

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 2017/18

2. [Who is responsible?](#)

Name		Job Title	
Team	Corporate Management Team	Directorate	All Services

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

Date of start of assessment	November 2016
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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 2017/18 and indicative budgets for 2018/19 and 2019/20.
Why do you need to put it in place?

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The Council is required under statute to fix the level of Council Tax for 2017/18 by 11th March 2017. In order to achieve this a balanced revenue budget has to be produced and 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 2017/18 is £215.72 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 2017/18 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 2017/18 to benefit Education & Schools and Adult Services. Savings required from all services have been phased over 3 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

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a number of tranches to be progressed during 2017/18 which will also necessitate engagement and consultation with those affected

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. 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 2016. An online Q&A session with the Managing Director, via the Council's Twitter account, was undertaken in January 2017

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Consultation (with internal and external stakeholders)

The exercises that have been drawn upon are the 'Let's Talk about Well-being' engagement programme which was undertaken to inform the Public Service Board's draft Well-being Assessment and the 2016 Public Opinion Survey. This allowed engagement with over 2,000 residents regarding Council services and the budget. The main findings of the consultation exercise identified issues relating to the condition of roads and pavements, public transport and services for older people. Respondents were also in agreement that income generation is an approach the Council should take forward as a way of meeting the budget shortfall

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 2016. 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

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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 2017/18 will vary according to the service and the nature of the changes to be made.

All areas for savings and potential changes in policy have been subject to an initial scoping exercise 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

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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

How do you know?

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

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

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?

All areas for savings and potential changes in policy have been subject to an initial scoping exercise 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

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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

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 2018/19

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

Possible Outcomes	Say which applies
No major change	No potential for discrimination or adverse impact as a result of these proposals
Adjust the policy	
Continue the policy	
Stop and remove the policy	

10. Outcomes and Actions

Recommend actions to senior management team

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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

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?

On Council's website

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	13 th February 2017
Date of review	November 2017