

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:

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|----------------------------------|----------------------------------|
| • 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

NAME OF NEW OR REVISED PROPOSAL *	Deletion of 0.6 Environmental Health Officer Post from the Pollution Team
DIRECTORATE	Communities
SERVICE AREA	Public Protection Division- Environmental Health
CONTACT OFFICER	Ceri Edwards – Environmental Health Manager
DATE FOR NEXT REVIEW OR REVISION	Following the Council Budget Setting Meeting

***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 for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Deletion of a 0.6 FTE Environmental Health Officer (EHO) Post – Saving £26,000</p> <p>This post is part of a job-share post within the Environmental Health Pollution Team. The team consists of one Senior EHO post and four EHO posts.</p> <p>This 0.6 FTE post has been filled on a temporary basis to the end of June 2019. After this date, the post will become vacant. The proposal is to delete the 0.6 fte post leaving 3.4 fte EHO posts in the team.</p> <p>Environmental Health Officers in the pollution team are specialised technical officers responsible for delivering: the contaminated land strategy; air quality objectives, e.g. Hafod-yr-ynys Air Quality Action Plan; environmental permitting of complex pollution generating premises and processes; closed landfill site monitoring; planning consultation responses; statutory noise and nuisance control; response to emergency situations and the out of hours emergency service. The team responds to approximately 800 requests for service per year, in addition to programmed environmental monitoring work.</p> <p>The Pollution Team protects public health by providing prompt investigations of complaints relating to nuisances or hazards to health and serious pollution incidents such as factory fires causing emissions and chemicals and asbestos to the air and local vicinity . Examples of such health protection include noise from neighbours, barking dogs, blocked or defective drains and sewers, investigation of odours, and bonfires etc.</p> <p>A permanent reduction in the team from 5 to 4.4 will hinder response times and the ability to run a service during times of annual leave or other absence. There is potential for impacts on all service users including members of the public and other council services e.g. planning, engineers, highways and licencing. There will also be an impact on members of the public that unknowingly use the service such as those living in air quality management areas or close to contaminated land.</p> <p>The workload is demanding and requires a toolbox of skills to address the many and varied situations they deal with on a day to day basis. Such skills include education and encouragement, issuing warnings through to serving notices, obtaining entry warrants and seizing property, taking legal action and giving evidence in court. They work with partner organisations including amongst others: Natural Resources Wales, Welsh Government, Gwent Police, Welsh Water and other council services such as Social Services.</p>
2	<p>Who are the service users affected by the proposal? <i>(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. Are there any data gaps?)</i></p>

The team deals with excess of 800 service requests per year, relating to the matters detailed in 1 above.

Service users affected by this proposal include the public generally, vulnerable individuals, Members and internal departments such as planning, licensing, engineers and highways.

A reduction from 5 EHOs to 4.4 EHOs will inevitably have an impact on the volume of service requests that may be responded to and inevitable time delays providing the response and investigations. Such impact would be further exacerbated when one of the remaining EHOs were to take annual leave or sickness absence.

IMPACT ON THE PUBLIC AND STAFF

3 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?

(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?)

All service users have equal access to the service. Environmental Health ensures that it treats all service users, individuals and organisations, as efficiently and comprehensibly as possible and with respect.

The deletion of the post will inevitably contribute to a delay in responding to service requests. This will apply equally to all service users including vulnerable individuals – though dynamic assessments will be made to prioritise more urgent service requests.

4 **Is your proposal going to affect any people or groups of people with protected characteristics?**
(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)

Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	The removal of this post will affect members of the general public equally and will not have any additional impacts upon groups of people with protected characteristics.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5 **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.**
(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 Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)

The proposals do not impact on the use of the Welsh language.

INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is equally available to all. We do not currently monitor service users. The service does not hold a breakdown of the service users based on protected characteristics.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>This proposal is part of the public consultation in relation to the Council's budget.</p>
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MONITORING AND REVIEW

8	<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>Environmental Health monitors the numbers of service requests it receives, together with performance data; this practice will continue. Environmental Health follows the corporate complaints procedure for logging and investigating any complaints.</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>

	Service request data and corporate complaint data will be monitored to assess detrimental impacts.
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>None identified.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>A reduction in the efficiency in which service requests are dealt with is a likely impact. To mitigate such an occurrence service response times may need to be extended for non-emergency requests.</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>This EIA will be used as supporting evidence in the decisions being made around this savings proposal.</p>

14	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – 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. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – 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.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Ceri Edwards
Date:	11 th November 2018
Position:	Environmental Health Manager
Name of Head of Service:	Rob Hartshorn