

## Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

### **How should you assess impact?**

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

**It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.**

The form should be completed electronically and returned to the Equalities Section :

[LJBrown@valeofglamorgan.gov.uk](mailto:LJBrown@valeofglamorgan.gov.uk)

If you have any queries, telephone: 01446 709362

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Policy/practice title: Change Process in Chief Executive's Department</b> |
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|                                                                                |  |
|--------------------------------------------------------------------------------|--|
| <b>Who is responsible for developing and implementing the policy/practice?</b> |  |
|--------------------------------------------------------------------------------|--|

|                                 |                                                                               |
|---------------------------------|-------------------------------------------------------------------------------|
| Name: Bev Noon and Tony Curliss | Job Title: Operational Managers                                               |
| Directorate: Chief Executive    | Division: Directorate, including Youth Offending Service and Contact One Vale |

|                                                |
|------------------------------------------------|
| Assessment Date: 1 <sup>st</sup> November 2010 |
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### 1. Objectives

|                                                                                    |
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| <b>What are the objectives of the policy/practice being developed or reviewed?</b> |
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| To ensure that services are maintained as far as possible within limited resources |
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### 2. Background data:

| <b>Who is intended to benefit from this policy/practice?</b>                                                                          | <b>Please ✓</b>                                 |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| All residents of the Vale of Glamorgan                                                                                                | ✓                                               |
| Internal departments (please state):                                                                                                  | ✓                                               |
| Customers/residents in a specific geographical location                                                                               |                                                 |
| Specific customers (age, gender, etc.)<br>Please identify: People over 65 dementia related illnesses and resultant residential needs. | ✓<br>South Wales Police;<br>young sex offenders |
| Other<br>Please specify:                                                                                                              | n/a                                             |

|                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|
| <b>What research or baseline information do you have about how your service is used by various groups of people?</b> |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Monitoring is conducted in the Youth Offending Service on gender, age, ethnicity, and language choice. The recording of language choice is not currently compulsory due to software limitations but relevant employees have been specifically advised to request and record the data. Mental and physical health are recorded as part of each individual assessment.<br>Contact One Vale (C1V) records language choice, gender and disability (in adult services). |
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### 3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

| <b>Please ✓</b> | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
| Women           |            | ✓         |
| Men             | ✓          |           |

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

| <b>Please ✓</b> | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
| Women           | ✓          |           |
| Men             |            | ✓         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Please give details of the negative impact?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sex offenders are predominately male. The appropriate adult provision in the Youth Offending Service (YOS) will be scaled down on evenings and weekends as a result of budgetary constraints and the transferring of Police custody suite to Cardiff. This may result in longer periods of detention for young people. Removal of funding for support for sex offenders will also impact on young people accused of sex offences. Some vacancies will not be filled in Contact One Vale (C1V), though the gender impact of this is considered to be neutral. In YOS, four members of staff affected, 1 to be made redundant (woman) and 3 are having hours reduced (2 women, 1 man). These posts currently provide 'added value' to reduce offending, and have less contact directly with young offenders and therefore have been prioritised for being reduced. |
| <b>Please give details of the positive impact?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| A part-time post may be created in YOS that will likely be of interest to those with caring responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>What action(s) can you take to mitigate the negative impact?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Training for staff on working with sex offenders will be provided. Volunteers acting as appropriate adults will be available to provide an appropriate adult service. Two members of YOS staff are eligible to access the redeployment service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>What action(s) can you take to have a more positive impact?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Training will be coordinated with social services to work jointly on sex offender issues.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>What supporting evidence do you have?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Data on service usage and employment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

#### 4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

| <b>Please</b> ✓                      | <b>Yes</b> | <b>No</b> |
|--------------------------------------|------------|-----------|
| Black and minority ethnic population |            | ✓         |
| Economic migrants                    |            | ✓         |
| Asylum seekers and refugees          |            | ✓         |

Will the policy/practice have a **positive impact** on the following groups?

| <b>Please</b> ✓                      | <b>Yes</b> | <b>No</b> |
|--------------------------------------|------------|-----------|
| Black and minority ethnic population | ✓          |           |
| Economic migrants                    | ✓          |           |
| Asylum seekers and refugees          | ✓          |           |

|                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Please give details of the negative impact?</b>                                                                                                                                                                                                                                                         |
| A negative impact has not been identified. White British males are the predominate group among young offenders in the Vale of Glamorgan; offenders from Black and other minority ethnic groups are rarely identified.<br>In C1V the hate crime helpline for reporting racist incidents will be maintained. |

|                                                                                                                                                                                                                        |
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| <b>Please give details of the positive impact?</b>                                                                                                                                                                     |
| In C1V a heavier reliance on service provision via electronic media such as web-based and text based systems will provide more time for operators to take calls and to access facilities such as translation services. |
| <b>What action(s) can you take to mitigate the negative impact?</b>                                                                                                                                                    |
| n/a                                                                                                                                                                                                                    |
| <b>What action(s) can you take to have a more positive impact?</b>                                                                                                                                                     |
| None identified                                                                                                                                                                                                        |
| <b>What supporting evidence do you have?</b>                                                                                                                                                                           |
| Ethnicity data on young offenders; employment data                                                                                                                                                                     |

## 5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

| <b>Disability: please ✓</b> | <b>Yes</b> | <b>No</b> |
|-----------------------------|------------|-----------|
| Visually impaired           |            | ✓         |
| Hearing impairment          |            | ✓         |
| Physically disabled         |            | ✓         |
| Learning disability         | ✓          |           |
| Mental health problem       |            | ✓         |
| Other:                      |            | ✓         |

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

| <b>Disability: please ✓</b> | <b>Yes</b> | <b>No</b> |
|-----------------------------|------------|-----------|
| Visually impaired           | ✓          |           |
| Hearing impairment          | ✓          |           |
| Physically disabled         | ✓          |           |
| Learning disability         | ✓          |           |
| Mental health problem       | ✓          |           |
| Other:                      |            |           |

|                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Please give details of the negative impact?</b>                                                                                                                                                                                                                                                                                                                                                |
| In YOS, evidence suggests that young sex offenders are more likely to have a learning disability such as ADHD.                                                                                                                                                                                                                                                                                    |
| <b>Please give details of the positive impact?</b>                                                                                                                                                                                                                                                                                                                                                |
| In C1V, more reliance will be placed on service provision through new technology such as web based and text based facilities, which will be more accessible for many disabled service users. Reasonable adjustments will continue to be made in all instances, and reliance on new technology will enable operators to spend more time with customers who do not have access to these facilities. |
| <b>What action(s) can you take to mitigate the negative impact?</b>                                                                                                                                                                                                                                                                                                                               |
| In YOS, training for staff on working with sex offenders will be provided.                                                                                                                                                                                                                                                                                                                        |
| <b>What action(s) can you take to have a more positive impact?</b>                                                                                                                                                                                                                                                                                                                                |

In C1V, ensure that front-line operators receive disability awareness training.

**What supporting evidence do you have?**

In C1V, external organisations' advice on the provision of accessible information e.g. Royal National Institute of Blind People (RNIB), Royal National Institute for Deaf People (RNID). Data on media used for service access.

**6. Welsh language**

Will the policy/practice have a **negative impact** on the Welsh language?

| <b>Please</b> ✓ | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
|                 |            | ✓         |

Will the policy/practice provide a **positive impact** on the Welsh language, in accordance with the Council's Welsh Language Scheme, e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms, etc.?

| <b>Please</b> ✓ | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
|                 | ✓          |           |

**Please give details of the negative impact?**

None identified - existing Welsh language service provision commitments will be maintained.

**Please give details of the positive impact?**

In C1V a target has been set to maintain the proportion of Welsh speaking operatives.

**What action(s) can you take to mitigate the negative impact?**

n/a

**What action(s) can you take to have a more positive impact?**

No additional actions have been identified.

**What supporting evidence do you have?**

YOS – anecdotal evidence indicates that very few young offenders speak Welsh as a first language. Documentation is translated as required in accordance with the Council's Welsh Language Scheme. Language choice will be recorded in future. C1V- customers are provided with English or Welsh language choice at first point of contact. Subsequent communications are conducted in the language of choice.

**7. Age**

Will the policy/practice have a **negative impact** for younger/older people?

| <b>Please</b> ✓ | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
| Under 25 years  | ✓          |           |
| Over 50 years   |            | ✓         |

Will the policy/practice provide a **positive impact** for younger/older people?

| <b>Please</b> ✓ | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
| Under 25 years  |            | ✓         |
| Over 50 years   |            | ✓         |

**Please give details of the negative impact?**

The provision of duty cover for young offenders will be discontinued on evenings and weekends as a result of budgetary constraints and the transferring of Police custody suite to Cardiff. This may result in longer periods of detention for young offenders. Support for young sex offenders will also be reduced as part of the package of budget savings.

**Please give details of the positive impact?**

None identified

**What action(s) can you take to mitigate the negative impact?**

YOS - training on working with young sex offenders will be provided to staff.  
C1V – the loss of 2 posts in the Telecare alarm system section will be offset by the absorption of work by C1V operators so that service levels will be maintained.

**What action(s) can you take to have a more positive impact?**

YOS - training will be coordinated with social services to work jointly on sex offender. Police will be provided with an appropriate adult service staffed by volunteers. Volunteers will be contacted by C1V to see if they are able to attend the custody suite.

**What supporting evidence do you have?**

Data on service users.

**8. Religion and belief**

Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

| Religion/belief: please ✓ | Yes | No |
|---------------------------|-----|----|
|                           |     | ✓  |

Will the policy provide a **positive impact** for people with different religions or beliefs?

| Religion/belief: please ✓ | Yes | No |
|---------------------------|-----|----|
|                           |     | ✓  |

**Please give details of the negative impact?**

None identified

**Please give details of the positive impact?**

None identified

**What action(s) can you take to mitigate the negative impact?**

n/a

**What action(s) can you take to have a more positive impact?**

n/a

**What supporting evidence do you have?**

Religion and belief is not currently monitored, though services are delivered in accordance with the Council's equal opportunity policy and within statutory guidelines so as to ensure that discrimination on grounds of religion and belief does not occur.

**9. Sexual orientation**

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals

| Sexual orientation: please ✓ | Yes | No |
|------------------------------|-----|----|
| Gay men/lesbians/bisexuals   |     | ✓  |

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

| <b>Sexual orientation: please</b> ✓ | <b>Yes</b> | <b>No</b> |
|-------------------------------------|------------|-----------|
| Gay men/lesbians/bisexuals          |            | ✓         |

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Please give details of the negative impact?</b>                                                                                                  |
| A negative impact has not been identified.                                                                                                          |
| <b>Please give details of the positive impact?</b>                                                                                                  |
| None identified.                                                                                                                                    |
| <b>What action(s) can you take to mitigate the negative impact?</b>                                                                                 |
| n/a                                                                                                                                                 |
| <b>What action(s) can you take to have a more positive impact?</b>                                                                                  |
| n/a                                                                                                                                                 |
| <b>What supporting evidence do you have?</b>                                                                                                        |
| The hate crime helpline, which monitors homophobic incidents that occur within the Vale of Glamorgan, will not be affected by the proposed changes. |

## 10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

|                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)</b>                                                                                   |
| Formally through correspondence, Cabinet and at YOS Management Board meetings. Consultation with unions and staff have taken place.                                                                                                        |
| <b>Who was consulted?</b>                                                                                                                                                                                                                  |
| YOS Management Board, South Wales Police, employees, trades unions (scheduled for December 2010), TAIH, Cabinet, partner organisations.                                                                                                    |
| <b>How have the results of the consultation been implemented?</b>                                                                                                                                                                          |
| YOS – consultation with staff has resulted in the acquisition of a pool car to replace a minibus – this has saved mileage costs, reduced the Council's carbon footprint and provided a better service to young offenders when transported. |

## 11. Monitoring

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>How will you monitor the impact of this policy on service users?</b>                                                                                    |
| Performance statistics, complaints, with partners at YOS Management Board meetings, monitoring of re-offending in YOS.                                     |
| <b>What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?</b> |
| In addition to data already collected:                                                                                                                     |

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| C1V – disability will be monitored in adult services provision<br>YOS – language choice of young offenders. |
|-------------------------------------------------------------------------------------------------------------|

**Publication of policy**

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?

|                                                                                                                  |
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| Details will be publicised as part of the general publicity that accompanies the Council's budget announcements. |
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**12. Further action**

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

**13. Completed Impact Assessments:**

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

**14. Authorisation**

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

|                     |       |
|---------------------|-------|
| Approved by (name): | Date: |
| Designation:        |       |