



SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 4TH DECEMBER 2017

**SUBJECT: 2018/19 DRAFT SAVINGS PROPOSALS FOR CORPORATE SERVICES
AND MISCELLANEOUS FINANCE**

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

1. PURPOSE OF REPORT

- 1.1 To provide the Scrutiny Committee with details of the 2018/19 draft savings proposals for the Corporate Services Directorate and Miscellaneous Finance.
- 1.2 To seek views from the Scrutiny Committee prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

2. SUMMARY

- 2.1 At its meeting on the 15th November 2017, Cabinet was presented with details of draft revenue budget proposals for the 2018/19 financial year, including savings proposals across the Council amounting to £7,205k.
- 2.2 This evening's report provides details of the proposed 2018/19 savings for the Corporate Services Directorate and Miscellaneous Finance. As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

3. LINKS TO STRATEGY

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

4. THE REPORT

4.1 Summary of Savings Proposals for Corporate Services and Miscellaneous Finance

4.1.1 The 2018/19 savings proposals for the Corporate Services Directorate and Miscellaneous Finance total £1,967k as summarised below: -

Savings Proposals	Corporate Services £000's	Misc. Finance £000's	Total £000's
Savings proposals with no public impact	1,108	765	1,873
Savings proposals with a public impact: -			
• Customer First – Staffing reduction.	80	0	80
• Corporate Policy - Reduction in Technical Assistance budget.	4	0	4
• Corporate Policy - Reduction in Well-Being budget.	10	0	10
Total Proposed Savings: -	1,202	765	1,967

4.2 Savings Proposals with no Public Impact (£1,873k)

4.2.1 As in previous years, those savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings proposals consist in the main of vacancy management, budget realignment and minor changes to service provision.

4.3 Customer First – Staffing Reduction (Proposed Saving of £80k)

4.3.1 In April 2016 Cabinet agreed the Customer Services Strategy and as a result the Authority is now seeing a much more flexible approach to customer interaction.

4.3.2 During the next twelve months our customers will see the benefits of additional online services coupled with self-service and appointment booking.

4.3.3 As a result of these changes in service delivery the relevance of staff being available even if no customers are present is changing. The service is much more planned and focused on customer outcomes and demands.

4.3.4 During the 2016/17 and 2017/18 financial years two members of staff have resigned from their roles and one member of staff has taken a secondment opportunity within the Procurement Team. The new ways of working have allowed Customer First to pause the recruitment to these posts.

4.3.5 After a period of work consolidation and as a result of "channel shift", it is proposed not to replace the current vacant posts i.e. one full-time Grade 5 and one part-time Grade 6. It is also proposed to make the secondment opportunity in the Procurement Team permanent thus providing a further part-time Grade 5 saving.

4.3.6 As a result of these proposals and in light of the expectations of the customer to deliver services in a different way, the budget savings realised as a result of vacancy management will be as follows: -

	£000's
Full-time Grade 5	26
Part-time Grade 6	20
Part-time Grade 5	18
Total: -	64

4.3.7 It is anticipated that further vacancy management savings through 'natural wastage' during the 2018/19 financial year will deliver a savings target of £80k that has been allocated to the service area.

4.3.8 The proposed savings for 2018/19 will have limited impact on the public due to the proactive change management which is taking place within the service area. However, as the Customer Services Strategy develops the services will transform, thus resulting in a need for a full Customer Services review. The need for such a review has been highlighted as part of the Improving Services Programme element of the Business Improvement Portfolio (BIP).

4.3.9 Areas to be explored include: -

- How the Authority interacts with the public both face-to-face, online and via telephone services.
- To review our delivery of service in line with other service areas such as Libraries.

4.3.10 Further reports will be prepared for Members as this review work progresses.

4.4 Corporate Policy - Reduction in Technical Assistance budget (Proposed Saving of £4k)

4.4.1 The Technical Assistance Fund is used to support technical advice and guidance for the required professional assessments and fees to allow access to funding provided through the Community Regeneration Fund and other external grant programmes such as the Community Facilities Programme (Welsh Government) and Big Lottery e.g. solicitors and legal fees, lease costs etc. The proposed £4k reduction would leave a remaining budget for 2018/19 of £15k.

4.4.2 Details of this savings proposal have also been included in a report to the Voluntary Sector Liaison Committee for their meeting on the 6th December 2017.

4.4.3 This savings proposal is expected to have a low public impact.

4.4.4 Members should note that there is also a 2018/19 savings proposal within the Communities Directorate to reduce the budget for the Community Regeneration Fund from the current level of £232k to £100k.

4.5 Corporate Policy - Reduction in Well-Being budget (Proposed Saving of £10k)

4.5.1 The Well-being budget of £41k was established in 2017/18 by bringing together a number of smaller budgets that each had a link to promoting well-being. The budget supports a range of well-being activity including, for example, health, sustainability, and 50+ initiatives. For 2018/19 it is proposed that the £41k budget is reduced to £31k.

4.5.2 The Well-being budget also funds the Greener Caerphilly Small Grants scheme which is usually accessed by services and external partners delivering environmental projects. The projects have always demonstrated collaborative working with other partner organisations and delivered tangible environmental improvement and benefits to the community. The funding awarded was dependant on applicant match funding on a £1 for £1 basis, so in some circumstances the funding helped partners secure additional funding.

4.5.3 Historically approximately £5k of the Well-being budget has been allocated to third sector partners for environment and sustainability projects so details of this savings proposal have also been included in the report to the Voluntary Sector Liaison Committee for their meeting on the 6th December 2017.

4.5.4 This savings proposal is expected to have a low public impact.

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

- 6.1 For the proposed 2018/19 saving in Customer First an EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out. However, a full EIA will be required as part of the review of the service moving forward.
- 6.2 EIAs in respect of the proposed reductions in the Technical Assistance and Well-being budgets are attached as Appendices 1 and 2.

7. FINANCIAL IMPLICATIONS

- 7.1 As identified throughout the report.

8. PERSONNEL IMPLICATIONS

- 8.1 The proposed 2018/19 savings for Customer First will be met through 'natural wastage' and not filling vacancies. However, moving forward, where staff are at risk then every opportunity will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.
- 8.2 The proposed reductions in the Technical Assistance and Well-being budgets will not have any direct staffing impacts.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

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

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that Members of the Scrutiny Committee are provided with an opportunity to comment upon the draft savings proposals prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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Consultees: Cllr Colin Gordon, Cabinet Member for Corporate Services
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance
David Titley, Customer Services Manager
Ruth Betty, Contact Centre Project Manager
Kathryn Peters, Corporate Policy Manager
Lynne Donovan, Acting Head of Human Resources & Organisational Development
David Roberts, Principal Group Accountant, Corporate Finance

Background Papers:
Cabinet (15/11/17) – Draft Budget Proposals for 2018/19.

Appendices:

Appendix 1 Equality Impact Assessment for the proposed reduction in the Technical Assistance budget.

Appendix 2 Equality Impact Assessment for the proposed reduction in the Well-being budget.

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*	Reduction in the Technical Assistance Fund
DIRECTORATE	Social Services
SERVICE AREA	Corporate Policy
CONTACT OFFICER	Vicki Doyle Policy Officer DOYLEVM@CAERPHILLY.GOV.UK 01443 866391
DATE FOR NEXT REVIEW OR REVISION	N/A

***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 and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The 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 Council's 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.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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

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](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This budget is used to support technical advice and guidance for the required professional assessments and fees to allow access to funding provided through the Community Regeneration Fund and other external grant programmes such as the Community Facilities Programme (Welsh Government) and Big Lottery e.g. solicitors and legal fees, lease costs etc. This savings proposal has been included in a report to Voluntary Sector Liaison Committee for their meeting of 6th December 2017. The budget is currently £19k. The proposed £4k reduction would leave a remaining budget for 2018/19 of £15k. This is considered to be low public impact.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The fund is used by voluntary and community groups to allow access to funding that requires appropriate technical assessments and fees. The proposed reduction is approximately 20% of the total budget. A budget will remain for 2018/19. The service users affected will be the voluntary and community groups. The fund is partly a speculative fund to assist with bidding and legal processes for projects that are delivered to community clients and users. Some of these projects will have been aimed at specific sections of the public. However, it is not possible to list the sections of the public that are likely to be affected.</p> <p>To illustrate by example the fund has previously supported small amounts to:</p> <ul style="list-style-type: none">Churches and religious groupsSports clubsAllotment societiesSenior citizens associationsYouth clubsWelfare associations <p>For 2016/17 £18,846 was allocated to 6 applicants. The average award was £3,140. There have been 3 funding rounds per year.</p> <p>It is envisaged that the proposed budget will support between 1 and 2 fewer projects.</p>

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>There is a proposed budget for 2018/19 that will be utilised in the same way, the amount available will be reduced by £4k. There is generally less funding available to community and voluntary groups however we expect that the fund will still be called upon to support applications. All applications will be considered against the fund criteria and assessed by the funding panel as currently.</p>
	<p>Actions required:</p> <p>Ensure that all applications are fairly assessed and in line with fund criteria.</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>For 2016/17 £18,846 was allocated to 6 applicants. The average award was £3,140. There have been 3 funding rounds per year.</p> <p>It is envisaged that the proposed budget will support between 1 and 2 fewer projects.</p>
	<p>Actions required:</p> <p>N/A</p>
<p>5</p>	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language. <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually. All fund application forms and processes are available bilingually.</p>
	<p>Actions required:</p> <p>N/A</p>

INFORMATION COLLECTION

6	<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>Each fund application has particular aims and particular target groups. It is not therefore possible to accurately state whether particular groups are likely to be adversely, or advantageously, affected by this proposal.</p>
	<p>Actions required:</p> <p>Ensure service areas, partners and local organisations are aware of the proposal and consultation.</p>

CONSULTATION

7	<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>The Consultation and Monitoring Guidance has been referred to. The proposal was discussed at the Caerphilly Viewpoint Panel on the 13th November 2017 and is part of wider public consultation.</p>
	<p>Actions required:</p> <p>Contact known local organisations to make them aware of the proposal and consultation. Allow the Voluntary Sector Liaison Committee to discuss the proposal at its meeting of the 6th December 2017.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Monitor the applicants to the fund. Monitor the target populations and groups that will benefit from funding.</p>
	<p>Actions required:</p>

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported.</p>
	<p>Actions required:</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Need to encourage collaborative working.</p> <p>Encourage everyone to work to sustainable development principles (ICLIP- Involvement, Collaboration, Long Term, Integration, Prevention)</p>
	<p>Actions required:</p> <p>Encourage people to embed ICLIP into the way they work.</p>

11	<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>Open and transparent application process and monitoring of groups that the fund supports.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Appendix to the Draft Voluntary Sector Budget Proposals report.</p>
	<p>Actions required:</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:	Vicki Doyle
Date:	16/11/2017
Position:	Policy Officer
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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NAME OF NEW OR REVISED PROPOSAL*	Well-being Budget including the Greener Caerphilly Small Grants Scheme
DIRECTORATE	Social Services
SERVICE AREA	Corporate Policy
CONTACT OFFICER	Tracy Evans evansta@caerphilly.gov.uk / 01443 811367
DATE FOR NEXT REVIEW OR REVISION	N/A

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(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)

The Well-being budget of £41k was established in 2017/18 by bringing together a number of smaller budgets that each had a link to promoting well-being. The budget supports a range of well-being activity including, for example, health, sustainability, and 50+ initiatives. As historically approximately £5k of this budget has been allocated to third sector partners for environment and sustainability projects this savings proposal has been included in a report to Voluntary Sector Liaison Committee for their meeting of 6th December 2017. For 2018/19 it is proposed that the £41k budget is reduced by ten thousand to £31k. The public impact is considered to be low.

In the past the budget headings that comprise the well-being budget have been used for projects such as:

- Solar School photovoltaic installations
- Pollinator projects
- CCBC- Pool bike scheme
- Eco school grant scheme
- Compostable toilet
- Sustainable development website
- 50+ advice resources and forum support

The Greener Caerphilly Small Grants fund has been available for the past six years to internal departments and external partners to help them deliver small scale environmental projects. The funding awarded has been dependant on applicant match funding on a £1 for £1 basis. The projects had to demonstrate collaborative working with other partner organisations and deliver tangible environmental improvement and benefits to the community. Priority was always given to new and innovative projects.

In the past the grant scheme has funded a variety of projects including:

- CCBC - Electric vehicle charge points
- CCBC - Pollinator projects / Go Wild events
- CCBC - Managing giant hogweed and Japanese knotweed
- CCBC – rural skills / volunteering
- CCBC – Energlyn Parc project
- Sirhowy Valley Honeybees
- Groundwork Caerphilly – routes 2 life / wood 2 work
- Groundwork Caerphilly - green team / green doctors
- Groundwork Caerphilly - woodlands nature ponds
- Groundwork – river schools project
- Communities First – street games

	<ul style="list-style-type: none"> • • <p style="text-align: right;">Caerphilly Miners – Green Shoots Bargoed YMCA – Community garden</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 Well-being budget is used by the Policy Team to deliver well being ‘policy in action’ projects. The budget is used to secure additional funding to deliver larger scale projects that improve community well-being, where possible. The team work with other service areas and external partners to deliver these projects. The service users affected by the proposal will be the recipients of work programmes of internal service areas, external partners and community organisations.</p> <p>The Greener Caerphilly Small Grants fund is usually accessed by services and external partners delivering environmental projects. The projects have always demonstrated collaborative working with other partner organisations and delivered tangible environmental improvement and benefits to the community. The funding awarded was dependant on applicant match funding on a £1 for £1 basis, so in some circumstances the funding helped partners secure additional funding.</p> <p>Internal services who have applied for funding in the past, that will be affected by the proposal include the Policy Team and Countryside Service.</p> <p>External partners that have received funding illustrate the sort of provision that will be affected by the proposal. Previous recipients have been Groundwork Caerphilly, Sirhowy Valley Honeybee Company, Communities First, Caerphilly Miners and Bargoed YMCA.</p> <p>Each environmental project funded has a wider audience who benefit from the grant scheme, who will also be affected. For example:</p> <ul style="list-style-type: none"> • The Sirhowy Valley Honeybee project has benefited over 1,000 pupils from schools in the Caerphilly County Borough. • The Countryside Access Volunteering projects have developed and expanded volunteer groups in the Caerphilly County Borough, allowing the countryside service to develop its volunteer network and improve access to the countryside network for all users. • The Communities First Street Games project supported a national initiative to support local partners delivering door step sport opportunities to young people living in disadvantaged communities. • The Groundwork Green Team project supported groups and individuals through volunteering opportunities to learn horticulture and countryside skills, as well as promoting health benefits and promoting sustainable management of natural woodlands. <p>For a lot of the projects funded, the general public and users of the specific projects will be affected.</p>
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IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The service areas, partners and local organisations that benefit from the well-being budget and Greener Caerphilly Small Grants fund could be encouraged to work together to deliver projects and initiatives collaboratively.</p> <p>The remaining Well-being budget could continue to be used to secure additional income, which could be used to support projects that would otherwise be delivered using the Greener Caerphilly Small Grants Scheme.</p>
	<p>Actions required:</p> <p>Link service areas, partners and organisations so they can work together and maximise funding available.</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>The Policy Team will have a smaller budget available to use to secure additional funding.</p> <p>There will be less grant funding available for those who submit bids for the Greener Caerphilly Small Grants fund. The Greener Caerphilly Grant Scheme was run twice during 2017/18 . It should be noted that there was funding left after the first round of funding bids.</p>
	<p>Actions required:</p> <p>N/A</p>

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

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more 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>The consultation will be available to users of the Well-being budget and Greener Caerphilly Small Grants fund, as these are internal services, partners and local organisations.</p> <p>Each project has particular aims and particular target groups. It is not therefore possible to accurately state whether particular groups are likely to be adversely, or advantageously, affected by this proposal. However, it must be noted that some projects have been aimed at young people and older people.</p>
	<p>Actions required:</p> <p>Ensure service areas, partners and local organisations are aware of the proposal and consultation.</p>

CONSULTATION

7	<p>What consultation has taken place?</p> <p><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>The Consultation and Monitoring Guidance has been referred to. The proposal was discussed at the Caerphilly Viewpoint Panel on the 13th November 2017 and is part of wider public consultation.</p>
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	<p>Actions required:</p> <p>Contact service areas partners and local organisations to make them aware of the proposal and consultation.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Monitor the use of Well-being budget and the projects delivered using the budget. Monitor the income generated by using the Well-being budget as match funding. Monitor the uptake of the Greener Caerphilly Small Grants fund and the projects undertaken.</p>
	<p>Actions required:</p> <p>Continue to monitor the Well-being budget and Greener Caerphilly Small Grants Scheme. Encourage and monitor collaborative working.</p>

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Ensure that the different groups work together to maximise the funding/ budget used to deliver projects. Ensure that projects delivered have a positive effect on other projects.</p>
	<p>Actions required:</p> <p>Encourage collaborative working between the service areas, partners and local organisations.</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Need to encourage collaborative working.</p> <p>Encourage everyone to work to sustainable development principles (ICLIP- Involvement, Collaboration, Long Term, Integration, Prevention)</p>
	<p>Actions required:</p> <p>Encourage people to embed ICLIP into the way they work.</p>

11	<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>The lack of funding bids in 2017/18 highlights that the full grant for the Greener Caerphilly Small Grants scheme could be reduced.</p> <p>Advice to be sought from CCBC Equalities Unit if there are any queries about the Welsh Language Standards and Well-being budget/ Greener Caerphilly Small Grants fund.</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Appendix to the Draft voluntary Sector Budget Proposals report.</p>
	<p>Actions required:</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:	Tracy Evans
Date:	16/11/2017
Position:	Policy Officer
Name of Head of Service:	Rob Hartshorn