

# Equality Impact Assessment

## APPENDIX I

Please click on headings to find [general guidance](#) or section guidance with an example.

You will find supporting information in appendices at the end of the guidance.

When you start to assess your proposal, arrange to meet Tim Greaves, Equality Co-ordinator, for specific guidance. Send the completed form to him for a final check and so that he can publish it on our Vale of Glamorgan equality web pages.

Please also contact Tim Greaves if you need this equality impact assessment form in a different format.

### 1. [What are you assessing?](#)

Revenue Budget Proposals for 2018/19
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### 2. [Who is responsible?](#)

<b>Name</b>		<b>Job Title</b>	
<b>Team</b>	Corporate Management Team	<b>Directorate</b>	All Services

### 3. [When is the assessment being carried out?](#)

<b>Date of start of assessment</b>	November 2017
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### 4. [Describe the proposal?](#)

#### What is the purpose of the proposal?

The proposals detail the revenue budget for all services across the authority for 2018/19 and indicative budgets for 2019/20 and 2020/21.

#### Why do you need to put it in place?

The Council is required under statute to fix the level of Council Tax for 2018/19 by 11<sup>th</sup> March 2018. In order to achieve this a balanced revenue budget has to be produced and

# Equality Impact Assessment

agreed.

## **Do we need to commit significant resources to it (such as money or staff time)?**

The proposed net revenue budget for the authority for 2018/19 is over £200 million. The budget has been developed by the Budget Working Group following discussions with Directors and appropriate Cabinet members.

## **What are the intended outcomes of the proposal?**

To achieve a balanced budget which agrees the cost envelope for Council services for the coming financial year.

## **Who does the proposal affect?**

It affects everyone who works for the Council, its customers and the residents of the Vale of Glamorgan.

## **Will the proposal affect how other organisations work?**

This will vary according to the service and the nature of the changes that have to be made. Where these could potentially have a high impact upon other organisations (e.g. changes to service level agreements with third sector organisations), these will be subject to further consultation and analysis prior to any change in policy or approved saving being implemented. The Reshaping Services programme will explore alternative models for service delivery which could have a direct impact on other organisations.

## **Will the proposal affect how you deliver services?**

The impact of the final revenue budget proposals for 2018/19 will vary according to the service and the nature of the changes to be made. Where these could potentially have a high impact upon clients with protected characteristics these will be subject to further consultation and analysis prior to any change in policy or approved saving being implemented.

In reviewing its many cost pressures, the Council has allocated the scarce resources available to it to meet its highest priorities. This process has regard to the impact upon different services and their client base. Additional funding has been allocated in 2018/19 to benefit Education & Schools and Adult Social Services. Savings required from all services have been phased over a number of years in order to allow sufficient time to address existing costs pressures whilst ensuring that areas for savings are achievable and sustainable, and that the potential equality impacts of implementing the savings and/or changing existing policy have been fully considered. The Council's Reshaping Services programme has identified a number of savings to be progressed during 2018/19 which will also necessitate engagement and consultation with those affected.

# Equality Impact Assessment

## **Will the proposal impact on other policies or practices?**

Where this is apparent appropriate regard will be made to the potential impact upon other policies or practices and their consequent implications for clients or groups meeting the protected characteristics in line with existing processes for determining equality impacts. This includes actions taken under the Council's Reshaping Services programme.

## **Can you change the proposal so that it further promotes equality of opportunity and fosters good relations?**

Any alterations to policies will have due regard to the results of consultation exercises with the relevant individuals or groups affected. Wherever possible mitigating action will be taken to minimise the impact upon those displaying the protected characteristics.

## **How will you achieve the proposed changes?**

Various project boards have been or will be established in order to implement the various changes to service delivery required to meet the budget.

## **Who will deliver the proposal?**

All Chief Officers are required to ensure that their expenditure is within the agreed budget and the necessary EIAs are completed.

## **How will you know whether you have achieved the proposal's purpose?**

Regular monitoring will be undertaken and reported to Cabinet and Scrutiny Committees. Progress will also be reported to the Reshaping Services Programme Board.

## **5. What evidence are you using?**

### **Engagement (with internal and external stakeholders)**

The initial revenue budget proposals were discussed by Cabinet, all Scrutiny Committees and the Schools Budget Forum during November and December 2017.

### **Consultation (with internal and external stakeholders)**

The Future of Council Services, the 2018-19 budget consultation exercise, was carried out between 8<sup>th</sup> December 2017 and 19<sup>th</sup> January 2018. Residents, partners and staff were all invited to share their views on how the Council should seek to meet the budget shortfall in the next financial year. There were 310 responses to the consultation. The

# Equality Impact Assessment

majority of respondents agree that the Council needs to make significant changes to the way it operates in order to make the required savings. The majority supported the proposals to allow community groups to deliver non-statutory services and increasing charges for anti-social behaviour. There was also support for charging for non-statutory services so that they run on a cost recovery basis, however the proposal to increase Council tax to the Welsh average was not favoured with around 50% of respondents disagreeing with this proposal.

## National data and research

The funding made available from Welsh Government is key in setting the budget and the final settlement was received in December 2017. The way in which the settlement is calculated is the subject of ongoing review of both data and methodology during the preceding year

## Local data and research

The funding methodology uses the detailed data that relates to the Vale of Glamorgan Council e.g. population, number of school age children etc

## 6. [How robust is the evidence?](#)

### Does it show what the impact will be (positive and negative)?

Each service is able to draw upon a variety of existing statistical and other data in relation to their relevant external and internal client groups (including staffing).

### What are the gaps?

During 2015/16, baseline assessments were drawn up for each service as part of the Council's Reshaping Services programme which have informed the process for determining the optimal models of service delivery. Up to date information with regard to individual services will be used to mitigate any gaps.

### What will you do about this?

Proposals for savings and changes to policy, which may have a potentially high impact upon clients, will be subject to further consultation and analysis prior to any approved saving/policy change being implemented.

# Equality Impact Assessment

## What monitoring data will you collect?

We will continue to monitor the revenue budget across all service areas to ensure compliance with the agreed final budget and the outcome of individual EIAs that are undertaken.

## How often will you analyse and report on this?

Monthly budget reports and quarterly Performance Indicator reports are presented to Cabinet and Scrutiny Committees.

Any additional reports will be dependent upon the exact nature of the saving or policy change (Including Reshaping Services), the results of the equality impact assessment and the data to be collected.

## Where will you publish monitoring data and reports?

All committee reports are available on the Council's website.

All changes in policy or savings proposals that require an equality impact assessment will be published on the Council's website.

## 7. [Impact](#)

### Is there an impact?

The impact of the final revenue budget proposals for 2018/19 will vary according to the service and the nature of the changes to be made.

Areas for savings and potential changes in policy have been subject to separate impact assessment to determine whether there may be any possible equality impact. Any savings area or change in policy that may impact upon a protected characteristic will be subject to a full Equality Impact Assessment before the saving/policy change is implemented. In addition, those services that make up the Council's Reshaping Services programme will include extensive engagement and consultation with clients and staff.

### If there is no impact, what is the justification for thinking this? Provide evidence.

N/A

# Equality Impact Assessment

## **If there is likely to be an impact, what is it?**

Where service changes could potentially have an impact upon clients with protected characteristics these will be subject to further consultation and analysis prior to any change in policy or approved saving being implemented.

### **Age**

According to the 2011 Census the population of the Vale of Glamorgan was 126,336 with the following age profile :

- Under 16 - 23,832
- Between 16 and -64 - 79,449
- Over 65 - 23,055

Individual assessments will be undertaken to consider whether there is an impact on a particular age range.

### **Disability**

According to the 2011 Census there were 25,629 residents of the Vale of Glamorgan who had a health problem or disability that limits day to day activities in some way. Individual assessments will be undertaken to consider whether there is an impact on these residents.

### **Gender reassignment, including gender identity**

No data available. Individual assessments will be undertaken to consider whether there is an impact.

### **Marriage and civil partnership (discrimination only)**

No data available. Individual assessments will be undertaken to consider whether there is an impact

### **Pregnancy and Maternity**

No data available. Individual assessments will be undertaken to consider whether there is an impact.

### **Race**

The Annual Population Survey produced by the Office for National Statistics for the year ending 30<sup>th</sup> September 2017 shows that 123,000 residents of the Vale of Glamorgan said they were from a white background with 3,000 residents saying they were from a non-white background.

Individual assessments will be undertaken to consider whether there is an impact on a particular race.

# Equality Impact Assessment

## Religion and belief

According to the 2011 Census there were 50,849 residents with no religion or no religion declared with the remaining 75,487 as follows :

- Christian - 73,384
- Buddhist - 356
- Hindu - 269
- Jewish - 90
- Muslim - 785
- Sikh - 75
- Other Religion - 528

Individual assessments will be undertaken to consider whether there is an impact on a particular religion.

## Sex

According to the 2011 Census the Vale of Glamorgan residents were 51.3% female and 48.7% male. The workforce of the Vale of Glamorgan Council is 68.9% female and 31.1% male.

Individual assessments will be undertaken to consider whether there is an impact on the gender of the residents and the workforce as appropriate.

## Sexual orientation

No data available. Individual assessments will be undertaken to consider whether there is an impact.

## Welsh language

According to the 2011 Census the percentage of people age three and over who spoke Welsh in the Vale of Glamorgan was 10.8%. Individual assessments will be undertaken to consider whether there is an impact on the use of the Welsh language.

**Human rights** Individual assessments will be undertaken to consider whether there is an impact on an individual's human rights.

## How do you know?

Further consultation and analysis will be undertaken prior to any change in policy or approved saving being implemented.

# Equality Impact Assessment

## **What can be done to promote a positive impact?**

Any alterations to policies will have due regard to the results of consultation exercises with the relevant individuals or groups affected. Wherever possible mitigating action will be taken to minimise the impact upon those displaying the protected characteristics above.

## **What can be done to lessen the risk of a negative impact?**

Mitigating action will be taken to minimise any negative impact. The nature of this intervention will vary depending on the service and the changes proposed.

## **Is there a need for more favourable treatment to achieve equal outcomes? (Disability only)**

This will be considered as part of any implementation process

## **Will the impact be positive, negative or neutral?**

Any savings area or change in policy that may impact upon a protected characteristic will be subject to a full Equality Impact Assessment before the saving/policy change is implemented.

## **8. Monitoring ongoing impact**

### **Date you will monitor progress**

Ongoing throughout the financial year

# Equality Impact Assessment

**Measures that you will monitor**

We will continue to monitoring the revenue budget across all service areas to ensure compliance with the agreed final budget and the outcome of individual EIAs that are undertaken in order to deliver the agreed final budget.

**Date you will review implemented proposal and its impact**

As part of the initial revenue budget proposals for 2019/20

**9. Further action as a result of this equality impact assessment**

Possible Outcomes	Say which applies
No major change	Mitigating measures will be taken for any adverse impact that is identified as a result of these proposals
Adjust the policy	Policy changes will be made as a result of any adverse impact that is identified as a result of these proposals
Continue the policy	
Stop and remove the policy	

**10. Outcomes and Actions**

**Recommend actions to senior management team**

It is recommended that the revenue budget is considered by Cabinet and full Council and outcomes and impacts will be monitored throughout the year

**Outcome following formal consideration of proposal by senior management team**

Budget has been discussed at Corporate Management Team

# Equality Impact Assessment

## 11. [Important Note](#)

Where you have identified impacts, you must detail this in your Cabinet report when seeking approval for your proposal.

## 12. [Publication](#)

Where will you publish your approved proposal and equality impact assessment?

In addition to anywhere you intend to publish your approved proposal and equality impact assessment, you must send a copy to Tim Greaves, Equality Co-ordinator, to publish on the equality pages of the Vale of Glamorgan website.

## 13. [Authorisation](#)

Approved by (name)	Carys Lord
Job Title (senior manager)	Head of Finance
Date of approval	9 <sup>th</sup> February 2018
Date of review	November 2018