

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

A greener place
Man gwyrddach

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieihoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.



THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	Caerphilly County Borough Library Service – Workforce Remodelling Savings 2019-2020
DIRECTORATE	Education and Corporate Services
SERVICE AREA	Libraries
CONTACT OFFICER	Gareth H Evans, Senior Manager Libraries
DATE FOR NEXT REVIEW OR REVISION	April 2019 and six monthly thereafter

***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>Following the Council's workforce remodelling exercise and the number of expressions of interest from County Borough Council Library employees, together with a review of fixed term contracts it is considered feasible to release a number of posts from the organisations current structure and make £50,000 of savings toward the Local Authority's Medium Term Financial Plan targets for 2018-2022.</p> <p>The saving of £50,000 will result from the release of 3.25 Full Time Equivalent posts within Libraries (currently 54.8 FTE's in the service).</p> <p>The locations affected have yet to be determined this process will shortly commence and be closely linked to the number and type of expressions in the recent workforce remodelling process.</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 workforce remodelling and service delivery changes this will lead to are considered low-medium risk and will not directly impact on the present number of Library sites or the hours of operation that the public currently benefit from. No customer groups or individuals will be adversely affected by the workforce reductions anticipated.</p> <p>There will be a manageable impact on Library staff at locations where officer numbers may reduce as a result of supporting individual expressions of interest in accessing an early retirement route. In each instance appropriate risk assessments will be undertaken and site modifications undertaken to ensure employee and customer safety and access to appropriate support personnel when required.</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>As stated above no member of the public will be adversely affected by the workforce remodelling reductions and savings accrued. The impact on remaining staff will be managed to a low-medium risk status through detailed risk assessments and remedial changes to site undertaken or new processes and support routes to other personnel introduced to fully support each employee.</p>
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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	N/A	
Disability	N/A	
Gender Reassignment	N/A	
Marriage & Civil Partnership	N/A	
Pregnancy and Maternity	N/A	
Race	N/A	
Religion & Belief	N/A	
Sex	N/A	
Sexual Orientation	N/A	

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 changes planned in workforce planning and delivery will have no effect on the Library Services duties under Welsh Language Standards and protocols.

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 changes proposed will not lead to reductions in Public Library opening times or the range of services available at the Local Authority's network of 18 sites.</p>
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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> <ul style="list-style-type: none">• All the employees within the scope of the wider Council's workforce remodelling arrangements have, and continue to be, fully consulted and supported when they consider their options to access the severance measures available.• Dependent on the Council's decision to proceed with the £50,000 savings and employee release arrangements attached to this, all other staff remaining at the Library sites affected will be appropriately consulted and included in the individual risk assessments that will be completed. In addition appropriate trade union representatives will be briefed and invited to participate in the consultation and communication work that is required.• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The proposed decrease in Library personnel at some locations will be carefully monitored and managed to ensure no customers or employees are adversely affected by the changes planned. As stated elsewhere in this paper each identified location will undergo a rigorous risk assessment which will be reviewed on a monthly basis for the first six months of implementation and then quarterly thereafter.</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>As stated elsewhere in this paper no customer groupings or individuals will be adversely impacted by the staffing reductions proposed as no loss of Library access or services are required.</p>
10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None at present.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>None anticipated and should any arise through the detailed risk assessment process scheduled then mitigating action will be undertaken to ensure employee and customer welfare, safety and protection of the present service offer and access arrangements.</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>Copies of the EIA will be made available at all Library sites for public awareness and comment. EIA included in the Report to Education for Life Scrutiny December 2018.</p>
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>See section 11 above.</p>
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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>
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Completed by:	Gareth H Evans
Date:	7 th November 2018
Position:	Senior Manager Libraries
Name of Head of Service:	Sue Richards, Head of Education, Planning and Strategy