

APPENDIX 5

Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Well-being of Future Generations (Wales) Act 2015
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section 3 *Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

1. Proposal Details			
Lead Officer	Head of Service	Service Area & Department	Date
Richard Edmunds	Multiple	Authority Wide	20.09.21

What is the proposal to be assessed? <i>Provide brief details of the proposal and provide a link to any relevant report or documents.</i>
To reopen a range of Council buildings currently closed to the public with appropriate 'reasonable measures' and controls in place to keep staff and service users as safe as possible.

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Age <i>(people of all ages)</i>	A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.	Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.	See report Appendices.
Disability <i>(people with disabilities/ long term conditions)</i>	A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.	Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.	See report Appendices.
Gender Reassignment <i>(anybody who’s gender identity or gender expression is different to the sex they were assigned at birth)</i>	A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.	Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.	See report Appendices.

<p>Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i></p>	<p>A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.</p>	<p>Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.</p>	<p>See report Appendices.</p>
<p>Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i></p>	<p>A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.</p>	<p>Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.</p>	<p>See report Appendices.</p>
<p>Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	<p>A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.</p>	<p>Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.</p>	<p>See report Appendices.</p>

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.	Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.	See report Appendices.
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.	Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.	See report Appendices.
Sexual Orientation (<i>lesbian, gay, bisexual, heterosexual</i>)	A number of Council buildings are recommended for reopening. This will have a positive impact by providing an additional option for all residents to access certain services in person, above and beyond the telephone and web-based access channels that remain in place.	Accessing buildings in person does increase the risk of virus transmission so buildings will reopen with a range of reasonable measures in place to minimise the associated risks.	See report Appendices.

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	Positive impact. Should residents not have access to telephony or the Internet, in person services can be freely accessed, subject to the specified safety measures being in place at the premises.		See Appendices
<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	Neutral impact. Adding in person services on top of telephone and web based services simply provides an additional choice to residents.		See report Appendices.
Material Deprivation <i>(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i>	Positive impact. Should residents not have access to telephony or the Internet, in person services can be freely accessed, subject to the specified safety measures being in place at the premises		See report Appendices.

<p>Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport))</i></p>	<p>Neutral impact. Adding in person services on top of telephone and web based provides an additional choice to residents with the latter being available regardless of location.</p>		<p>See report Appendices.</p>
<p>Socio-economic Background <i>(social class i.e. parents education, employment and income)</i></p>	<p>Neutral impact. Adding in person services on top of telephone and web based services simply provides an additional choice to residents.</p>		<p>See report Appendices.</p>
<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p>Neutral Impact. Adding in person services on top of telephone and web based services simply provides an additional choice to residents.</p>		

4. Corporate Plan – Council’s Well-being Objectives

(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) [Well-being Objectives](#)

Objective 1 - Improve education opportunities for all	Neutral impact
Objective 2 - Enabling employment	Neutral impact
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being	Neutral impact
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	Neutral impact
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	Neutral impact
Objective 6 - Support citizens to remain independent and improve their well-being	Neutral impact





4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

No specific links. The report seeks to safely reopen certain Council buildings that have been closed to the public due to COVID-19. In the absence of these buildings, residents have been able to access services through alternative channels as previously stated.

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Term</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>The report seeks to safely reopen a range of Council buildings that have been closed to the public throughout the pandemic. With the national move to Alert Level Zero it is now possible to reopen some of these buildings with the introduction of a range of ‘reasonable measures’ designed to minimise any risks and enable customer access over the long term.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>The introduction of a range of ‘reasonable measures’ at Council premises designed specifically to minimise the risk of accessing services and preventing the transmission of COVID-19 should enable those premises to be safely reopened once again.</p>
<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>The reopening of certain buildings will be welcomed by the community as another sign of a return to some kind of normality. The report includes functions and services from right across the Council.</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>The reopening of certain buildings does provide the opportunity for providers other than the Council to offer services to the public.</p>

Involvement



Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.

Heads of Service responsible for the relevant buildings have been involved in undertaking the assessment against the hierarchy of controls, as have Cabinet through their decision-making.

6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals

Does the proposal maximise our contribution to the Well-being Goal and how?

A Prosperous Wales

An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work

Efficient use of resources, skilled, educated people generates wealth and provides jobs

N/A

A Resilient Wales

A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)

Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)

N/A

A Healthier Wales

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood

People's physical and mental well-being is maximised and health impacts are understood

Reopening buildings through an assessment against a hierarchy of controls will ensure that any risks to an individual's health and wellbeing from access building based services is minimised

<p>A More Equal Wales <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i></p>	<p>People can fulfil their potential no matter what their background or circumstances. This includes the protected characteristics listed in Q2 above. Also consider the cumulative impacts.</p> <p>N/A</p>
<p><u>Well-being Goals</u></p>	<p>Does the proposal maximise our contribution to the Well-being Goal and how?</p>
<p>A Wales of Cohesive Communities <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Communities are attractive, viable, safe and well connected.</p> <p>N/A</p>
<p>A Wales of Vibrant Culture and Thriving Welsh Language <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i></p>	<p>Culture, heritage and the Welsh language are promoted and protected. People are encouraged to participate in sport, art and recreation.</p> <p>N/A</p>
<p>A Globally Responsible Wales <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i></p>	<p>Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p> <p>N/A</p>

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) [insert link to WL Commissioners Policy Making Standards Guidance](#)



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? <i>e.g the WESP, TAN20, LDP, Pupil Level Annual School Census</i>
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the Language Profile	Neutral impact		
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	Neutral impact		
Opportunities to promote the Welsh language <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	Neutral impact.		
Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i>	Neutral impact.		
Treating the Welsh language no less favourably than the English language	Neutral impact.		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

The report seeks to reopen a number of buildings. This provides the same opportunity to engage with the Council through the medium of Welsh that is provided by other channels such as telephone and web based services.

8. Data and Information

(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence <i>(Please provide link to report if appropriate)</i>	Key relevant findings	How has the data/evidence informed this proposal?
What data / evidence was used? Provide links to any reports if appropriate e.g. Household Survey 2017 Welsh Government Guidance on Alert Level Zero (and the published hierarchy of controls) See appendices of report	What were the key findings? What did the data / evidence used tell you? The Key findings that emerged from the assessment against the hierarchy of controls are linked directly to the recommended control level supporting the premises reopening.	How has the data / evidence available helped inform the proposal? Did it support the proposal and how? If the data / evidence didn't support the proposal why was this? See Appendices of report for direct links.

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?

Details of further consultation can be included in Section 9.

Are there any gaps in the existing data and how will you go about filling these gaps?
 N/A

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. Consider the [Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Who was consulted?

Cllr. Philippa Marsden, Leader of the Council

Cllr. Colin Gordon, Cabinet Member for Corporate Governance

Christina Harrhy, Chief Executive

Corporate Management Team

Robert Tranter, Head of Legal Services & Monitoring Officer

Lynne Donovan, Head of People Services

Steve Harris, Head of Corporate Finance & S151 Officer

Leadership Team

Cllr Gez Kirby, Chair of Policy and Resources Scrutiny Committee

Cllr Brenda Miles, Vice Chair of Policy and Resources Scrutiny Committee Trade Unions

When were they consulted did the consultation take place at the formative stage and was adequate time given for consultees to consider and respond?

Consultation provided enough time for consultees to consider and respond

Was sufficient information provided to consultees to allow them to make an informed decision on the proposal?

Yes

What were the key findings?

No

How have the consultation findings been taken into account?

Yes

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	<i>For example, what monitoring will be used? How frequent?</i> Cabinet will continue to monitor the impact of the decision to reopen certain Council Premises and any further changes that are brought about by additional changes to the guidance
What are the practical arrangements for monitoring?	<i>For example, who will put this in place? When will it start?</i> Heads of Service will keep premises reopening under ongoing review
How will the results of the monitoring be used to develop future proposals?	Any refinements required will feed in to monitoring reports
When is the proposal due to be reviewed?	Ongoing
Who is responsible for ensuring this happens?	Corporate Director for Education and Corporate Services

11. Recommendation and Reasoning

<input checked="" type="checkbox"/>	Implement proposal with no amendments
<input type="checkbox"/>	Implement proposal taking account of the mitigating actions outlined
<input type="checkbox"/>	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?

Yes

No

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

Whilst the IIA indicates many neutral impacts, there are positive impacts for residents through the additional choice available through in person services.

13. Version Control


(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Richard Edmunds	First version	20.09.21

Integrated Impact Assessment Author

Name:	Richard Edmunds
Job Title:	Corporate Director Education and Corporate Services
Date:	20.09.21

Head of Service Approval

Name:	Richard Edmunds		
Job Title:	Corporate Director Education and Corporate Services		
Signature:		Date:	20.09.21