 1984, Safer Caerphilly Community Safety Partnership Plan, CCBC Licensing Policy, SEWTA Regional Transport Plan, Corporate Complaints Policy.
Links to CCBC Service Areas	Public Protection, Housing, Legal, Performance and Property, ICT and Customer Services, Human Resources, Adult Services, Childrens Services, Regeneration and Planning, Engineering and Transport, Community and Leisure Services, Education and Lifelong Learning.
Evidence Base	Feedback / satisfaction surveys / complaints from the public, tourists etc. Targets/actions in CCBC service area action plans. Targets/action in plans under the remit of strategic partnerships on which the Council sits.
Success Measure / Performance Indicators	<ul style="list-style-type: none"> • Increase in numbers of visitors to the various locations according to age, disability etc. • Increased satisfaction levels in the accessibility of these locations in terms of transport. • Increased satisfaction levels in the accessibility of these locations once there. • No. of accessible buildings, road crossings, transport hubs etc. • Reduction in the number of complaints around inaccessibility of council owned venues and locations. • Increased consideration of age and disability related issues in planning communities such as in physical design (links to SEO 7 – Supporting Age-friendly Communities).
Stakeholders	The public, CCBC Regeneration staff, CCBC Equalities Team, DDA Access Officer, CCBC elected members and other staff members, SEWTA, Caerphilly Business Forum, Living Environment Partnership, Caerphilly CB Access Group, Caerphilly CB Disability Forum, Deafblind Cymru, local, regional and national Voluntary Sector Equality Organisations, 50+ Positive Action.

	ACTION	OUTCOME	TIMETABLE
3.1	To establish an accessibility baseline for all properties by completing access audits.	Baseline established.	Updates ongoing annually
3.2	Client Liaison Team to support council service areas with issues around physical access.	Service areas gain a greater understanding of physical access issues and mainstream these issues into their day-to-day work.	Ongoing since 2007.
3.3	To monitor satisfaction levels / number of complaints regarding physical accessibility issues.	Improved data on these issues for use by service areas in future project planning.	Updated Complaints system provides greater level of detail from 2012 onwards.
3.4	To survey all building stock in terms of accessibility issues, including schools.	An updated list of Council building stock is available, which details levels of DDA compliance and any issues that need resolving.	Annually, with quarterly reports presented to the Disability Access Group.
3.5	To survey polling stations in terms of physical accessibility issues.	Polling stations that need reasonable adjustments are identified in time for voting to take place.	Ad hoc, when elections of any kind are due.

EQUALITY OBJECTIVE 4 - IMPROVING COMMUNICATION ACCESS

Objective	To improve the way council services and activities are made accessible to those who need them, in terms of language and format.
Outcome	People in the community, whether local residents, visitors, job applicants or partner organisations, can access council services, activities and information in English and Welsh, and also in other spoken languages or different formats (Braille, BSL, Easy Read, large print etc) as required.
Protected Characteristics / Other Equalities Issues covered	Race, disability, Welsh language, BSL and other languages, nationality, responsibility for any dependants.
Links to other Legislation, Strategies and Plans	Caerphilly Delivers - the Local Service Board Single Integrated Plan, DDA Access Strategy, IT Strategy, Corporate Complaints Policy, Equalities Consultation and Monitoring Guidance, More than just words - Strategic Framework for Welsh Language Services in Health, Social Services and Social Care.
Links to CCBC Service Areas	Corporate Finance, Housing, Human Resources, ICT and Customer Services, Legal, Performance & Property, WHQS Programme, Adult Services, Business Support, Children's Services, Engineering and Transport, Regeneration and Planning, Public Services, Public Protection, Community and Leisure Services, Education and Lifelong Learning.
Evidence Base	Census 2011 ward profiles, current translation data, surveys feedback and complaints data. Targets/actions in CCBC service area action plans.
Success Measure / Performance Indicators	<ul style="list-style-type: none"> • Number of translation / interpretation / format requests • Number of interpreted meetings arranged • Increase in take up of services • Increased levels of customer satisfaction • Decrease in numbers of complaints on accessible format issues
Stakeholders	The public, CCBC Equalities Team, CCBC Communications, CCBC Information & Citizen Engagement, Menter Iaith Caerffili, the Urdd, Welsh Government Language Commissioner's Office, Bargoed Deaf Club, Caerphilly Deaf Club, Caerphilly CB Access Group, Caerphilly CB Disability Forum, Deafblind Cymru, 50+ Positive Action, Gwent Visual Impairment Service, Gwent Hearing Impairment Service, Caerphilly People First, local, regional and national Voluntary Sector Equality Organisations.

	ACTION	OUTCOME	TIMETABLE
4.1	To ensure that Welsh Language issues are an integral part of all e-Government projects.	Internal systems are upgraded to be able to record language choice of users, bilingual front-end interfaces are created etc.	Software and systems review in 2016. Social Media ongoing and improving.
4.2	To ensure a fully bilingual website is maintained and pages updated in both languages on a rolling programme basis.	A fully bilingual website.	April 2016 then monitored and reported annually. Social Media ongoing.
4.3	To create a series of BSL signed web pages in a new section of the website.	A BSL signed section of pages is available on the website for the Deaf community.	Not achieved under the previous SEP, updated business plan required in 2016-2017 to progress.
4.4	To develop an updated set of minimum standards for Council publications.	Council publications comply with the different requirements of the updated Equalities and Welsh Language legislation, as outlined on the Design and Print Guidance Document.	Guidance to be updated and re-circulated by April 2016.
4.5	Update of Editorial Policy.	Change of document to be a Welsh Language Standards Translation Policy to give greater awareness of bilingual requirements amongst new and existing staff.	Guidance to be updated and re-circulated by April 2016.

EQUALITY OBJECTIVE 5 - INCLUSIVE ENGAGEMENT AND PARTICIPATION

Objective	To increase the levels of satisfaction that communities have with council services by encouraging more citizens to become involved in the development of those services.
Outcome	People from every part of the county borough and from every community feel that they are a part of the decision-making process.
Protected Characteristics / Other Equalities Issues covered	Ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, Welsh language, BSL and other languages, nationality, responsibility for any dependants.
Links to other Legislation, Strategies and Plans	Caerphilly Delivers - the Local Service Board Single Integrated Plan, Public Engagement Strategy, Accessible Voting Guidance, Corporate Complaints Policy, Equalities Consultation and Monitoring Guidance, Human Rights Act 1998.
Links to CCBC Service Areas	ICT and Customer Services, Legal, Regeneration and Planning, all service areas undertaking any form of engagement and consultation.
Evidence Base	Targets/actions in CCBC service area action plans. Targets/action in plans under the remit of strategic partnerships on which the Council sits.
Success Measure / Performance Indicators	<ul style="list-style-type: none"> • Levels of attendance at council engagement events. • Increased levels of survey feedback • Increased complaints with increase in satisfactory outcomes • Increased county borough turnout at elections
Stakeholders	The public, Viewpoint Panel, CCBC Equalities Team, CCBC Communications, CCBC Electoral Services, Menter Iaith Caerffili, Bargoed Deaf Club, Caerphilly Deaf Club, Caerphilly Access Group, Deafblind Cymru, 50+ Positive Action, Communities First, Community Partnerships, other local, regional and national Voluntary Sector Organisations.

	ACTION	OUTCOME	TIMETABLE
5.1	Continue to implement the Public Engagement Strategy and update related guidance to ensure that public engagement/consultation exercises properly take into account equality issues and include all groups in the community to obtain a broad range of opinion.	All public engagement/consultation exercises reflect the requirements of the Equalities duties.	Ongoing use of Public Engagement Strategy and related guidance.
5.2	To identify appropriate methods of promoting Council services to different and specific groups in the community and to ensure that the new Public Engagement Strategy reflects appropriate methods of communication.	Use of all forms of media, language and format that are appropriate for engaging with all sections of the community.	Ongoing and being developed as new methods emerge.
5.3	To identify service needs of specific groups and identify the barriers to accessing services and the actions required to remove those barriers.	Ensuring robust methods of data collection and analysis for all public engagement exercises including surveys, complaints and other available means, to identify specific actions necessary to ensure that individual service needs are considered and met.	Ongoing, with improved analysis since the original SEP in 2012.
5.4	To undertake a minimum of 4 Welsh Language projects in partnership with the Menter Iaith.	Projects undertaken by Menter Iaith that would not be able to be achieved by the Council alone, in order to achieve the requirements of the Welsh Language Standards.	Annually, as per agreed SLA contract. New SLA to be drafted in 2016.

EQUALITY OBJECTIVE 6 - COMPLIANCE WITH THE WELSH LANGUAGE STANDARDS

Objective	To comply with all agreed Welsh Language Standards in order to ensure that the Welsh-speaking public are able to access the services to which they are entitled and to ensure that all council services comply with the statutory requirements.
Outcome	People living in Caerphilly county borough, council staff and visitors to the area, whether fluent Welsh speakers or learners have their rights to use the Welsh Language supported by Council service areas and not prevented in any way.
Protected Characteristics / Other Equalities Issues covered	Welsh Language.
Links to other Legislation, Strategies and Plans	The Welsh Language Standards (No. 1) Regulations 2015. The implementation of the Welsh Language Standards affects every council policy and service delivery plan. Corporate Complaints Policy. More than just words - Strategic Framework for Welsh Language Services in Health, Social Services and Social Care.
Links to CCBC Service Areas	All.
Evidence Base	Annual reports to date, service area service delivery plans from 2016 onwards, complaints data.
Success Measure / Performance Indicators	Compliance with statutory duties, evidence gathered for the annual report e.g. levels of complaints and all relevant service provision data.
Stakeholders	CCBC Service areas, Welsh Language Commissioner, Menter Iaith Caerffili, Urdd, Mudiad Meithrin, Cymdeithas yr Iaith, Welsh Government, Coleg Gwent, CCBC Welsh medium schools.

	ACTION	OUTCOME	TIMETABLE
6.1	To ensure compliance with the Welsh Language Standards overarching principle regarding procurement or commissioning of third party activities to be delivered on its behalf.	All contracts and commissions issued by the Council for activities carried out by, or provided by, a third party will ensure that those third parties comply with the same standards as the Council would have to in providing those services itself.	Already current practice. Contract and Commissioning wording and guidance to be updated by 31 st March 2016 for all new documentation. Monitoring systems will need updating.
6.2	To ensure compliance with the agreed Welsh Language Service Delivery Standards.	Compliance can be evidenced through practice, information in the Annual Report and complaints data.	Much is existing practice. Compliance is required within either 6 or 12 months - see the Compliance Notice for full details.
6.3	To ensure compliance with the agreed Welsh Language Policy Making Standards.	Compliance can be evidenced through practice, information in the Annual Report and complaints data.	Much is existing practice. Compliance is required within either 6 or 12 months - see the Compliance Notice for full details.
6.4	To ensure compliance with the agreed Welsh Language Operational Standards.	Compliance can be evidenced through practice, information in the Annual Report and complaints data.	Much is existing practice. Compliance is required within either 6 or 12 months - see the Compliance Notice for full details.
6.5	To ensure compliance with the agreed Welsh Language Promotional Standards.	Compliance can be evidenced through practice, information in the Annual Report and complaints data.	Much is existing practice. Compliance is required within either 6 or 12 months - see the Compliance Notice for full details.
6.6	To ensure compliance with the agreed Welsh Language Record Keeping Standards.	Compliance can be evidenced through practice, information in the Annual Report and complaints data.	Much is existing practice. Compliance is required within either 6 or 12 months - see the Compliance Notice for full details.
6.7	To ensure compliance with the agreed Welsh Language Supplementary Standards.	Compliance can be evidenced through practice, information in the Annual Report and complaints data.	Much is existing practice. Compliance is required within either 6 or 12 months - see the Compliance Notice for full details.
6.8	Increase awareness and understanding of the requirements of the Welsh Language Standards by providing training to Council staff. (see 10.2)	Training provision offered and staff have a better understanding of their responsibilities under the requirements of the Welsh Language Standards.	An awareness course has already been added to the list of courses in the Equalities Training Delivery package.

EQUALITY OBJECTIVE 7 - SUPPORTING AGE-FRIENDLY COMMUNITIES

Objective	To ensure that the communities of Caerphilly county borough are set up in such a way that older people can live safely, as independently as possible, enjoy good health and stay actively involved regardless of their individual circumstances and characteristics.
Outcome	Older people feel respected, valued and an active part of the community.
Protected Characteristics / Other Equalities Issues covered	All, but specifically age, disability and Human Rights.
Links to other Legislation, Strategies and Plans	Caerphilly Delivers - the Local Service Board Single Integrated Plan, Public Engagement Strategy, CCBC Anti-Poverty Strategy, 50+ Citizen Engagement Project, Corporate Complaints Policy, Human Rights Act 1998, Social Services and Well-being (Wales) Act 2014, Ageing Well in Wales and its five themes, Older People's Commissioner for Wales document "Protection of older people in Wales: A guide to the law", Dublin Declaration on Age-Friendly Cities and Communities, Public Health Wales' Transforming Health Improvement Programme, More than just words - Strategic Framework for Welsh Language Services in Health, Social Services and Social Care.
Links to CCBC Service Areas	Social Services Adult Services, Public Protection, ICT and Customer Services.
Evidence Base	Census 2011 data, data relating to poverty and age, take-up of age or disability related benefits, engagement project results based on age, customer satisfaction survey results based on age, complaints data.
Success Measure / Performance Indicators	Increased consideration of age and disability related issues in planning communities such as in physical design (links to SEO 3 – Physical Access). Increase in number of older people taking part in activities/events and becoming involved in projects. Increased take-up of available services and benefits.
Stakeholders	Older people in Caerphilly county borough, Carers, Elected Member Champion, Social Services, 50+ Positive Action, Older Persons Commissioner for Wales, Aneurin Bevan University Health Board, Public Health Wales.

	ACTION	OUTCOME	TIMETABLE
7.1	Supporting the “Age-Friendly Communities” theme by encouraging and enabling older people to engage with their surroundings and continue to engage socially within those communities, thereby maintaining their health, independence and wellbeing.	Local people have decided their priorities to better support people as they age. This can include physical design, promoting better access and mobility, promoting people’s social engagement and developing support and relationships between the generations.	Current practice and ongoing, with greater awareness raising of the issues being undertaken from 2016 onwards.
7.2	Supporting the “Falls Prevention” theme by helping older people to maintain their health and wellbeing, live longer in their own homes and remain active in their communities.	A reduction in falls amongst older people, reduction in the demand for support services, greater independence of older people in their communities.	Current practice and ongoing, with greater awareness raising of the issues being undertaken from 2016 onwards.
7.3	Supporting the “Dementia Supportive Communities” theme by helping Caerphilly county borough communities gain a greater level of public awareness and understanding of dementia.	People who receive an early diagnosis of dementia and their families/carers are given access to appropriate information, support and care, are able to live well with dementia.	Current practice and ongoing, with greater awareness raising of the issues being undertaken from 2016 onwards.
7.4	Supporting the “Opportunities for Learning and Employment” theme by tackling age discrimination and recognising the value and worth of older people in Caerphilly county borough.	Older people can access provision in terms of learning and skill development opportunities in order to improve or maintain their employment prospects.	Current practice and ongoing, with greater awareness raising of the issues being undertaken from 2016 onwards.
7.5	Supporting the “Loneliness and Isolation” theme by recognising loneliness and isolation as public health issues that cross all boundaries and groups in Caerphilly county borough.	Reduced numbers of older people who feel lonely and isolated, which can result in damaging effects to their mental health.	Current practice and ongoing, with greater awareness raising of the issues being undertaken from 2016 onwards.

EQUALITY OBJECTIVE 8 - SUPPORTING THE ARMED FORCES COVENANT

Objective	To encourage support for the Armed Forces community living and working in Caerphilly County Borough and to recognise and remember the sacrifices made by those members of the Armed Forces community, particularly those who have given the most.
Outcome	The Armed Forces community, which includes in-Service and ex-Service personnel, their families and widow(er)s, are respected, valued and do not receive any lesser service than other members of the community in the county borough.
Protected Characteristics / Other Equalities Issues covered	The Armed Forces community is not a group classed as a protected characteristic, however ex-Service personnel may have suffered physical, emotional or mental trauma in action, which can have knock-on effects on their families. In this way, there are clear links to disability, age and gender issues that are covered by Equalities legislation.
Links to other Legislation, Strategies and Plans	The Armed Forces Covenant, Caerphilly Delivers - the Local Service Board Single Integrated Plan, CCBC Anti-Poverty Strategy, Corporate Complaints Policy.
Links to CCBC Service Areas	Education, Social Services, Housing, ICT and Customer Services.
Evidence Base	Regular contact with Armed Forces, Council support and participation in Armed Forces Events, website updated with relevant information, Council service areas recognise and monitor the needs of the Armed Forces community.
Success Measure / Performance Indicators	Number of events supported / attended, timeliness of website information, increase in data held by service areas of engagement and monitoring of Armed Forces Community service users.
Stakeholders	The Armed Forces community, the elected member Armed Forces Champion, Public Service Board / CCBC Armed Forces Lead Officer, the Royal British Legion, veterans or family groups (e.g. Gwent Veterans Association, SSAFA), reservists, cadet corps, Aneurin Bevan University Health Board, Gwent Police, Gwent Police and Crime Commissioner, GAVO, South Wales Fire and Rescue Service, Caerphilly Business Forum.

	ACTION	OUTCOME	TIMETABLE
8.1	Identify and support an elected member Armed Forces Champion.	Elected member Armed Forces Champion named and noted as CCBC point of contact.	Ongoing, the elected member Armed Forces Champion has been in place since 2013 after the Covenant was signed.
8.2	Identify and support a Public Service Board contact and CCBC Armed Forces Lead Officer.	Public Service Board contact and CCBC Armed Forces Lead Officer named and noted as CCBC points of contact.	Ongoing, the Public Service Board contact and CCBC Armed Forces Lead Officer have been in place since 2013 after the Covenant was signed.
8.3	Maintain the CCBC website pages dedicated to the Caerphilly Armed Forces Community Covenant scheme.	Dedicated web pages updated with timely and relevant information and support.	Ongoing.
8.4	Add "Armed Forces Community" as an option on monitoring forms etc.	Relevant service areas have this option on forms to ensure that members of the Armed Forces Community are identified at the appropriate stage.	Under discussion.
8.5	Provide awareness training as part of the overall Equalities Training Delivery (see 10.2) where there is a crossover aspect between Armed Forces issues and Equalities.	Training provision offered to staff who come into contact with this community will have a better understanding of their client base.	Post Traumatic Stress Disorder Awareness has already been added to the list of courses in the Equalities Training Delivery package. Others can be added as necessary.

EQUALITY OBJECTIVE 9 - WORKING WITH GYPSY AND TRAVELLER COMMUNITIES

Objective	To provide a corporate overview and framework regarding the Gypsy and Traveller community (whether they are permanent or transient) in order to improve community cohesion by promoting good relations between Gypsies and Travellers and the settled communities of the county borough.
Outcome	Residents in settled communities and those from the Gypsy and Traveller communities have an increased understanding and awareness of each other's culture, rights and lifestyle.
Protected Characteristics / Other Equalities Issues covered	Race (specifically Gypsy and Travellers), Human Rights.
Links to other Legislation, Strategies and Plans	Gypsy and Traveller Housing Needs Assessment, Unauthorised Encampments Policy, Corporate Complaints Policy, Welsh Government's Travelling to a Better Future document, Human Rights Act 1998.
Links to CCBC Service Areas	Education and Lifelong Learning, Social Services, Housing, Public Protection, Corporate Complaints, ICT and Customer Services.
Evidence Base	Census 2011, Gypsy and Traveller Housing Needs Assessment, Data on unauthorised encampments, data on Gypsy and Traveller population in schools.
Success Measure / Performance Indicators	The Council's Housing needs assessment is approved by Welsh Government. Transient sites are dealt with sensitively and in accordance with Council procedures.
Stakeholders	Education, Social Services, Housing, Public Services, Welsh Government, Gypsy and Traveller communities.

	ACTION	OUTCOME	TIMETABLE
9.1	Increase awareness and understanding of Gypsy and Traveller needs, culture and lifestyle by providing training to Council staff. (see 10.2)	Gypsy and Traveller Awareness is part of the Training provision offered and staff who come into contact with this community have a better understanding of their client base.	Ongoing since 2012.
9.2	Work to reduce and eliminate harassment and discrimination towards Gypsy and Traveller communities.	Decrease in incidents, especially around transient sites, which are the majority of the types of contact in Caerphilly county borough.	Ongoing since 2012.
9.3	Improve knowledge and understanding of hate crime and incidents and encourage Gypsy and Traveller communities to report them.	Increase in reported incidents from this community.	Ongoing since 2011 but more focused work required from 2016 onwards.
9.4	Continue to manage unauthorised encampments in the county borough under the current Unauthorised Encampments policy and procedures.	Unauthorised encampments are dealt with fairly and quickly and any welfare issues are addressed.	Current practice and ongoing.

EQUALITY OBJECTIVE 10 - DIVERSITY IN THE WORKFORCE

Objective	To have a workforce that reflects and respects the diversity of the communities within Caerphilly County Borough.
Outcome	Individuals from all parts of the community feel that CCBC is a fair and tolerant employer.
Protected Characteristics / Other Equalities Issues covered	Ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, Welsh language, BSL and other languages, nationality, responsibility for any dependants, pregnancy and maternity.
Links to other Legislation, Strategies and Plans	CCBC Recruitment and Selection Policies, Equal Status, Equality Act 2010 section 159, The Welsh Language Standards (No. 1) Regulations 2015, Human Rights Act 1998, Corporate Complaints Policy.
Links to CCBC Service Areas	Equalities and Welsh Language Team, Human Resources, all service areas.
Evidence Base	Existing CCBC workforce profile, Census 2011 data on ward basis, county borough basis and national basis (thus covering travel to work areas).
Success Measure / Performance Indicators	<ul style="list-style-type: none"> • CCBC employee profile data demonstrates diverse workforce across service areas and salary grades as workforce profiles will match as closely as possible with the County Borough population profiles. • Workforce profiles used to produce an annual comparison for the SEP Annual Report. • Annual Training Report published with types of courses offered and numbers of staff trained being recorded and analysed.
Stakeholders	CCBC HR staff, CCBC Equalities Team, CCBC elected members and other staff members, Careers Wales, Caerphilly Business Forum, Chwarae Teg, Stonewall Cymru, local, regional and national Voluntary Sector Equality Organisations, Caerphilly Youth Forum, CCBC secondary schools, Welsh Language Commissioner, Equalities and Human Rights Commission.

	ACTION	OUTCOME	TIMETABLE
10.1	To ensure consistent, accurate and robust collation and recording of employee information in terms of Equality data utilising the capacity of the iTRENT payroll database with ongoing data cleansing.	Production of anonymised Equalities and Welsh Language staffing reports based on ongoing data collection and cleansing exercises for publication and use in the Annual Equalities reports.	Annual information reports and a relevant section in the annual Equalities Report and Welsh Language Report.
10.2	To offer staff, elected members and partner organisations a comprehensive Equalities training programme and continue to increase course provision and course take-up.	Council staff, elected members and staff from partner organisations are appropriately trained in Equalities issues and a quarterly list of Equalities courses produced and circulated.	Current practice since 2009.
10.3	To monitor the number and percentage of elected members and staff who have received training in Equalities and Welsh language.	Annual Report prepared at the conclusion of each academic year and after consultation with officers and training partners, and submission to Policy and Resources Scrutiny Committee, published on the website during the Autumn.	Current practice since 2009 - report published online Autumn each year and available as hard copy on request.
10.4	To offer staff the opportunity to form their own workplace support networks for specific groups - initial meeting organised centrally with future meetings being the responsibility of the group.	Groups or networks are set up for those wishing to have them, both for mutual support and in order to provide suggestions and comments as a voice in CCBC policy and decision making.	Ongoing, but little progress made since 2012.
10.5	To issue supplementary guidance corporately or to service areas on specific areas of work.	Minimum of 3 sets of guidance to be produced per year.	Current practice since 2009.
10.6	To undertake a corporate exercise with HR and Service Managers to identify posts where Welsh skills would be essential. Also other language skills e.g. BSL where relevant.	A number of agreed posts in every Service Area have a linguistic element as a basic part of the job description.	Corporate exercise in 2016.

EQUALITY OBJECTIVE 11 - CORPORATE COMPLIANCE

Objective	To ensure that the Council complies with its statutory duties under current Equalities and Welsh Language legislation.
Outcome	The Council demonstrates compliance with its duties, and receives positive feedback from the relevant monitoring bodies on its annual reports, progress against the objectives and actions and develops a name for itself as an exemplar organisation.
Protected Characteristics / Other Equalities Issues covered	Ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, Welsh language, BSL and other languages, nationality, responsibility for any dependants, pregnancy and maternity.
Links to other Legislation, Strategies and Plans	Direct links to all CCBC policies in the Council's policy framework and 3rd party contracts, influential links with all partnership plans. Corporate Improvement Framework, Corporate Complaints Policy.
Links to CCBC Service Areas	All.
Evidence Base	Committee reports contain Equalities-related information. Evidence of EIAs published. Information analysed and report on in the Annual Monitoring and Improvement Reports.
Success Measure / Performance Indicators	<ul style="list-style-type: none"> • Annual reports published on time, after due internal consideration and scrutiny. • Number of EIAs completed and published per year. • Audit of Service Improvement Plans demonstrates service areas are mainstreaming Equalities and Welsh Language issues. • Number of complaints that contain an Equalities or Welsh Language element. • Levels of 3rd party contract compliance.
Stakeholders	CMT, Cabinet, Legal, Performance, Procurement, Heads of Service, Welsh Language Commissioner, Equalities and Human Rights Commission, Wales Audit Office.

	ACTION	OUTCOME	TIMETABLE
11.1	To ensure that arrangements are in place to strategically monitor the progress of the Strategic Equality Plan (SEP) and Welsh Language Standards (WLS) and to produce annual monitoring and improvement reports on the progress achieved and any areas of concern, and overall compliance with statutory duties.	Annual reports submitted for approval to Corporate Management Team, Policy and Resources Scrutiny and Cabinet internally and then submitted to the relevant bodies. Ad hoc information reports to be produced where relevant or where specifically requested.	Ongoing since 2008. All related annual reports are published bilingually on the website and are available in other languages and formats on request.
11.2	To adopt and implement a standing directive that reports presenting new or updated policies and initiatives carry an assessment of the likely impact of the SEP and WLS.	Reports demonstrate clear links to the Equalities and Welsh Language agenda.	September 2009 and ongoing. Updated report template in place from January 2012.
11.3	To produce a corporate list of policies, strategies and plans and update the list regularly.	Updated list produced and made available quarterly.	To be undertaken in 2016-2017.
11.4	Each service to ensure that it has Equalities and Welsh Language information in its Service Delivery Plan.	Services will mainstream Equalities and Welsh Language issues in their own action plans.	Annually.
11.5	Undertake annual Equalities and Welsh Language audit of all Service Delivery Plans to establish progress each service has made.	Report produced showing good practice and areas for improvement for following year.	Annually.
11.6	Each service area to undertake Equality Impact Assessments (EIAs) on all policies.	EIAs undertaken and published on CCBC website.	Annually.
11.7	To monitor the number and type of complaints received that contain an Equalities aspect and whether they are dealt with in accordance with corporate standards and provide appropriate training if required.	Complaints reporting will remain part of the annual Equalities report and published in relation to the Welsh Language Standards.	Updated Complaints system provides greater level of detail - links to corporate system since 2014/2015.
11.8	To ensure that Council contract specifications include an Equalities and Welsh Language pre-tender questionnaire and include the Equality in Procurement Policy as standard information.	All contractors are aware of their Equalities and Welsh Language responsibilities when discharging functions on behalf of the Council.	Updated pre-tender contract questionnaire and Equality in Procurement Policy in place by April 2016.