



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

SUBJECT: 2019/20 DRAFT SAVINGS PROPOSALS FOR SOCIAL SERVICES

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

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

2. SUMMARY

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

3. LINKS TO STRATEGY

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

4. THE REPORT

4.1 Summary of Savings Proposals for Social Services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 4.12.1 The financial pressures upon social services departments across Wales and England are well documented and have attracted widespread media coverage in recent times. These pressures include increased demand for services due to an ageing population and increasingly complex needs of vulnerable adults and children. This is compounded by demands from social care providers for increased fee levels in response to increasing operating costs resulting from the implementation of the national minimum wage, work place pension schemes and other employment legislation.
- 4.12.2 In response to these pressures, on 14th February 2018 Cabinet endorsed the inclusion of annual growth of £1.5m for Social Services in the Medium Term Financial Plan covering the period 2018/19 to 2022/23. However, as a result of the particularly challenging financial position faced by the Authority in 2019/20 it is proposed to reduce this growth allocation by £300k to £1.2m for 2019/20 only. This £1.2m growth would be sufficient to meet the full year costs of all packages of care that were in place as at August 2018 but would not be sufficient to meet any increase in demand that may be experienced after August 2018. Furthermore, it would not allow for any requests from care providers to increase fee levels in excess of the 2.4% inflationary increase that has been factored in to the 2019/20 budget proposals considered by Cabinet on 14th November 2018.

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

- 7.1 As identified throughout the report.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

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

10. RECOMMENDATIONS

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

11. REASONS FOR THE RECOMMENDATIONS

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

12. STATUTORY POWER

12.1 The Local Government Acts 1998 and 2003.

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

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

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

Appendices: -

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

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To deliver budgetary savings through a review of back office staffing while minimising the impact of services provided.</p>
----------	--

2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>There will be no discernible impact on the public generally. However, the reduction in staff numbers is likely to have an impact on the remaining back office workforce in the short term until more efficient working practices can be bedded in.</p>
----------	--

IMPACT ON THE PUBLIC AND STAFF

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

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effects

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The services provided by this group of staff are provided to other staff and managers employed by Caerphilly CBC rather than to the public generally so there is no risk of higher or lower participation of uptake by one or more protected characteristic groups.</p>
----------	--

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Managers within this service area have been consulted to identify an appropriate staffing structure for the future. Trade unions and any staff placed at risk as a result of this proposal will be consulted should the proposal receive political support.</p>
----------	--

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <ul style="list-style-type: none">• HR staff will ensure that employment law and equalities legislation is adhered to in delivering this proposal.• Finance staff will monitor whether the proposed budget savings have been achieved.• The impact on remaining staff will be monitored as part of regular supervision of staff and performance development reviews.
----------	--

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Feedback from staff supervision and performance development reviews will be considered by the Divisional Management Team to determine the effectiveness of the revised staffing structure.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Any staff placed at risk as a result of the restructuring will receive the appropriate support throughout the process.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • All employment law and equalities legislation will be complied with throughout the process. • Staff that have expressed an interest in early retirement/severance will be considered before considering compulsory redundancy. • Redeployment opportunities will be sought for any staff displaced as a result of this proposal
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>None.</p>
<p>13</p>	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>Not applicable</p>

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Mike Jones
Date:	9 th November 2018
Position:	Interim Financial Services Manager
Name of Head of Service:	Gareth Jenkins

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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

All service users will be considered to be vulnerable in order to satisfy the need for Care & Support.

As at 30th September 2018, there were 91 children and young people receiving varying levels and types of support under the 'family support' strand of the service. These individuals will be at various stages of involvement i.e. some will be at the start, some at the middle and some will be ending their interventions.

The majority of staff employed through the service undertake generic roles i.e. they are able to undertake several functions across all four strands of the service. Once a decision is finalised, work will be undertaken with Barnardo's to identify the actual number for staff affected and the HR/TUPE arrangements that will apply.

IMPACT ON THE PUBLIC AND STAFF

3 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?

(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?)

Social Services actively promotes anti-discriminatory and anti-oppressive practice and no one is treated differently in relation to the protected characteristics.

The service is targeted at those service users in greatest need. It is not an open access universal service. Only service users who have been assessed as being in need of Care & Support are able to be referred to the service.

Once the criteria for referral is met, all service users have equal access to the service and none of the protected characteristics apply.

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effects

INFORMATION COLLECTION

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

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>We have met with the Regional Senior Managers within Barnardo's to advise them of the service review and the likely outcome. The contract requires a six month notice period so this time will be fully utilised to engage with all key stakeholders.</p> <p>However, given the nature of the service, the circumstances of the service users and the sensitivities for the staff employed through the contract, formal consultation is unable to be undertaken until the final decision is made. To commence consultation ahead of the decision will raise anxieties for both service users and staff teams and could be detrimental and disruptive to service delivery.</p> <p>It is important to note that only one element of the current service will end. The other strands will continue to be delivered either through recommissioning or through in-house provision.</p>
----------	--

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

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

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Gareth Jenkins
Date:	9 th November 2018
Position:	Assistant Director
Name of Head of Service:	As above

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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

IMPACT ON THE PUBLIC AND STAFF

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

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

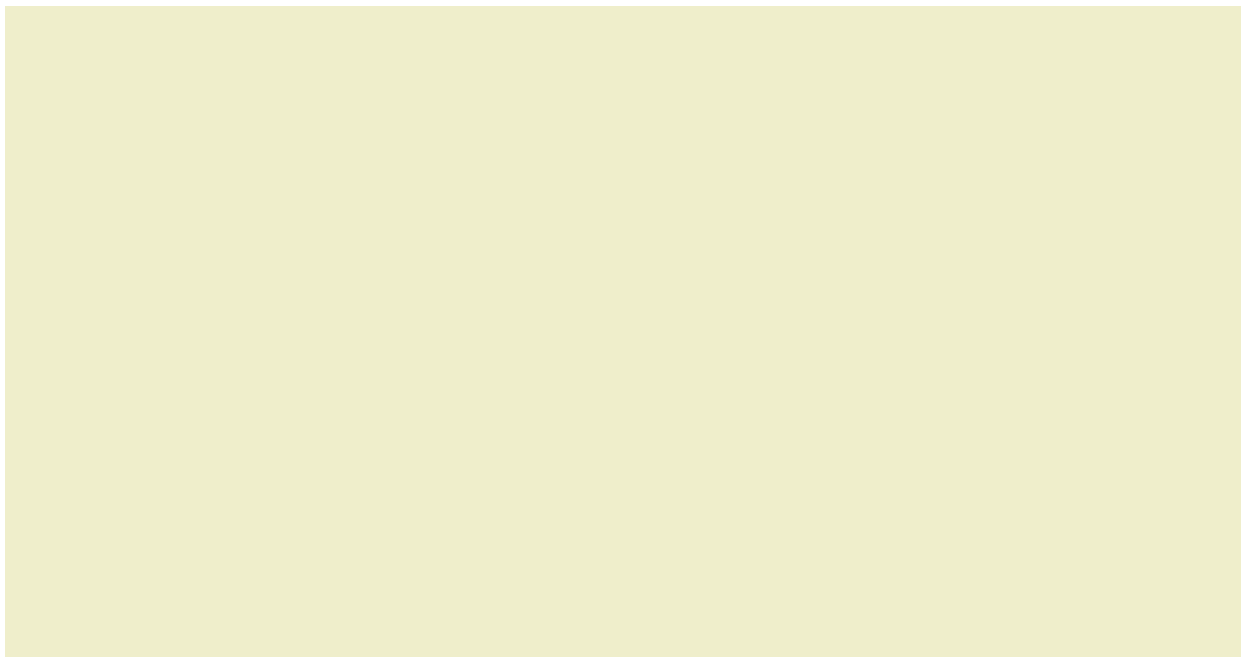
No effects

INFORMATION COLLECTION

6 Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)

Workforce planning letter yielded 100 response across all staff groups



CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Staff meetings have been held ,where services are subject to savings proposals we will continue to engage with staff regarding options for them.</p> <p>Proposal will be presented to Health Social Care and Well-Being Scrutiny committee on the 6th December 2018.</p>
----------	--

MONITORING AND REVIEW

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

--	--

10	Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i>
	No

11	If any adverse impact has been identified, please outline any mitigation action.
	Not Applicable

12	What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>
	Will be appendix to cabinet and scrutiny reports

13	If any adverse impact has been identified, please outline any mitigation actions.
-----------	--

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Jo Williams
Date:	6 th November 2018
Position:	Head of Service
Name of Head of Service:	Jo Williams

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Propose changes to the current non-residential charging policy to ensure equity for all service users to include: charging for support element of domiciliary care, charging for day opportunities in a community setting, and charging for day opportunities provided by the independent and third sector.</p>
----------	--

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

IMPACT ON THE PUBLIC AND STAFF

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

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effects

INFORMATION COLLECTION

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

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p>
----------	---

	When individuals are assessed or reviewed the charging policy is fully explained to them including the opportunity to maximise their benefits
--	---

MONITORING AND REVIEW

8	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>
----------	---

Budget reports will be reviewed

Any comments compliments or complaints received are recorded by equalities categories

9	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>
----------	---

Uptake will be monitored via finance team

10	Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i>
-----------	--

No

11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Should a person be assessed as being eligible to pay for the service they receive and they decline, the service will not be withdrawn as we have a duty to provided against an assessed need</p>
-----------	--

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be appendix to cabinet and scrutiny reports</p>
-----------	--

13	If any adverse impact has been identified, please outline any mitigation actions.
-----------	--

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

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

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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

IMPACT ON THE PUBLIC AND STAFF

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

The proposals will ensure that more children have access to respite services and reduce waiting times for respite, increasing equality in access to services.

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

Children with disabilities, however the proposals are for improvement in service provision and increased range of solutions/services for respite provision.

Therefore the affect is anticipated to beneficial not detrimental.

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effects

INFORMATION COLLECTION

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

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Meetings were held with current provider to advise of tender process to take place.</p> <p>All recipients of the service (including their carers / parents) will be written to regarding the requirement for the Local Authority to retender for the service.</p> <p>All recipients of the service and on the waiting list will be provided with a review or assessment by a social worker and be consulted in respect of how best their assessed needs will be met.</p>
----------	---

	<p>These assessment and reviews will be undertaken in line with the social services and well being (wales) act 2014, identifying personal outcomes and to identify appropriate solutions to meet these outcomes.</p> <p>Care and support plans will be outcome focused and agreed in partnership with the families to ensure they meet the respite requirements.</p>
--	--

MONITORING AND REVIEW

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

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be appendix to cabinet and scrutiny reports</p>
-----------	---

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>n/a</p>
-----------	--

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Becky Griffiths
Date:	9 th November 2018
Position:	Service Manager, Adult Services
Name of Head of Service:	Jo Williams

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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

IMPACT ON THE PUBLIC AND STAFF

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

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effects the active offer is promoted

INFORMATION COLLECTION

6 Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)

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

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

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

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

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

Above illustrates attendance by client group

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Meetings were held with managers , HR and finance to review occupancy levels Demand for the service and associated staffing and non staffing costs to develop these proposals .</p> <p>All service users have been written to regarding the proposals and will be advised of the public consultation/engagement phase that will commence post cabinet .</p> <p>Staff meetings have been held , we will continue to engage with staff regrading posts for them to transfer to utilising HR policies and 1:1 meetings as required.</p> <p>Proposal will be presented to Health Social Care and Well-Being Scrutiny committee on the 6th December 2018.</p>
----------	--

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Individuals will reviewed at least annually or sooner should their circumstances change to ensure their outcomes are met</p> <p>Budgets will be monitored monthly re expenditure on staffing and non staffing costs. Seniors and managers will monitor attendance and use of transport</p> <p>Staffed will be communicated with regularly, 1:1 meetings held regarding redeployment opportunities.</p> <p>Any comments compliments or complaints received are recorded by equalities categories</p>
----------	--

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Assessment care Management will undertake individual reviews/reassessments . Day service staff will undertake personal plan reviews</p>
----------	--

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
-----------	---

11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Not Applicable</p>
-----------	--

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be appendix to cabinet and scrutiny reports</p>
-----------	---

13	If any adverse impact has been identified, please outline any mitigation actions.
-----------	--

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Sue Wright
Date:	6 th November 2018
Position:	Service Manager
Name of Head of Service:	Jo Williams

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The well-being budget is used to support collaborative activity among partners, and some Caerphilly Public Services Board activity, to promote economic, environmental and cultural well-being in the county borough. It supports partnership projects and activity to deliver the aims of the Well-being Plan for the area. For example projects that support health, sustainability, and 50+ initiatives.</p> <p>The proposal is to reduce this budget by £10,000 to £21,000 for the financial year 2019/2020. The current medium term financial plan proposes incremental reductions in this budget over subsequent years. The progressive reduction is planned to minimise the effects on the projects and activities supported. The public impact is considered to be low.</p>
----------	--

2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The total budget supports activity among partners and communities to improve the well-being of the area. In the past the budget has supported the installation of solar panels on schools, health and well-being initiatives such as the daily mile in schools, installation of electric vehicle charge points in council buildings, other renewable energy initiatives, support for initiatives by the 50+ forum, a small grant scheme to eco-schools, projects to educate on the importance of pollinators etc.</p> <p>The reduction in the budget will affect the community in general with some specific sections of the community likely to experience greater impact i.e. children and older people. However, the proposal is that a budget will remain for 2019/2020 and that some activity will be able to continue in the next financial year. Albeit that the level of support for community well-being activity will need to decrease.</p>
----------	---

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>A budget will remain for 2019/2020. The budget supports the wider community and well-being. The budget is therefore used to support the environmental, economic, social and cultural well-being of the whole population through small scale initiatives. Historically initiatives have supported activity in schools and activity to support older people. Schools based projects have become mainstreamed e.g. the daily mile,</p>
----------	--

solar panels used in education for sustainable development, and eco schools work. There will be less money available to start new projects however existing projects should have no additional funding requirement, the impact is therefore considered to be low.

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

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

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

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

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

INFORMATION COLLECTION

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

CONSULTATION

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

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Throughout the coming financial year an assessment will be made of the ability to support projects and which ones provide this most value to the well-being of the county borough. As the current financial plan proposes reductions in subsequent years this assessment will be an ongoing process.</p>
----------	---

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Assessment of the value of projects funded to well-being.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Where possible, support for initiatives in schools will continue to be supported as will small levels of support for the 50+ Forum.</p>
<p>12</p>	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This EIA will be attached to relevant scrutiny reports that will support the Medium Term Financial Plan and will be placed on the CCBC internet site.</p>

13	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input checked="" type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Kathryn Peters
Date:	15 th November 2018
Position:	Corporate Policy Unit Manager
Name of Head of Service:	Stephen Harries- Interim Head of Business Improvement

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To reduce external day services budget by 6% .Initially we will look to work with external providers to identify any efficiencies in the system. We will review all service users are where people currently receive their service out of county and/or from an external provider we will look to provide internally. During all assessments and reviews we will implement the transport criteria and promote independence via travel training etc to reduce reliance of existing transport</p>
----------	--

2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>All people in receipt of day services across all client groups</p>
----------	--

IMPACT ON THE PUBLIC AND STAFF

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

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effect the active offer is promoted

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Proposals cover both internal and external day care provision equitably so no client group or individual is treated differently.</p>
----------	---

CONSULTATION

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

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Budget monitoring reports Reviews completed and any changes identified to achieve outcomes</p> <p>Any complaints/representations received which will be recorded by equalities categories.</p>
----------	---

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Individual clients reviews. Analysis of compliments complaints and representations received which will detail equalities information</p>
----------	---

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
-----------	---

11	<p>If any adverse impact has been identified, please outline any mitigation action.</p>
-----------	--

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Appendix to cabinet and scrutiny reports</p>
-----------	---

13	If any adverse impact has been identified, please outline any mitigation actions.
-----------	--

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

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

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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

IMPACT ON THE PUBLIC AND STAFF

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

4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p>
----------	--

Cross referencing with carers who uses Carers Trust services has identified 20% also access carers services provided internally.
--

CONSULTATION

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

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Will be monitored via take up of existing internal carers opportunities.</p> <p>The service had a specific target group (mental health carers) rather than a wide ranging community use.</p>
----------	---

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The service had a specific target group (mental health carers) rather than a wide ranging community use.</p> <p>Feedback received from carers</p> <p>Monitoring of any representations or complaints received which are recorded by equalities category</p>
----------	---

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
-----------	---

11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>No adverse impact has been identified to date.</p> <p>The collation of feedback and engagement will be completed.</p> <p>The Carer's Coordinator has been able to assist with the establishment of a new Carer's Support Group in the Borough that is being developed by carers of people with mental health issues and people using the existing provision who want to continue to have support will be encouraged and supported to access the new group.</p>
-----------	--

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Appendix to cabinet and scrutiny reports</p>
-----------	---

13	If any adverse impact has been identified, please outline any mitigation actions
-----------	---

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

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

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

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

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

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

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

THE EQUALITY IMPACT ASSESSMENT

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>An amount of £1.5m was originally included the Medium Term Financial Plan for 2019/20 to provide for potential demographic growth in social care services for vulnerable adults and children. However, an analysis of services provided as at August 2018 identified only £1.2m would be required to fund the growth in services experienced since the 2018/19 budget was set. Therefore, it is proposed to reduce this growth funding by £300k in line with current commitments.</p>
---	--

2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>All vulnerable adults and children that present with additional needs after August 2018 could potentially be affected unless there is a corresponding reduction in the needs of existing service users which would release the necessary funding for any additional needs. If additional needs exceed any reduction in existing needs then an overspend will be incurred as the service is legally obliged to meet the assessed need. This overspend would need to be funded from service reserves in 2019/20 but could be funded in 2020/21 if this proposed temporary reduction in growth funding is reinstated.</p>
---	--

IMPACT ON THE PUBLIC AND STAFF

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

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

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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

No effects

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>An analysis of services provided as at August 2018 identified only £1.2m would be required to fund the growth in services experienced since the 2018/19 budget was set. Therefore, it is proposed to reduce the £1.5m growth funding by £300k in line with current commitments.</p>
----------	--

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This is a temporary reduction in growth for which there is no existing committed cost. If the reduction in growth funding result in a shortfall in funding for additional assessed needs then those additional needs will have to be funded from service reserves. Therefore, as there will be no discernible impact for the service user there is no plan to consult with service users. However, as there could be an impact on service reserves and future years' budget allocations then Members will be consulted.</p>
----------	--

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Regular budget monitoring reports will be presented to the senior management team and the SC&WB Scrutiny Committee.</p>
----------	--

9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Any potential for overspending in 2019/20 will be reported to the Senior Management Team and appropriate course of action will be identified to mitigate it.</p>
----------	--

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None.</p>
-----------	--

11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <ul style="list-style-type: none"> • Potential to offset any fortuitous underspends that occur in 2019/20. • Potential to fund from service reserves.
-----------	---

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>None.</p>
-----------	--

13	If any adverse impact has been identified, please outline any mitigation actions.
-----------	--

14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
-----------	---

Completed by:	Mike Jones
Date:	13 th November 2018
Position:	Interim Financial Services Manager
Name of Head of Service:	Gareth Jenkins & Jo Williams

SOCIAL SERVICES 2019/20 SAVINGS PROPOSALS WITH NO PUBLIC IMPACT

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