

Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

How should you assess impact?

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.

The form should be completed electronically and returned to the Equalities Section:

LJBrown@valeofglamorgan.gov.uk

If you have any queries, telephone: 01446 709362

Policy/practice title: Final Revenue Budget Proposals 2011/12

Who is responsible for developing and implementing the policy/practice?

Name: Corporate Management Team Job Title: N/A

Directorate: All Division: All

Assessment Date: 7th February 2011

1. Objectives

What are the objectives of the policy/practice being developed or reviewed?

To identify and mitigate where possible issues of equality related to the implementation of proposals for savings required in order to balance the Council's 2011/12 revenue budget.

2. Background data:

Who is intended to benefit from this policy/practice?

Please ✓

All residents of the Vale of Glamorgan ✓

Internal departments (please state): All ✓

Customers/residents in a specific geographical location: All ✓

Specific customers (age, gender, etc.)
Please identify: This will be dependent upon the detailed area of saving proposed. Equality impact assessments will be undertaken to assess the specific implications for each proposed saving. ✓

Other
Please specify:

What research or baseline information do you have about how your service is used by various groups of people?

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). Proposals for savings, which may have a potentially high impact upon clients, will be subject to further consultation and analysis prior to any approved saving being implemented.

3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

Please ✓	Yes	No
Women	✓	
Men	✓	

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

Please ✓	Yes	No
Women		✓
Men		✓

Please give details of the negative impact?

The 2011/12 final revenue budget proposals indicate a potential reduction in 117 posts of which 59 may result in staffing redundancies (excluding schools). Although spread across all services, the majority of the redundancies are in posts traditionally occupied by women.

Depending upon the nature of the detailed savings proposed there might also be a potential for a negative gender implication on the end user/client.

Please give details of the positive impact?

None directly.

What action(s) can you take to mitigate the negative impact?

Early consultation with the trades unions and staff; implementation of a bi-weekly Change Forum with the trades unions to help co-ordinate the consultation process across services, the roll-out of measures such as the strengthening of the Council's redeployment process and where appropriate the targeted search for voluntary redundancies/reduced hours. Development of a workforce-planning programme as part of individual service plans. Consideration by the Director of Learning & Development of similar measures in relation to schools.

It is in the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of low corporate priority and low risk to minimise the impact on the end user. Detailed equality impact assessments will also be undertaken for each proposed area of saving prior to any approved saving being implemented and mitigating action considered. Furthermore scarce additional resources have been targeted towards areas where the negative equality impacts could be hardest felt (e.g. Social Services and schools).

What action(s) can you take to have a more positive impact?

The development of alternative service provision including better use of technological advancements may result in a service that is better suited to the changing needs of the end user.

What supporting evidence do you have?

Existing service data and production of detailed equality impact assessments for each proposed area of saving.

4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

Please ✓	Yes	No
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

Will the policy/practice have a **positive impact** on the following groups?

Please ✓	Yes	No
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

Please give details of the negative impact?
None directly.
Please give details of the positive impact?
None directly.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
The development of alternative service provision including better use of technological advancements may result in a service that is better suited to the changing needs of the end user.
What supporting evidence do you have?
Existing service data and production of detailed equality impact assessments for each proposed area of saving.

5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

Disability: please ✓	Yes	No
Visually impaired	✓	
Hearing impairment	✓	
Physically disabled	✓	
Learning disability	✓	
Mental health problem	✓	
Other:		✓

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

Disability: please ✓	Yes	No
Visually impaired		✓
Hearing impairment		✓
Physically disabled		✓
Learning disability		✓
Mental health problem		✓
Other:		✓

Please give details of the negative impact?
Depending upon the nature of the detailed savings proposed there might be a potential for a negative disability impact on the end user/client.
Please give details of the positive impact?

None directly.
What action(s) can you take to mitigate the negative impact?
It is in the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of low corporate priority and low risk to minimise the impact on the end user. Detailed equality impact assessments will also be undertaken for each proposed area of saving prior to any approved saving being implemented and mitigating action considered. Furthermore scarce additional resources have been targeted towards areas where the negative equality impacts could be hardest felt (e.g. Social Services and schools).
What action(s) can you take to have a more positive impact?
The development of alternative service provision including better use of technological advancements may result in a service that is better suited to the changing needs of the end user.
What supporting evidence do you have?
Existing service data and production of detailed equality impact assessments for each proposed area of saving.

6. Welsh language

Will the policy/practice have a **negative impact** on the Welsh language?

Please ✓	Yes	No
		✓

Will the policy/practice provide a **positive impact** on the Welsh language, in accordance with the Council's Welsh Language Scheme, e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms, etc.?

Please ✓	Yes	No
		✓

Please give details of the negative impact?
None directly.
Please give details of the positive impact?
None directly.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
Existing service data and production of detailed equality impact assessments for each proposed area of saving.

7. Age

Will the policy/practice have a **negative impact** for younger/older people?

Please ✓	Yes	No
Under 25 years	✓	
Over 50 years	✓	

Will the policy/practice provide a **positive impact** for younger/older people?

Please ✓	Yes	No
Under 25 years		√
Over 50 years		√

Please give details of the negative impact?
Depending upon the nature of the detailed savings proposed there might be a potential for a negative disability impact on the end user/client.
Please give details of the positive impact?
None directly.
What action(s) can you take to mitigate the negative impact?
It is in the intention for savings to be found through efficiencies including the development of alternative service provision where there is no direct impact on the end user. Where additional savings are required these should be of low corporate priority and low risk to minimise the impact on the end user. Detailed equality impact assessments will also be undertaken for each proposed area of saving prior to any approved saving being implemented and mitigating action considered. Furthermore scarce additional resources have been targeted towards areas where the negative equality impacts could be hardest felt (e.g. Social Services and schools).
What action(s) can you take to have a more positive impact?
The development of alternative service provision including better use of technological advancements may result in a service that is better suited to the changing needs of the end user.
What supporting evidence do you have?
Existing service data and production of detailed equality impact assessments for each proposed area of saving.

8. Religion and belief

Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

Religion/belief: please ✓	Yes	No
		√

Will the policy provide a **positive impact** for people with different religions or beliefs?

Religion/belief: please ✓	Yes	No
		√

Please give details of the negative impact?
None directly.
Please give details of the positive impact?
None directly.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?

Existing service data and production of detailed equality impact assessments for each proposed area of saving.
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9. Sexual orientation

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals?

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

Please give details of the negative impact?
None directly.
Please give details of the positive impact?
None directly.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
Existing service data and production of detailed equality impact assessments for each proposed area of saving.

10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)
All services have been provided with suggested contact points for consultation by the Council's Equalities Officer that are relevant to the detailed savings proposed. The exact nature and level of consultation will depend upon existing processes for consultation and the relative risks of the proposal to the end user.
Who was consulted?
This will depend upon the nature of each proposed saving and the associated risks.
How have the results of the consultation been implemented?
For savings that are high risk, the saving will not be implemented pending

appropriate consultation and consideration of mitigating factors.

11. Monitoring

How will you monitor the impact of this policy on service users?

This will form part of the process for monitoring the implementation of the required savings.

What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?

This will depend upon the nature of each proposed saving and the associated risks.

Publication of policy

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?

Details:

The results of the detailed equality impact assessments will be published on the Council's website.

12. Further action

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

13. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

14. Authorisation

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name):

Date:

Designation: