

# 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.

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	MTFP Savings Proposal– Reduction in Business Development Grants.
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Regeneration & Planning – Business Support & Funding Team
<b>CONTACT OFFICER</b>	Antony Bolter Business Support & Funding Manager <a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a> 01443 866251
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A

**\*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.**

A greener place  
Man gwyrdach



## 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](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>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The purpose of the BDGs is to support established businesses to purchase capital equipment, IT equipment, software, marketing and web site development and some internal building works to upgrade their premises. BDGs help create jobs and support the growth and financial success of businesses.</p> <p>The revenue budget is currently £51,251 (2018-19). It is proposed that the budget be reduced to £25,251 in 2019-20 and then reinstated to £51,000 in subsequent years. The proposed 50% reduction in 2019-20 is considered to be low public impact.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <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.)</i></p> <p>The Grant is used by local private sector businesses to support their growth and development, in many cases leading to new jobs. Eligible costs include:</p> <ul style="list-style-type: none"><li>• Capital equipment</li><li>• Websites and e-commerce</li><li>• Marketing</li><li>• Feasibility studies</li><li>• Business planning.</li></ul> <p>During 2017-18, a total of £56,000 was expended on grants awarded to 32 local businesses and supported the creation of 36 jobs. A 50% reduction will reduce the potential outcomes to 16 businesses awarded a grant and an estimated job creation of 18 jobs. However, it should be noted that the Business Support &amp; Funding Team provides a holistic advice and guidance service to the business community and only a small percentage of those businesses supported request and receive a grant. Therefore, it is likely that most businesses will not be affected by the reduction in the budget.</p> <p>It is important to continue to provide a grant for new business start ups. At the moment, this is funded by a £5,000 grant from UK Steel Enterprise and in 2017-18, the Team supported 13 start ups with a grant of up to £500 creating 21 new jobs. Support from UK Steel Enterprise has not yet been confirmed for 2019-20, but a meeting to discuss this will be held in January.</p>

## IMPACT ON THE PUBLIC AND STAFF

<p><b>3</b></p>	<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>  <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>Future delivery of the BDG depends on the outcome of a report reviewing the various grants offered by the Council's Regeneration &amp; Planning Division. This will be considered by Cabinet on 16<sup>th</sup> January 2019. It is anticipated that, as has always been the case, applications will be considered against the Fund criteria and decisions made by the Head of Regeneration &amp; Planning, in consultation with the Cabinet Member for Economy, Infrastructure, Sustainability &amp; Wellbeing of Future Generations.</p>
	<p><b>Actions required:</b></p> <p>Ensure that BDGs are marketed to all eligible applicants.</p> <p>Ensure that all applications are fairly assessed and in line with the Fund criteria. The Business Support &amp; Funding Team must continue to mitigate the reduction in grant awards by providing a meaningful business support, advice and guidance service for local businesses, new start ups and inward investing companies. This includes timely and appropriate referrals to relevant internal and external partners (including Welsh Government) at a local, regional and national level.</p>
<p><b>4</b></p>	<p><b>What are the consequences of the above for specific groups?</b>  <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>In 2017-18, £56K was allocated to 33 businesses during the year, giving an average award of £1,700. The intended revenue budget reduction would reduce the potential outcomes to 15-20 businesses supported in 2019-20. Given that grants are available to all people / businesses irrespective of disability, race, gender, sexuality, age, language, religion/belief, there are no particular impacts on specific groups.</p>
	<p><b>Actions required:</b></p> <p>N/A</p>

5	<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>(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 is in line with the requirements of the Welsh Language Standards and is produced bi-lingually. All Fund application forms and processes are available bi-lingually.</p>
	<p><b>Actions required:</b></p> <p>N/A</p>

## INFORMATION COLLECTION

6	<p><b>Is full information and analysis of users of the service available?</b></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>Eligible businesses must be SMEs in either a manufacturing or service to manufacturing sector or a minimum of 60% business to business service (i.e., customers must be other businesses not the general public.</p>
	<p><b>Actions required:</b></p> <p>Ensure that service areas, partners and local businesses are aware of the Business Development Grant.</p>

## CONSULTATION

<b>7</b>	<p><b>What consultation has taken place?</b>  <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 Consultation and Monitoring Guidance has been referred to and the proposal should be considered via the same procedure as all other MTFP proposals.</p>
	<p><b>Actions required:</b></p> <p>Contact Caerphilly Business Forum as a representative group of local businesses to ensure that they are aware of the proposal.</p>

## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b>  <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 businesses are encouraged to apply in all parts of the county borough. Monitor economic outputs through regular visits to grant recipients.</p>
	<p><b>Actions required:</b></p> <p>N/A</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <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 projects delivered have a beneficial impact on the economy, including the creation of jobs for local people. Review geographic spread of grant recipients to ensure that all eligible businesses are able to access the funding.</p>
	<p><b>Actions required:</b></p> <p>N/A</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <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 everyone to work to</p>

	sustainable development principles (I-CLIP – Involvement, Collaboration, Long Term, Integration, Prevention).
	<p><b>Actions required:</b></p> <p>Encourage officers and partners to embed I-CLIP into the way they work.</p>

<b>11</b>	<p><b>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.</b></p> <p>Ensure that all partners and local organisations are aware of the Business Development Grant and are encouraged to submit applications.</p>
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<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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 Business Development Grant to ensure that all eligible local businesses are given the same opportunity to access the funding.</p>
	<p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>

<b>Completed by:</b>	Antony Bolter
<b>Date:</b>	14 <sup>th</sup> November 2018
<b>Position:</b>	Business Support & Funding Manager
<b>Name of Head of Service:</b>	Rhian Kyte