

EQUALITY IMPACT ASSESSMENT FORM

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.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty 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.

THE EQUALITY IMPACT ASSESSMENT

Name of new or revised proposal:

Commercial & Investment Strategy

Directorate:

Education and Corporate

Service Area:

Business Improvement

Name of Officer and Contact Details:

Victoria Camp, Transformation Manager Commercial & Investment

Date for Review or Revision:

December 2021

***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. **What is the proposal intended to achieve?** *(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)*

The proposal is to adopt a Commercial & Investment Strategy which begins the Council journey towards becoming more financially resilient, to protect front line services and to adopt a commercial approach to discretionary services delivery where possible. Initially the strategy will not have any impact on front line statutory services. Where the strategy will have impact on discretionary service delivery, or staff, will be for improvement and enhancing the service, creating operationally efficient delivery models with business plans for growth.

2. **Who are the service users affected by the proposal?** *(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 in benefits etc. Are there any data gaps?)*

Staff members, local businesses and potential partners

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?)

As part of the strategy implementation, following identification of key opportunities, a commercial skills training module will be developed which will be delivered to staff based on requirements of the business plans.

Services will continue to be available to everyone as they currently are, however, some operational efficiency options may be explored.

Any proposal that requires a change to service delivery will be accompanied by a full EIA and, if required, consultation with those affected.

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	What will the impact be? If the impact is negative how can it be mitigated?
Age	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Disability	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Gender Re-assignment	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Marriage & Civil Partnership	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Pregnancy and Maternity	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Race	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Religion & Belief	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Sex	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Sexual Orientation	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>

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.)

The strategy will be translated into Welsh for publication and any business plans will be developed to ensure the promotion of Welsh language and will consider opportunities to increase the use of the language where possible. As the strategy itself does not propose any changes to service delivery the impact on Welsh language is neutral but the assessment criteria for development of ideas will include ensuring alignment to all relevant strategic elements, including Welsh Language and where possible non-compliance, or opportunities to increase the use will be incorporated and monitored by the Transformation team and Regeneration Board.

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?)

The strategy has been drafted following consultation with internal stakeholders and a thorough review of external commercial strategies across the sector.

Service users within the Council who are impacted by commercialisation have been consulted with via focus groups and close department working. The views of these groups have been incorporated into the strategic document and the outcomes it hopes to achieve.

CONSULTATION

7. Please outline the consultation / engagement process and outline any key findings.

(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?)

Consulted with Cllr Barbara Jones, (acting Leader of Council), Cllr Sean Morgan, (Cabinet Member and Commercial Champion), Equalities Officer, Heads of Service, Head of Business Improvement, Interim Head of Transformation, Transformation Team, Policy and Performance Improvement Teams, Equalities and Welsh Language Teams and various other Heads of Service during drafting.

We also held a workshop with scrutiny members to consult and include feedback as part of the strategy drafting process.

Feedback supported the need for a strategy and the outcomes contained therein and wanted to see a robust, and well managed governance framework to support staff to bring ideas forward and into reality.

MONITORING AND REVIEW

8. How will the proposal be monitored?

(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?)

The Commercial & Investment Strategy includes several key monitoring principles which will be reported via the Programme Coordination Group, Regeneration Board and Corporate Management Team.

9. How will the monitoring be evaluated?

(What methods will be used to ensure that the needs of all sections of the community are being met?)

Monitoring will be evaluated by the #TeamCaerphilly Programme Coordination Group, Corporate Management Team and Regeneration Board.

10. Have any support / guidance / training requirements been identified?

(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?)

The strategy proposes specific commercial and business skills and training for staff and these will be implemented as part of wider management training schemes linked to the Workforce Development Strategy. Where possible these will be delivered in Welsh if requested and will include relevant legislative updates where relevant to the training module.

11. If any adverse impact has been identified, please outline any mitigation action.

No adverse impact has been identified.

12. What wider use will you make of this Equality Impact Assessment?

(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?)

This Assessment will be appended to the report and strategy as required.

13. An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.

Please tick as appropriate:

<input checked="" type="checkbox"/>	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"/>	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"/>	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"/>	Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed.

FORM COMPLETED BY:

Name: Victoria Camp

Job Title: Transformation Manager – Commercial & Investment

Date: 29.09.2020

HEAD OF SERVICE APPROVAL:

Name: Sue Richards

Job Title: Head of Education and Planning

Signature:

Date: 15.10.2020