

# 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.

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

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

## 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](mailto:equalities@caerphilly.gov.uk).

## PURPOSE OF THE PROPOSAL

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| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><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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| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><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

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| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p><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><b><u>Actions required</u></b></p>   |

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| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b></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><b><u>Actions required</u></b></p>   |

## INFORMATION COLLECTION

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| 5 | <p><b>Is full information and analysis of users of the service available?</b><br/><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><b><u>Actions required</u></b></p>   |

## CONSULTATION

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| 6 | <p><b>What consultation has taken place?</b><br/><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><b><u>Actions required</u></b></p>  |

## MONITORING AND REVIEW

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| <b>7</b> | <p><b>How will the proposal be monitored?</b><br/><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><b><u>Actions required</u></b></p>  |

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| <b>8</b> | <p><b>How will the above be evaluated?</b><br/><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><b><u>Actions required</u></b></p>  |

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| 9 | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <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><b><u>Actions required</u></b></p>  |

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| 10 | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>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><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <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><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>   |

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