

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.

NAME OF NEW OR REVISED PROPOSAL *	Caerphilly County Borough Council Local Toilets Strategy
DIRECTORATE	Communities
SERVICE AREA	Public Protection
CONTACT OFFICER	Ceri Edwards

***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.**

INTRODUCTION

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.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

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](#).

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The aim of this strategy is to review the quality and quantity of local toilets throughout the county borough and to provide or facilitate the provision of clean, safe, accessible and sustainable toilets for residents and visitors to the Borough at locations where the need for such facilities has been identified.</p> <p>Part 8 of the Public Health (Wales) Act 2017: Provision of Toilets came into force on 31 May 2018 and places a duty on each local authority in Wales to prepare and publish a local toilets strategy for its area.</p> <p>Local authorities in Wales now have the responsibility to:</p> <ul style="list-style-type: none">• assess the need for toilet provision for their communities;• plan to meet those needs;• produce a local toilets strategy; and• review the strategy, update and publicise revisions. <p>Local authorities must prepare and publish their strategies within one year from 31 May 2018. The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Caerphilly County Borough Council is required to publish a statement of progress.</p> <p>The provision of local toilets for public use is not a statutory requirement of local authorities in Wales. Therefore, due to unprecedented financial cutbacks within local government, Caerphilly County Borough Council, like many other local authorities need to close down its traditional public toilet blocks. This strategy aims to mitigate</p>
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	<p>potential impacts by making toilets in more council facilities available for public use and to work with the private sector to help promote their facilities.</p> <p>The strategy includes locations and details of existing toilets for public use.</p>
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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.)</i></p> <p>The Local Toilets Strategy affects the public generally including those people that live, work in, or visits the county.</p>
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IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<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>The strategy aims to improve the provision of local toilets across the county for the benefit of all.</p> <p>Whilst some existing facilities might close others will be identified and made available for public use. All future provision will so far as reasonably practicable ensure geographic coverage across the county borough with emphasis placed on areas of higher usage such as highstreets and parks.</p> <p>The Council has contacted national retailers who operate within the Borough as part of a collaborative exercise across Wales to establish whether these businesses would be prepared to be part of the strategy by allowing their toilet facilities to be used by non-customers, signposted via national websites and phone apps and agreeing to display a sticker showing the national toilet logo. The results were extremely disappointing; no businesses located within the Borough volunteered to offer their toilet facilities to the public and to be mapped. A similar exercise was also conducted whereby the Council contacted 97 local businesses to ascertain whether they would be prepared to participate. Just 7 of these agreed to allow their facilities to be mapped and formally included in this strategy; however a few did comment that they would allow non-paying customers to use their toilets on request.</p>
	<p>Actions required:</p> <ol style="list-style-type: none">1. Undertake consultation on the draft Local Toilets Strategy.2. Review the consultation feedback3. Take steps to mitigate any negative impacts.

4. What are the impacts of the proposals?					
Protected Group		Positive Impact?	Negative Impact?	No Specific Impact	What will the impact be? If the impact is negative how can it be mitigated? (action)
Sex	Male	X			The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral/accessible toilets.
	Female	X			The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral /accessible toilets.
Gender Reassignment	Transgender	X			The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral /accessible toilets.
Religion					
Race					
Disability		X			<p>The strategy aims (where practical) to improve the quantity and quality of toilet and changing facilities for individuals with a disability across the county. New developments are required to provide facilities for disabled users.</p> <p>Toilets are more important to certain groups within society, including people with disabilities and people with particular needs (including certain medical problems). These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on disabled people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity. Details of toilet and changing facilities for individuals with a disability are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p>

					Action: Use the consultation process to seek views and information from individuals and from groups representing disabled people.
Sexual Orientation				X	
Age	Older People	X			<p>Toilets are more important to certain groups within society, including older people. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity in later life.</p> <p>The draft Strategy aims to provide (where practical) improved quantity and quality of toilets for the benefit of all users.</p> <p>Details of toilet facilities are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p> <p>Action: Use the consultation process to seek views and information from individuals and from groups representing older people.</p>
	Children and Younger People (Under 25)	X			<p>The draft Strategy aims to provide (where practical) improved quantity and quality of toilets for the benefit of all users.</p> <p>Details of toilet facilities are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p> <p>Action: Use the consultation process to seek views and information from individuals and from groups representing younger people.</p>

Marriage & Civil Partnership				X	
Pregnancy & Maternity		X			<p>The draft Strategy aims (where practical) to provide improved quantity and quality of toilets for the benefit of all users including changing facilities for babies etc.</p> <p>Details of toilet facilities including changing facilities are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p>
Socio-economic Background		X			<p>Caerphilly County Borough Council does not intend to charge for the use of toilets within council premises.</p> <p>The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral/accessible toilets.</p>

<p>5</p>	<p>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.</p> <p><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 Equalities and Welsh Language Portal)</i></p> <p>The draft Local Toilets Strategy will not have any effect on opportunities for persons to use the Welsh language, and will not treat the Welsh language less favourably than the English language.</p> <p>The Strategy will adhere to the Welsh language standards in relation to signage, apps, resources, publications etc.</p>
	<p>Actions required: None</p>

INFORMATION COLLECTION

<p>6</p>	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Caerphilly County Borough Council does not hold data regarding numbers of individuals that make use of the existing toilet facilities.</p> <p>The Council has consulted with the public via a consultation exercise; the results of which are detailed in The ‘<i>Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report</i>’ which is available via the Council’s website.</p> <p>Analysis of the feedback from the Needs Assessment has informed the direction of the strategy.</p>
	<p>Actions required: A formal consultation exercise will be undertaken regarding the content of the draft strategy which may provide some relevant information. The draft strategy and the Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report will be posted on the council website. In addition, direct engagement will be made with all relevant organisations, including those previously contacted during the initial consultation exercise. A comprehensive list of consultees (including those with protected characteristics) is available in the <i>Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report</i>, via the council’s website.</p>

CONSULTATION

7 What consultation has taken place?

(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)

A multi-disciplinary group (including the Council's Equalities Officer) was established so that the strategy could be developed with input from a cross section of Local Authority services. This approach was considered vital in order to capture all available baseline line data and to maximise opportunities to improve toilet provision in the County Borough. Due regard was made to demographic and health data detailed in a separate report '*Overview of the Caerphilly County Borough area Demographic and Health Data*'.

Engagement with other public bodies, community groups, private enterprise and the public was undertaken to understand what is currently on offer and how any gaps in this contribution can be mitigated.

A public consultation was undertaken throughout September 2018 to assess the needs of residents, and people visiting or working within the county borough. Key engagement mechanisms included:

- Online - via the CCBC Website, social media (including Facebook and Twitter) and on partner organisations' websites
- E-mail alerts and correspondence
- The September 2018 edition of the Council's newsletter "Newslines" delivered to every household within the borough)
- Face to face – discussions at Voluntary Sector Liaison Committee, Voluntary Sector Forum, Caerphilly Youth Forum and Caerphilly Access Forum.
- Paper Questionnaires – requested by groups and residents.

A total of 357 responses were received and have been analysed; the results of which are detailed in the *Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report* and have been used to influence the content of this strategy. A list of organisations consulted is detailed in the report.

A further public consultation is proposed on the draft strategy will take place for approximately twelve weeks commencing in December 2018.

Both the '*Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report*' and the '*Overview of the Caerphilly County Borough area Demographic and Health Data*' report will be made available via the

	<i>Council's website during the formal Strategy consultation period. .</i>
	Actions required: Full consultation will take place and feedback will be taken into consideration and the strategy amended accordingly.

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>There are limitations in the data that we hold and the intention is to use this consultation process to strengthen our understanding.</p> <p>Caerphilly CBC will prepare an interim progress report setting out the steps taken in line with their strategy every two year period commencing from the date of the last published strategy. The interim progress report will be published within six months of the end date of the two year period. Therefore, following publication in May 2019, the review will take place before the end of May 2021 and published before the end of November 2021.</p> <p>Caerphilly CBC will also review the local toilet strategy within a year of each ordinary election for its area. The next election date in Wales is Thursday 5 May 2022 so the latest date for review is 4 May 2023. If no changes are made to the strategy following the post-election review then Caerphilly CBC will publish an interim progress statement covering a two year period commencing from the date of the last election. Caerphilly CBC may review its strategy at any time following which it must publish a statement of the steps which it has taken in accordance with the strategy. If following a review, Caerphilly CBC decides to revise the strategy it will publish the revised strategy and then prepare an interim progress report covering the two year period commencing from the date of publication.</p>
	<p>Actions required: . Continue to review feedback via established complaints and service requests systems.</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>The public consultation already undertaken regarding assessment of needs and the forthcoming formal consultation on the draft strategy will result in the collection of data. This data will inform the development of the final strategy.</p>
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	<p>Feedback received via established complaints and service requests will be reviewed.</p> <p>Engagement with town management groups, community groups , clubs and organisations.</p>
	<p>Actions required:</p> <p>Consideration will be given to all responses submitted as part of the consultation process. Responses will help to formulate the content of the strategy and future revisions.</p> <p>Continue to review feedback via established complaints and service requests systems.</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>Not as yet but this will be considered during the process.</p>
	<p>Actions required: None</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral</p> <p>The strategy aims (where practical) to improve the quantity and quality of disabled and accessible toilet facilities across the county. New developments are required to provide facilities for disabled users.</p> <p>Toilets are more important to certain groups within society, including people with disabilities and people with particular needs (including certain medical problems), older and younger people. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on disabled and/or older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people’s ability to maintain independence and dignity. It could also stop people from visiting certain areas. E.g. parks, if there are no facilities some people might choose to travel out of county because they know facilities including toilets are available to them</p> <p>The draft Strategy aims (where practical) to provide improved quantity and quality of toilets for the benefit of all users including changing facilities for babies etc. Caerphilly County Borough Council does not intend to charge for the use of toilets within council premises.</p>
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Summary of Proposed Actions:

1. Undertake consultation on the draft Local Toilets Strategy. A consultation exercise will be undertaken regarding the content of the draft strategy which may provide some relevant information. The draft strategy and the Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report will be posted on the council website. In addition, direct engagement will be made with all relevant organisations, including those previously contacted during the initial consultation exercise. A comprehensive list of consultees (including those with protected characteristics) is available in the Caerphilly County Borough Council Local Toilets Needs Assessment Consultation report, also available via the council’s website. Use the consultation process to seek views and information from individuals and from groups representing people with protected characteristics. Use the consultation process to seek views and information from individuals and from groups representing older and younger people.
2. Review the consultation feedback. Full consultation will take place and feedback will be taken into consideration. Responses will help to formulate the content of the strategy and future revisions.
3. Take steps to mitigate any negative impacts.
4. Continue to review feedback via established complaints and service requests systems.

12 **What outcome does this Equality Impact Assessment suggest you take?** You might find that more than one applies. Please explain why you have come to this decision.

Outcome 1	X	No major change needed – the EIA hasn’t identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination.

Completed by:	Ceri Edwards
Date:	10.11.2018
Position:	Environmental Health Manager