

Equality Impact Assessment Form

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| Title and Description of Policy, Procedure, Practice or Decision (referred to as “policy” throughout form). | Final Revenue Budget Proposals 2013/14 |
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Who is responsible for developing and implementing the policy?

| | |
|--------------------|---------------------------|
| Name | Corporate Management Team |
| Job Title | Not Applicable |
| Directorate | All Services |
| Division | All Services |

1. Background and screening:

| | |
|--|-------------------------------|
| Who will be affected by this policy? | Please ✓ |
| Vale of Glamorgan residents | ✓ |
| Internal department(s) (please state which): All | ✓ |
| Customers/residents in a specific geographical location | ✓ Specify location: All areas |
| Specific group of customers: All | ✓ |
| Specify group(for example, a particular age group or gender, gypsy / traveller children in education, people with dementia): All | |
| Others | ✓ |
| Please specify: All | |

What research or baseline information do you have about how your service is used by various groups of people?

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). 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.

Will this policy have a significant effect on how services are delivered?

Yes ☒ No ☐

Please detail:

The average of the Council Tax set by councils in Wales for 2012/13 at Band D was £972.24, whilst the Vales was £940.05. The Councils view is that the proposed increase in Council Tax at 4.8% is a reasonable compromise between the pressure on services, the impact on vulnerable people of further cuts and the financial pressures facing council taxpayers.

The impact of the final revenue budget proposals for 2013/14 will also vary according to the service and the nature of the cost pressures to be mitigated and/or savings to be found. Where these could potentially have a high impact upon clients 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 2013/14 to benefit Education & Schools, Children & Young People, Adult Services and Youth Offending. The Council has also provided extra resources to help in mitigating the impact of Welfare Reform changes upon the most vulnerable members of society. It has also introduced a strategy to prioritise funding to Education & Schools and Social Services in future years. Savings required from all services have been phased over 4 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.

Will this policy have a significant effect on how other organisations operate?

Yes ☒ No ☐

Please detail:

This will vary according to the service and the nature of the cost pressures to be mitigated and/or savings to be found. 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.

Does the policy involve a significant commitment of resources?

Yes ☒ No ☐

Please detail:

Excluding transfers for additional responsibilities into the Revenue Support grant settlement, additional resources of £6.939M are proposed to be added to service budgets in 2013/14, the bulk of which (£4.251M) relates to Education and Schools and Social Services.

Does the policy relate to an area where there are known inequalities (for example, disabled peoples' access to public transport, the gender pay gap, racist or homophobic bullying in schools, educational attainment of Gypsies and Travellers)?

Yes ☒ No ☐

Please detail:

In reviewing its many cost pressures, the Council has allocated the scarce resources available to it to meet its highest priorities. It has also introduced a strategy to prioritise funding to Education & Schools and Social Services in future years. This process has regard to the impact upon different services and their client base. The Council has also provided funding to mitigate the impact of Welfare Reform changes upon the most vulnerable members of society.

What are the intended outcomes of the policy (outcomes to be specific, measurable, achievable, results oriented, time-based)?

Please detail:

The draft Corporate Plan 2013 to 2017 sets out the overall vision of the Council its values and expected outcomes. The proposals for the 2013/14 revenue budget are based upon the results of a Budget Review intended to ensure that a sustainable budget was achieved within predicted funding levels, the budget was aligned to the Council's priorities as set out in the Corporate Plan and that best value was being obtained through the identification of efficiency savings, opportunities for income generation and better use of external grants.

How will these be measured?

Please detail: Achievement of the outcomes set in the Corporate Plan will be subject to regular review and communicated through the Council's scrutiny committees to Cabinet as the executive group. The proposals contained within the 2013/14 revenue budget which involve changes to existing policy or achievement of savings by individual services which will require the completion of individual impact assessments including intended outcomes.

Will the policy impact upon other policies or practices?

Yes ☒ No ☐

Please detail:

Implementation of the budget proposals will require services to consider the policy impact upon other policies or practices and the completion of individual equality impact assessments where applicable.

What data or research is available on the policy (for example, statistics, survey results, best practice advice)?

Please detail:

The 2013/14 revenue budget has been prepared following consultation on both the initial budget proposals for 2013/14 and the draft Corporate Plan 2013 to 2017. Those groups consulted were Council scrutiny committees, members of the public, Local Service Board partners, town and community councils and the business sector.

Implementation of the budget proposals will require services to consider existing data or conduct further research as necessary when completing individual equality impact assessments.

Are there any gaps in data which necessitate further research or consultation?

Yes ☒ No ☐

Please detail:

The progression of individual actions by services to meet the budget proposals may require further prior consultation with affected groups and further research to be undertaken.

Is there any evidence that there are different levels of service uptake for different protected groups, for example, do men use the policy more than women?

Yes ☐ No ☒

Please detail:

The budget proposals impact upon all of those who live in the Vale of Glamorgan or use its services. However, individual assessments may be required to this effect in order to implement certain actions contained in the budget by the service concerned.

Is there any evidence that there are barriers that might exclude any of the protected groups from accessing the policy?

Yes ☐

No ☒

Please detail: N/A

If there are no barriers, what is your evidence to support this?

The budget proposals impact upon all of those who live in the Vale of Glamorgan or use its services. However, individual assessments may be required to this effect in order to implement certain actions contained in the budget by the service concerned.

Is there evidence that any of the protected groups will have different needs or priorities with regard to the proposed policy?

Yes ☐

No ☒

Please detail:

The budget proposals impact upon all of those who live in the Vale of Glamorgan or use its services. However, individual assessments may be required to this effect in order to implement certain actions contained in the budget by the service concerned.

Is there any evidence that the policy could discriminate, directly or indirectly, against people in any of the protected groups?

Yes ☐

No ☒

Please detail:

The budget proposals impact upon all of those who live in the Vale of Glamorgan or use its services. However, individual assessments may be required to this effect in order to implement certain actions contained in the budget by the service concerned.

Can anything be done further to promote equality of opportunity by altering the policy?

Yes ☐

No ☒

Please detail:

The 2013/14 budget proposals have had regard to issues of equality of opportunity. However, the progression of individual actions by services to meet the budget proposals may require further consideration to this area.

2. Relevance

Is an equality impact assessment relevant to this policy?

Yes ☒ No ☐

Where, as a result of the above screening, the officer responsible for the policy believes that an equality impact assessment is not relevant, they should initially discuss this with the Council's equalities coordinator, and record and explain the decision.

Please detail: N/A

3. Gender

Will the policy have a negative impact, directly or indirectly, on women or men?

Yes ☒ No ☐

Please detail evidence:

The 2013/14 final revenue budget proposals include the achievement of over £1M in savings from areas which could impact upon staffing levels and result in job losses. The majority of these areas are still subject to review but could equate to as many as 34 full time equivalent posts with redundancies of up to double this figure including part time working. Every effort will be made to mitigate this (e.g. through reductions in agency staff). Although spread across all services (excluding schools), it is anticipated that the majority of possible job losses would be in posts occupied by women who account for 68.62% of all non- schools staff (source: latest Public Sector Equality Duty Employment Information Report).

Depending upon the nature of the detailed savings proposed there might also be a potential for a negative gender implication on the end user/client particularly when seeking alternative ways to deliver services.

Will the policy have a positive impact, directly or indirectly, on women or men?

Yes ☒ No ☐

Please detail evidence:

The allocation of scarce resources to priority services such as Education and Schools and Social Services would seek to improve both the specific aspects of the service connected with gender and those aspects of the service utilised by client groups irrespective of gender.

Will the policy have no gender-specific impact?

Yes ☒ No ☐

Please detail evidence:

The allocation of scarce resources to priority services such as Education and Schools and Social Services would seek to improve both the specific aspects of the service connected with gender and those aspects of the service utilised by client groups irrespective of gender.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on men or women?

Please detail evidence:

Early consultation with the trades unions and staff; continuation of a monthly Change Forum with the trades unions to help co-ordinate the consultation process across services, the roll-out of measures such as the strengthening of the Council's redeployment process and where appropriate the targeted search for voluntary redundancies/reduced hours. Development of a workforce-planning programme as part of individual service plans. Consideration by the Chief Learning & Skills Officer of similar measures in relation to schools.

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. The development of alternative service provision including better use of technological advancements may also result in a service that is better suited to the changing needs of the end user.

Where additional savings are required these should be of low corporate priority and low risk to minimise the impact on the end user.

Detailed equality impact assessments will also be undertaken and mitigating action considered for each proposed area of saving having a high or medium risk rating prior to any approved saving being implemented.

4. Race

Will the policy have a negative impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)? Yes ☐ No ☒

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user. The production of detailed equality impact assessments will also have regard to any potential negative impact in respect of race, colour, nationality, ethnic or national origins.

Will the policy have a positive impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)? Yes ☐ No ☒

Please detail evidence:

Not directly, however, the allocation of scarce resources to priority services would seek to improve those aspects of the service utilised by client groups including those of different race, colour, nationality, ethnic or national origins.

Will the policy have no impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)? Yes ☒ No ☐

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk to minimise the impact on the end user.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the individual service equality impact assessments are identified.

5. Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Will the policy have a negative impact, directly or indirectly, on disabled people?

Yes ☒ No ☐

Please detail evidence:

Depending upon the nature of the detailed savings proposed there might be a potential for a negative disability impact on the end user/client. These will be dealt with as part of individual service equality impact assessments.

Will the policy have a positive impact, directly or indirectly, on disabled people?

Yes ☒ No ☐

Please detail evidence:

The allocation of scarce resources to priority services such as Education and Schools and Social Services would seek to improve both the specific aspects of the service connected with disability and those aspects of the service utilised by client groups irrespective of disability.

Will the policy have no impact, directly or indirectly, on disabled people?

Yes ☒ No ☐

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on disabled people?

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the individual service impact assessments are identified

The development of alternative service provision including better use of technological advancements may result in a service that is better suited to the changing needs of the end user.

6. Welsh language

Will the policy have a negative impact, directly or indirectly, on the Welsh language?

Yes ☐ No ☒

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user. The production of detailed equality impact assessments will also have regard to any potential negative impact in respect of the Welsh language.

Will the policy have a positive impact, directly or indirectly, on the Welsh language?

Yes ☒ No ☐

Please detail evidence:

The allocation of scarce resources to priority services such as Education and Schools will actively promote improvement in those aspects of the service utilised by client groups including Welsh speakers (e.g. Welsh medium schools).

Will the policy have no impact, directly or indirectly, on the Welsh language?

Yes ☒ No ☐

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on the Welsh language?

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. The development of alternative service provision including better use of technological advancements may also result in a service that is better suited to the changing needs of the end user.

Where additional savings are required these should be of low corporate priority and low risk to minimise the impact on the end user.

Mitigating action will also be considered where any potential negative impact resulting from the detailed impact assessments is identified in respect of the Welsh language.

7. Age

Will the policy have a negative impact, directly or indirectly, on different age groups (e.g. people over 50, people under 16)?

Yes ☒ No ☐

Please detail evidence:

Depending upon the nature of the detailed savings proposed there might be a potential for a negative age impact on the end user/client.

Will the policy have a positive impact, directly or indirectly, on different age groups?

Yes ☒ No ☐

Please detail evidence:

The allocation of scarce resources to priority services such as Education and Schools and Social Services would seek to improve both the specific aspects of the service connected with age and those aspects of the service utilised by client groups irrespective of age.

Will the policy have no impact, directly or indirectly, on different age groups?

Yes ☒ No ☐

Please detail evidence:

The allocation of scarce resources to priority services such as schools and social services would seek to improve both the specific aspects of the service connected with age and those aspects of the service utilised by client groups irrespective of age.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people of different age groups?

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of low corporate priority and low risk to minimise the impact on the end user. The development of alternative service provision including better use of technological advancements may also result in a service that is better suited to the changing needs of the end user (e.g. Telecare services).

Detailed equality impact assessments will be undertaken and mitigating action considered for each proposed area of saving having a high or medium risk rating prior to any approved saving being implemented.

8. Religion, belief or non-belief

Will the policy have a negative impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?

Yes ☐ No ☒

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user. The production of detailed equality impact assessments will also have regard to any potential negative impact in respect of different religions, beliefs and non-beliefs.

Will the policy have a positive impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?

Yes ☐ No ☒

Please detail evidence:

None directly but the allocation of scarce resources to priority services would seek to improve those aspects of the service utilised by client groups irrespective of their different religions beliefs and non-beliefs.

Will the policy have no impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?

Yes ☒ No ☐

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for people with different religions, beliefs or non-beliefs?

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality impact assessments are identified and there is a potential effect on user groups with different religions, beliefs or non-beliefs.

9. Sexual orientation

Will the policy have a negative impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?

Yes ☐ No ☒

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user. The production of detailed equality impact assessments will also have regard to any potential negative impact in respect of sexual orientation.

Will the policy have a positive impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?

Yes ☐ No ☒

Please detail evidence:

None directly but the allocation of scarce resources to priority services would seek to improve those aspects of the service utilised by client groups irrespective of their sexual orientation.

Will the policy have no impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?

Yes ☒ No ☐

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality assessments are identified and there is a potential effect on users or user groups of different sexual orientations.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for lesbians, gays, bisexuals or heterosexual people?

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality impact assessments is identified.

10. Gender Reassignment

Will the policy have a negative impact, directly or indirectly, on transgender people?

Yes ☐ No ☒

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user. The production of detailed equality impact assessments will also have regard to any potential negative impact in respect of transgender people.

Will the policy have a positive impact, directly or indirectly, on transgender people?

Yes ☐ No ☒

Please detail evidence:

None directly but the allocation of scarce resources to priority services would seek to improve those aspects of the service utilised by individuals or client groups irrespective of whether they are transgender.

Will the policy have no impact, directly or indirectly, on transgender people?

Yes ☒ No ☐

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality impact assessments are identified and there is a potential effect on individuals or user groups irrespective of whether they are transgender.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for transgender people?

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality impact assessments is identified.

11. Pregnancy and maternity

Will the policy have a negative impact, directly or indirectly, on women during pregnancy or maternity?

Yes ☐ No ☒

Please detail evidence:

It is the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of lower corporate priority and risk in order to minimise the impact on the end user. The production of detailed equality impact assessments will also have regard to any potential negative impact in respect of pregnancy or maternity.

Will the policy have a positive impact, directly or indirectly, on women during pregnancy or maternity?

Yes ☐ No ☒

Please detail evidence:

None directly but the allocation of scarce resources to priority services would seek to improve those aspects of the service utilised by individuals or client groups irrespective of pregnancy or maternity.

Will the policy have no impact, directly or indirectly, on women during pregnancy or maternity?

Yes ☒ No ☐

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality impact assessments are identified and there is a potential effect on individuals or user groups irrespective of pregnancy or maternity.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for women during pregnancy or maternity?

Please detail evidence:

Mitigating action will be considered where any potential negative impact resulting from the detailed equality impact assessments is identified.

12. Consultation and involvement

What consultation and involvement activities have taken place? (for example focus groups, public surveys, public meeting, etc.)

Please detail:

Consultation has taken place on the initial budget proposals for 2013/14 and draft Corporate Plan 2013 to 2017 with members of the public, Local Service Board, town and community councils and the business sector. All services have previously been provided with suggested contact points for consultation by the Council's Equalities Officer that are relevant to the detailed savings proposed. The exact nature and level of consultation will depend upon existing processes for consultation and the relative risks of the proposal to the end users.

What arrangements have been made to consult and involve people and organisations representing the protected characteristics, which have been identified as potentially being affected by the policy? (for example men, women, parents, carers, the black and minority ethnic community (including asylum seekers, refugees, economic migrants), disabled people, the Welsh speaking community, the lesbian, gay and bisexual community, transgender people, different faith groups, etc.)

Please detail:

This will depend upon the nature of each proposed saving/policy change and the associated risks. However, existing data on gender, ethnicity and disability will continue to be collated and used to inform this process.

How have the results of the consultation been implemented?

Please detail:

Regard has been given to the comments arising from consultation on the initial budget proposals for 2013/14 and draft Corporate Plan 2013 to 2017. Each proposed area for saving/change in policy will be risk assessed and further consultation carried out as necessary.

13. Monitoring**What monitoring data do you intend to collect? (for example the number of disabled people using your service)**

Please detail:

This will form part of the individual process for monitoring the implementation of the required savings/changes in policy by each service.

How often will you analyse and report this data?

Please detail:

Data is and will continue to be collated and used to inform individual decisions on savings/changes in policy.

Where will you publish the report on this data?

Please detail:

This forms part of the Final Revenue Budget Proposals for 2013/14 and the Corporate Plan 2013 to 2017. The Council will also publish an Annual Equality Report

14. 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, producing information in accessible formats, etc.)?

Please detail:

This assessment forms part of the Council's published Final Revenue Budget Proposals for 2013/14. Production of detailed equality impact assessments as savings are progressed and/or policies changed will involve prior consultation with affected groups as appropriate and the results published on the Council's website.

15. 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.

Please detail:

Detailed equality impact assessments will be carried out for each proposed area of saving categorised as medium or high risk prior to implementation of the proposed saving/policy change including details of any attendant mitigating actions.

16. Outcome

An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome of the impact assessment below.

Please tick as appropriate:

No major change – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

√

Adjust the policy – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote

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equality.

Continue the policy – the impact assessment identified the potential for adverse impact 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 policies.)

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Stop and remove the policy – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or changed.

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17. Authorisation

This equality impact assessment must be authorised by the relevant Head of Service or Operational Manager.

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|--------------------|--------------------------------|
| Approved by (name) | Sian Davies |
| Job Title | Managing Director |
| Date | 18 th February 2013 |

18. Completed Impact Assessments:

A copy of this form must be sent to the Equalities Coordinator for publication on the Council's website.