

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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.

NAME OF NEW OR REVISED PROPOSAL *	Establishment of a new Caerphilly Enterprise Fund which combines all of the current grant funding programmes run under the Regeneration Department
DIRECTORATE	Communities
SERVICE AREA	Regeneration & Planning – Urban Renewal and Business Support & Funding Teams
CONTACT OFFICER	Allan Dallimore Urban Renewal Team Leader dallia@caerphilly.gov.uk 01443 866441
DATE FOR NEXT REVIEW OR REVISION	N/A

***Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies,**

A greener place
Man gwyrddach



strategies, functions, procedures, practices, initiatives, projects and savings proposals.

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 for assistance.

PURPOSE OF THE PROPOSAL

1 What is the proposal intended to achieve? (Please give a brief description of the purpose of the new or updated proposal by way of introduction.)

A draft cabinet report presents a proposal to combine the existing regeneration grants into a single “**Caerphilly Enterprise Fund**” with a refocus towards offering improved support to start up businesses, stimulating economic growth, filling identified supply chain voids and supporting job creation. Officers have undertaken a comprehensive review of the current regeneration grant regimes, and have recommended merging the grants into a single, targeted grant regime with an economic output focus. This Caerphilly Enterprise Fund will look to streamline the existing grants processes and have one point of access, making it easier to navigate for applicants

The Cabinet report proposes the refocusing of all regeneration grants towards economic outputs under a streamlined grants protocol. The report advocates that the Community Regeneration Fund budget be identified as a possible MTFP saving and the remainder re-refocused towards supporting business and property grants that the department operates. *The 18/19 approved budgets for CRF are £100,057 revenue and £100,000 capital.* Likewise, it is proposed that the Community Regeneration Fund capital budget be redirected towards the property focused category of the proposed Caerphilly Enterprise Fund.

Effectively the report recommends the closure of the current CRF programme of grant funding as it operates at present. Whilst the purpose of the Community Regeneration Fund (CRF) has been to foster and enhance viable and sustainable communities within Caerphilly county borough, it is acknowledged that with reduced internal resources, the focus of grant activity should be focused in on economic outputs. The new Caerphilly Enterprise Fund will not exclude community groups from bidding into it but the focus of the grants will be much narrower.

The existing CRF Fund has traditionally enabled community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed for the benefit of the local community or service users. Since its inception in 2011 a wide range of groups have received grant aid at up to 80% intervention rate. Churches, sports clubs, scout groups, OAP groups and local community partnerships are regular recipients of the grant with bigger organisations such as GAVO and Inside Out also receiving monies from the fund

Comment [IS1]: Where are the results the review needs to be evidenced. Those impacted by the change in the CRF to the CEF should be consulted with to understand the impact upon them. This information should then be evidenced in the EIA and the Cabinet Report. The EIA should also evidence the mitigation that’s been done to lessen the impact on these groups.

Comment [IS2]: You say that the community groups will not be excluded but if you are changing the T’s & C’s of the fund then potentially some of these groups will no longer be eligible to apply??

Comment [IS3]: Community Regeneration Fund

Comment [IS4]: Reword to older people groups

2 Who are the service users affected by the proposal?

(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.).

The proposed Caerphilly Enterprise Fund will offer improved support to start up businesses and will offer a streamlined grants application process to existing SME’s that will be easier to access, be more responsive to the needs of the business community and help stimulate economic growth. Local businesses and entrepreneurs will benefit from a more focused and better funded grants programme.

The Enterprise fund will harmonise the existing Regeneration grants processes under one umbrella. The current CRF is used by voluntary and community groups to deliver community based projects that must have one of more of the following aims:

- they will enhance employment prospects and skills of local people, particularly the young and those at a disadvantage, and promote equality of opportunity
- they will protect and improve the local environment and infrastructure, and bring land and buildings into effective use
- they will enhance the quality of life of people through social, cultural and recreational opportunities
- they will promote and encourage local people to secure a sustainable future for local

Comment [IS5]: Have you evidenced that you have shown due regard and have consulted with these groups?

What about Well-being of Future Generations??

	<p>communities and/or encourage regeneration.</p> <p>With the proposed new regime, community groups and social enterprises will only be able to submit bids aimed at the first of the bullet points above, specifically at economic outputs</p> <p>In 2017-18, £129K revenue and £167K capital was allocated to 17 projects in 5 bidding rounds. The ability to fund third sector projects for anything other than economically focused projects would be lost if the current funding levels were identified as MTFP savings or vired to the new Caerphilly Enterprise Fund.</p>
--	--

IMPACT ON THE PUBLIC AND STAFF

3	<p>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? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposed Caerphilly Enterprise Fund will be delivered using protocols and processes that comply with the Council's equalities policy and the Welsh Language Act.</p> <p>The application process will be easier to navigate for potential grant applicants. The programme will be open and transparent and has been designed so that everyone has access to it.</p> <p>The creation of the Caerphilly Enterprise Fund will effectively bring a bigger pot of money for applicants to bid into.</p> <p>Actions required:</p> <p>Ensure that all applications under the proposed Caerphilly Enterprise Fund are fairly assessed in line with the fund criteria.</p> <p>Ensure that all marketing and promotional material is geared up to reach all sectors of the community.</p>
----------	---

Comment [IS6]: Strategic Equality Plan

Comment [IS7]: Maesure

Comment [IS8]: But they don't if you are changing the T's & C's?? This is aimed at narrowing the criteria which ultimately will prevent some community groups from applying.

4	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?).</i></p> <p><u>Direct Effect</u> It is acknowledged that the new focus on economic activity will re-route budgets away from traditional community projects as outlined in the last three bullet points outlined under Section 2 above. It should be noted however, that most CRF projects that are funded have had low economic impacts and it has long been recognised that community proposals funded through CRF that identify job creation are usually not sustainable as funding is on an annual basis with no repeat application allowed.</p> <p><u>Indirect Effect</u> The CRF has been used to fund a diverse range of community projects on an annual basis. Although these projects are not aimed specifically at any one minority group, it is recognised that a reduction in budget and therefore projects implemented may have an affect on these groups as it would on the wider community. It is not thought that the consequences of the proposal would differ dependent upon</p>
----------	--

Comment [IS9]: The application form needs to include questions regarding the Welsh language and Equalities. If we fund anything then due regard has to be shown to both areas. I.e. if it's delivering a project can it be done bilingually? Will you get groups to collaborate with Menter Iaith for example who can help. Perhaps consider a joint-application?

Ensure that all documentation is bilingual.

Comment [IS10]: Where is the evidence/data? Evaluation of these projects should be included in summary in the EIA.

	people's disability, race, sexuality, age, language or religion/belief.
	<p>Actions required:</p> <p>CCBC officers charged with administering the proposed Caerphilly Enterprise Fund will provide support for community groups to access external funding mechanisms aimed at the voluntary sector and third sector. This signposting can also be conducted by GAVO who access (like the Council does) to live grant databases such as Grantfinder+</p> <p><i>It is recognised that social enterprises and community groups will need to compete with other SME's on economic outputs. There may be a need to introduce a social score or weighting to re-inforce the opportunities for social enterprises/voluntary groups to secure funding through the Enterprise fund.</i></p>

Comment [IS11]: Protected characteristics

Comment [IS12]: Community Enterprise Fund

5	<p>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.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public will be in line with the requirements of the Welsh Language Standards and is produced bi-lingually. All application forms under the proposed Caerphilly Enterprise Fund will also available bi-lingually.</p>
	<p>Actions required:</p> <p>N/A</p>

Comment [IS13]: It's more than producing documentation bilingually. It's ensuring that the Welsh Language Standards which relate to Grants are adhered to as part of the process.

That consideration has been given to the questions in the application form in relation to the Welsh language and equalities. And how the project will be delivered having due regard for the language and the protected characteristics.

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The proposal seeks to engage the business community in a more meaningful dialogue. It is suggested in the report that the primary focus of a new Caerphilly Enterprise Fund could be on:</p> <ul style="list-style-type: none"> ▪ Business Start Ups in all sectors (less than 12 months trading); ▪ Small and Medium Sized Enterprises (e.g. those with less than 250 employees, with turnover not exceeding €50 million (approx. £45 million) and / or a balance sheet not exceeding €43 million (approx. £38.7 million); ▪ Established Community Groups or Social Enterprises; ▪ Filling identified supply chain voids identified by CCBC Procurement ▪ Projects that help create or safeguard jobs or contribute to the Council's Well-being Goals. <p>It is recognised that the voluntary, third sector and community groups will see reduction in financial support from the council as the focus moves more towards supporting established community groups and social enterprises with projects that have economic outputs. Presently, each application made to</p>
----------	---

	<p>the existing CRF has its own unique particular aims and particular target groups. However, because of the diverse range of applications under the CRF, it is not possible to accurately state whether particular groups are likely to be adversely or advantageously affected by this proposal to introduce the Caerphilly Enterprise Fund. It should be noted however, that most CRF projects that are funded have had low economic impacts</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • Ensure that service areas, partners and local organisations are aware of the proposal as well as the established business communities. • Ensure that officers responsible for the administration of the Enterprise Fund work with the voluntary sector to identify and develop suitable projects. • Ensure that officers signpost voluntary sector organisations to other funding mechanisms and bodies offering financial support and grant for community projects (e.g Coalfields Regeneration Trust, National Lottery,)

Comment [IS14]: Again evidence and evaluation. You can't make statements like this without the data/evidence to support it.

CONSULTATION

<p>7</p>	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The CCBC Consultation and Monitoring Guidance has been referred to. The proposals to introduce a new Caerphilly Enterprise Fund will be consulted upon as part of the Cabinet report going forward. It is intended that the report in its draft form will go to the following for comments/input:</p> <ul style="list-style-type: none"> • Town and Community Councils • GAVO – Representing the voluntary sector (Both the above are Members of the Current 'Delivering Together' Compact Agreement) • Voluntary Sector Liaison Committee • Regeneration Scrutiny Committee Members
	<p>Actions required:</p> <p>Full consultation on the draft Cabinet report recommending the establishment of the Caerphilly Enterprise Fund</p>

Comment [IS15]: You have to consult with the community groups that will be affected by the changes to the CRF. By consulting with the groups, even though they won't be happy they can raise their concerns with you and you can mitigate the impact. Without consulting with them you are making assumptions as to what the actual impact will be. The consultation will then need to be evidence in the EIA and report.

MONITORING AND REVIEW

<p>8</p>	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Monitor applicants for the fund and ensure that all eligible groups, organisations and communities are encouraged to apply.</p>
-----------------	---

	<p>Actions required:</p> <p>N/A</p>
9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Ensure that all residents of Caerphilly are potentially able to benefit from the economic impacts of grant awards and that grant applications are encouraged from all geographic locations</p>
	<p>Actions required:</p> <p>N/A</p>

10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Need to encourage collaborative working and encourage all grant applicants and recipients to work to sustainable development principles (I-CLIP – Involvement, Collaboration, Long Term, Integration, Prevention).and use the medium of Welsh where possible and practicable.</p>
	<p>Actions required:</p> <p>Encourage all grant recipients to embed I-CLIP into the way they work and offer translation services where possible.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Ensure that all partners and local organisations are aware of the new Caerphilly Enterprise Fund and are encouraged to submit applications.</p>
-----------	--

12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The assessment will underpin delivery of the Caerphilly Enterprise Fund to ensure that all communities, groups, businesses and organisations are given the same opportunity to access the funding.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Comment [IS16]: The EIA will be appended to the Cabinet Report.

--	--

Completed by:	Allan Dallimore
Date:	27 th November 2017
Position:	Business Support & Funding Manager
Name of Head of Service:	David Whetter