

# 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
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- 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.

A greener place  
Man gwyrddach

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



## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Proposed reduction in the budget that supports service level agreements with the voluntary sector
<b>DIRECTORATE</b>	Education and Corporate Services
<b>SERVICE AREA</b>	Business Improvement
<b>CONTACT OFFICER</b>	Kathryn Peters-Corporate Policy Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	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](mailto: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 relates to the savings requirement imposed on the local authority as a result of the budget settlement. The budget in question is managed by the Corporate Policy Unit and currently supports service levels agreements with:

Citizens Advice Bureau  
 Gwent Association of Voluntary Organisations  
 Groundwork Trust

The total budget released from the authority in service level agreements for 2018/2019 is £250,570. In order to meet savings targets it is proposed to reduce this budget for 2019/2020 by £42,000, equivalent to 16.76% of the total budget.

The proposal is to reduce the budget proportionately across the three service level agreements as follows:

Organisation	Current budget	Proposed Reduction	Proposed 2019/20 budget
CAB	£164,244	£27,530	£136,714
GAVO	£42,466	£7,120	£35,346
Groundwork	£43,860	£7,350	£36,510
<b>TOTAL</b>	<b>£250,570</b>	<b>£42,000</b>	<b>£208,570</b>

There have been no changes in the service level agreement budgets in the past 8 financial years. However, it must be noted that further reductions are likely to occur in subsequent years due to overall budget projections for local authorities. This would be subject to a renewed Equality Impact Assessment process that would be dependent on the content of the current SLA's at that time.

**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 on benefits etc. Are there any data gaps?)*

The service users will be those groups served by the service level agreements (SLAs) that the local authority funds. Taking each SLA in turn:

**CAB**  
 The SLA supports the main functions of the CAB in providing free, confidential and impartial advice to everybody regardless of protected characteristic status. The CAB has a particular focus on anti-poverty work including maximising income, welfare benefits advice and debt advice. While deprivation is not a protected characteristic ~~is~~ [it is](#) acknowledged that discrimination and life chances are disproportionately likely to affect those in material deprivation. CAB Advice areas include debt, welfare benefits, employment, housing, consumer, family and personal matters, taxes, immigration and nationality. The SLA expects 25,000 advice issues to be dealt with

on behalf of 4,800 clients. CAB services do support individuals facing discrimination, and advice will consider whether clients are being discriminated against because of one of more protected characteristics. For quarter 1 of the current SLA, 58% of clients had a disability or long term health issue.

### **GAVO**

The SLA with GAVO helps to support third sector organisations to grow and develop, support volunteers, support governance across the third sector, support the voice of third sector organisations and promote good practice and innovation. Specifically the SLA supports the Caerphilly Public Services Boards Well-being Plan and the development and delivery of work to support volunteering across the county borough. The SLA supports voluntary sector roadshows and the annual voluntary sector achievement awards. Third sector organisations are often run by, and supporting, communities of interest and consequently many groups are set up specifically to support persons with protected characteristics. The SLA supports the involvement of third sector organisations in local authority scrutiny, including scrutiny by groups representing protected characteristics, and also supports the Health and Social Care Alliance.

### **GROUNDWORK**

The SLA supports sustainable communities where individuals are encouraged to reach their full potential. Through three sub projects; Routes 2 Life (45% contribution), which supports adults and young people, some with learning difficulties, to access qualifications in horticulture; Wood 2 Work (8% contribution) supporting practical, horticulture and traditional skills in rural communities, with a focus on improving employment prospects; The Furniture Revival (10% contribution) providing training and employment, recycled furniture for low income families and diversion of waste from landfill.

## **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?)*

Each of the SLAs is supporting more disadvantaged individuals. Some of those individuals will be from groups that may have a disability or may be younger people accessing training support. The CAB SLA will be supporting people who require advice because of personal circumstances. Those circumstances are likely to have been exacerbated by protected characteristic status.

However, there are no projects that are specifically focussing on providing a service solely for persons with protected characteristics. Each of the SLA's is delivering projects mindful of equality and diversity and ensures equality of access for all.

The budget proposal is not targeted at a single SLA. A proportionate cut across all SLA's is proposed, this is to minimise the adverse effect on the groups being

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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <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></p>
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Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Negative	Possible negative effect on young people accessing training through the Groundwork SLA
Disability	Negative	Possible negative effect on people accessing welfare and benefits support and people with learning disabilities accessing training with Groundwork. Potential for less support via GAVO for communities of interest
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Negative	CAB provide advice services on immigration and nationality.
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

<b>5</b>	<p><b>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.</b>  <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 positive or adverse effects noted on the Welsh Language, either opportunities to use the language or treating it less favourably than English.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p>
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*(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?)*

No research conducted as part of the SLA's. CAB have, however, provided information on the number of disabled clients supported.

## 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?)*

The proposed reductions will be part of the Medium Term Financial Plan budget consultation process.

The current recipients of the SLA amounts will be consulted on the proposal and will be encouraged to respond through the budget consultation process. To comply with the third sector agreement funding code of practice no reductions will be made without the required 12-week notice period to allow recipients the time to implement reductions.

## 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 proposal is for a proportionate cut across the current SLA's to minimise the impact and allow organisations to plan for absorbing the potential reduction. The content of the SLA's for 2019/2020 will not be finalised until the final agreed budget is set in early February 2019. Thereafter the content of the SLA's, and required performance reporting, will need to reflect the reduced amounts.

As part of the series of SLA's we will require more robust monitoring of the client base and whether the support provided is reaching people with protected characteristics or is directly targeted at them because of a need for additional support.

<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>SLA's provide quarterly reports on progress against agreed targets. These will be monitored to assess the impact on particular groups.</p>
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<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <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>
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<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The proposal is to reduce the budget proportionately across the SLA's so that the impact of the cut is shared across all projects. Each of the organisations is accessing funding from other sources and in some cases the SLA amounts support a proportion of project work. The Corporate Policy Unit will work with the organisations in negotiating the 2019/2020 series of SLA's to minimise the impact where possible. As open access projects none are directly supporting a protected characteristic group however there will be implications attached to this proposal. In the light of future budget projections for the authority we will request that the next series of SLAs monitor more closely the impact by recording better information on equalities characteristics supported. The proposal is the first cut in this budget for 8 years.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 <a href="#">internet website</a>.</p>
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<b>14</b>	<p><b>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.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – 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><b>Adjust the proposal</b> – 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><b>Continue the proposal</b> – 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><b>Stop and remove the proposal</b> – 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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<b>Completed by:</b>	Kathryn Peters
<b>Date:</b>	22 <sup>nd</sup> October 2018
<b>Position:</b>	Corporate Policy Manager
<b>Name of Head of Service:</b>	Stephen Harries- Interim Head of Business Improvement