

# 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 Corporate Policy Unit publicity and promotion budget
<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	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>There are a number of small publicity and promotion budgets in the Corporate Policy Unit that have supported such work as awareness raising activity, community information, crime and disorder reassurance campaigns, publication of hard copy plans, grants access information, engagement activity to support well-being planning, etc. These separate budgets have been amalgamated over recent years and budget reductions occurred in the current financial year with £4,000 taken from a total £20,000 budget. Further incremental reductions were planned over the next three financial years. The Corporate Policy Unit has been asked to consider enhanced savings as part of the Medium Term Financial Plan as so the pace of reductions has increased such that the proposal is to cut the budget immediately to £6,250 for the 2019/2020 financial year.</p>
2	<p><b>Who are the service users affected by the proposal?</b> <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 in policy areas for older people, the voluntary sector, community safety and the publication of statutory plans. The service users affected are people in receipt of this information from the local authority. This may include older people, groups supporting the voluntary sector, and communities or areas of the authority experiencing increased crime and disorder.</p>

## IMPACT ON THE PUBLIC AND STAFF

3	<p><b>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?</b> <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 proposal is that a small budget will remain however there will be consequential reductions in the amount of information/campaign material that can be distributed. Hard copy documents/leaflets and plans will be replaced as far as it possible with electronic versions and messages distributed through social media. However, material will still be provided bilingually and in other hard copy formats on request. Community events will still be supported however the amount of print material and resources will need to reduce. Corporate plans in hard copy will still be made available in key locations across the authority, however the quantities produced will be fewer.</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?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Neutral</b>	<b>Material will still be supported but in less quantity. Various copy formats will continue to be available.</b>
<b>Disability</b>	<b>Neutral</b>	“
<b>Gender Reassignment</b>	<b>Neutral</b>	“
<b>Marriage &amp; Civil Partnership</b>	<b>Neutral</b>	“
<b>Pregnancy and Maternity</b>	<b>Neutral</b>	“
<b>Race</b>	<b>Neutral</b>	“
<b>Religion &amp; Belief</b>	<b>Neutral</b>	“
<b>Sex</b>	<b>Neutral</b>	“
<b>Sexual Orientation</b>	<b>Neutral</b>	“

**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

<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> <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>Older person's awareness resources, awareness material for young people regarding anti-social behaviour/hate crime/bullying etc. has been provided through this budget historically. The budget supports the annual voluntary sector achievement awards which does attract nominations from organisations supporting groups with protected characteristics. However, there is no statistical information that measures the reach of promotional campaigns and the extent to which any person with a protected characteristic benefits from information received.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b> <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. This is a new proposal to assist the authority in delivering a balanced budget for the coming financial year and is part of 22% non-grant cuts to the total Corporate Policy Unit budget.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <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 impact and the comparison to previous financial years, including whether other mechanisms to promote messages have been successful.</p>
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<p><b>9</b></p>	<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>Engagement events do run with an evaluation questionnaire <del>for</del><u>from</u> attendants. The feedback from these questionnaires will be used to determine whether the right level of information has been provided.</p>
<p><b>10</b></p>	<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>
<p><b>11</b></p>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Material and publications will be published increasingly in electronic format. This approach will be mindful of the needs or particular sections of the community, including people who do not, or cannot, access internet material. Other format material will be provided using the remaining budget as needed.</p>
<p><b>12</b></p>	<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>

<b>13</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 Unit Manager
<b>Name of Head of Service:</b>	Stephen Harries- Interim Head of Business Improvement