

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

- \* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	<b>Temporary 20% reduction for FY 2019/20 in annual budget for the maintenance of Authority buildings</b>
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Property Services
<b>CONTACT OFFICER</b>	Mark Williams
<b>DATE FOR NEXT REVIEW OR REVISION</b>	

**\*Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b>  <i>Budget reduction</i></p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b>  <i>Potential to affect persons who use Authority buildings</i></p>

## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p><i>Yes the status quo will be maintained</i></p>	
<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b></p> <p>no</p>	
	<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>
	<b>Age</b>	<b>None</b>
	<b>Disability</b>	<b>None</b>
	<b>Gender Reassignment</b>	<b>None</b>
	<b>Marriage &amp; Civil Partnership</b>	<b>None</b>
	<b>Pregnancy and Maternity</b>	<b>None</b>
	<b>Race</b>	<b>None</b>
	<b>Religion &amp; Belief</b>	<b>None</b>
	<b>Sex</b>	<b>None</b>
	<b>Sexual Orientation</b>	<b>None</b>

<b>5</b>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>None</i></p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</b></p> <p>Property Services is currently allocated a budget of £1.658m per annum to maintain various corporate buildings. This budget funds non-discretionary essential services including cleaning, refuse collection, utility bills etc but some of the budget is used for discretionary works such as remodelling office areas to better suit service need, redecoration etc.</p> <p>It is proposed that the budget is reduced by 20% for FY 2019/20 only. Essential expenditure will continue but discretionary works will be paused.</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p>The proposal will be subject to the Council's MTFP Budget Consultation Process and that the EIA will be updated to reflect any views or feedback received.</p>
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## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b></p> <p><i>The intention is to complete all essential works. Expenditure will be monitored and if the budget is found to be insufficient it is anticipated that additional funding will be made available.</i></p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b></p> <p><i>See 8</i></p>

<b>10</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>Not required this is core work for Property Services</i>
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<b>11</b>	<b>If any adverse impact has been identified, please outline any mitigation action.</b>  <i>None</i>
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<b>12</b>	<b>What wider use will you make of this Equality Impact Assessment?</b>  <i>None envisaged</i>
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<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems 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 proposals.) <span style="float: right;"><input type="checkbox"/></span></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <span style="float: right;"><input type="checkbox"/></span></p>
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<b>Completed by:</b>	Mark Williams
<b>Date:</b>	8/11/18
<b>Position:</b>	HofS
<b>Name of Head of Service:</b>	Mark Williams