

Equality Impact Assessment Form

The Equality Act 2010 includes a public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011. The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services, and that they are kept under review. This will achieve better outcomes for all.

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 Act
- 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 guidance refers to these three elements as the three 'aims' of the general duty and so when we discuss the general duty we mean all three aims.

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 Act describes fostering good relations as tackling prejudice and promoting understanding between people who share a protected characteristic and those who do not. Meeting the duty may involve treating some people more favourably than others, as long as this does not contravene other provisions within the Act.

The following principles are drawn from case law on the previous equality duties, and will continue to be relevant in relation to the new duty. To meet the general duty, a public authority must ensure:

- **Knowledge:** those who exercise its functions (its staff and leadership) are aware of the duty's requirements. Meeting the duty involves 'a conscious approach and state of mind'. Decision-makers should therefore be aware of the implications of the duty when making decisions about their policies and practices.
- **Timeliness:** the duty arises before and at the time that a particular policy is under consideration and a decision is taken. A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- **Meaningful consideration:** consideration of the three aims of the general duty must form an integral part of the decision-making process. This is not a 'tick box' exercise – it must be exercised with rigour, with an open mind in such a way that influences the final decision.
- **Sufficient information:** the decision-maker must consider what information s/he has as well as what further information might be needed to give proper consideration to the general duty.
- **Review:** public bodies must have due regard to the aims of the general duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The general duty is a continuing duty.
- **Non-delegation:** Anyone exercising public functions on behalf of a public body is required to meet the duty. This is because the duty rests with the public authority even if they have delegated any functions to another organisation.

The Equality and Human Rights Commission has produced guidance for the performance of the general duty in Wales, known as the specific duties in Wales. The specific duties include guidance on impact assessment and engagement that are both relevant to this process. Copies of the guidance are available on the Commission's website and via the equality section of StaffNet.

An impact assessment is a systematic way of finding out the impact of a policy on different protected groups. Officers who are responsible for policies are required to identify the likely impacts that may result from the introduction of a policy.

This impact assessment form has been developed to ensure that these groups are neither directly nor indirectly discriminated against in the planning and delivery of our services, nor by the decisions that we make.

An equality impact assessment must be carried out at a formative stage so that it is an integral part of the development of the policy, not a later justification of a measure that has already been determined.

How should you assess impact?

1. Identify **the objectives** of your policy and how it will work.

2. Examine local and national **data and research**.
3. Assess **the likely impact** on the protected groups.
4. **Consult and involve** people who are likely to be affected by your policy.
5. Make arrangements to **monitor and review** the impact of your proposal.
6. **Publish** the assessment.

It is the responsibility of the relevant Head of Service or Operational Manager to ensure that an assessment has been completed for the policy, practice, procedure or decision identified.

Complete form electronically and return to the Equalities Section: tsgreaves@valeofglamorgan.gov.uk. For support, ring: 01446 709446

Title and Description of Policy, Procedure, Practice or Decision (referred to as “policy” throughout form).	Corporate Plan 2013 - 17
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Who is responsible for developing and implementing the policy?

Name	Helen Moses
Job Title	Strategy and Sustainability Manager
Directorate	Corporate and Customer Services – Managing Director
Division	Partnership Team

1. Background and screening:

Who will be affected by this policy?	Please ✓
Vale of Glamorgan residents	<input type="checkbox"/> ✓

Internal department(s) (please state which):

Customers/residents in a specific geographical location

Specify location:

Specific group of customers

Specify group(for example, a particular age group or gender, gypsy / traveller children in education, people with dementia):

Others

Please specify:

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

The Corporate Plan has been developed with due regard to a range of information utilised by services across the Council. This includes performance data, consultation responses, local and national policy developments. Some of the services detailed within the plan will be universal whilst others will be focused on particular groups which may be defined by age, geographical location or other characteristics. The Corporate Plan reflects priorities within the Community Strategy which was underpinned by a Unified Needs Assessment and provides a framework for more detailed service plans. The Plan has also been developed in parallel with budget proposals.

Will this policy have a significant effect on how services are delivered?

Yes No

Please detail:

The Corporate Plan provides a framework for service provision over the next four years.

Will this policy have a significant effect on how other organisations operate?

Yes No

Please detail:

Many of the services included in the Corporate Plan will be developed in partnership with other organisations. This includes regional working as well as local partnerships for example, the Joint Education Service, Communities First, integrated service provision with the Cardiff and Vale UHB and Community Safety activities.

Does the policy involve a significant commitment of resources?

Yes No

Please detail:

The plan sets out the priorities for the next four years and is aligned to the budget setting process. Including a joint consultation exercise in Nov – Dec 2012.

Does the policy relate to an area where there are known inequalities (for example, disabled peoples' access to public transport, the gender pay gap, racist or homophobic bullying in schools, educational attainment of Gypsies and Travellers)?

Yes No

Please detail: There are a number of examples throughout the plan including reference to children with a disability or who undertake a caring role engaging in play, physical and cultural activity., increasing education provision for children and young people on the Autistic Spectrum, Looked After Children and children leaving care, housing options for older people, the Supporting People Programme, Disabled Facilities Grants, vulnerable adults carers and helping older people to maintain their independence and domestic abuse. In addition the delivery of the Strategic Equality Plan is an action within the plan.

What are the intended outcomes of the policy (outcomes to be specific, measurable, achievable, results oriented, time-based)?

Please detail:

The Corporate Plan is structured around eight priority outcomes. More detailed outcomes for the wide range of objectives included in the plan will be contained in individual service plans.

The eight priority outcomes are ;

1. Community Leadership – Citizens of the Vale of Glamorgan can easily access efficiently managed services that are focused around their needs and have confidence in how decisions are made.

2. Children and young People – Children and young people are engaged and supported and take full advantage of life opportunities available in their local community and beyond.
3. Learning and Skills – Citizens of the Vale of Glamorgan have the skills, knowledge and abilities required to maximise their opportunities.
4. Regeneration – The Vale of Glamorgan has a thriving economy supporting cohesive sustainable communities
5. Environment – Current and future generations of Vale residents and visitors enjoy the built and natural environments of the Vale of Glamorgan and actively protect and maintain them.
6. Housing – Vale of Glamorgan residents have access to affordable, good quality suitable housing and housing advice and support.
7. Health, Social Care and wellbeing – Citizens of the Vale of Glamorgan are fit, healthy and have quality of outcomes and, through appropriate support and safeguards, the most vulnerable members of our community maximise their life opportunities.
8. Community and Public Safety – Residents and citizens of the Vale of Glamorgan feel safe and are safe within their community.

How will these be measured?

Please detail:

The commitments in the Corporate Plan will be expanded on in individual service plans and through the robust arrangements already in place for monitoring service plans we will be able to monitor progress in delivering the stated outcomes within the Corporate Plan.

Will the policy impact upon other policies or practices?

Yes No

Please detail:

The Corporate Plan will impact on policies and practices developed across the Council over the next four years e.g. a council policy on domestic abuse, Accessible Homes Policy, reintroduction of a mobile library service.

What data or research is available on the policy (for example, statistics, survey results, best practice advice)?

Please detail:

Due to the breadth of activity included in the plan there is a wide range of data, research and statistics available to support the identification of priorities and the way in which improvements will be implemented and services developed. Below is a data profile for the Vale. Specific information can be obtained from the relevant Directorate. However with regards to each priority outcome the following have been considered – although this list is not exhaustive;

1. Community Leadership – Citizens of the Vale of Glamorgan can easily access efficiently managed services that are focused around their needs and have confidence in how decisions are made. For example the Public Opinion Survey highlighted overall satisfaction with the Council remained fairly consistent – 76% satisfied overall compared to 77% in 2009. 44% of residents agreed they feel they have the ability to influence decisions in their local area, 32% do not feel they can influence decisions that affect them. (Source: Public Opinion Survey 2012)
2. Children and young People – Children and young people are engaged and supported and take full advantage of life opportunities available in their local community and beyond. Relevant statistic: % of year 11 leavers not in education, or training. 2005 6.4% Vale, 6.8% Wales, 2010 4.6% Vale, 5.45 Wales. (Source StatsWales).
3. Learning and Skills – Citizens of the Vale of Glamorgan have the skills, knowledge and abilities required to maximise their opportunities. For example data analysed include % achieving the expected level Key Stage 2 (Vale of Glamorgan 86.0%, Wales 82.6%, % achieving the expected level Key Stage 3 Vale of Glamorgan 72.4%, Wales 72.5%). (Source StatsWales.)
4. Regeneration – The Vale of Glamorgan has a thriving economy supporting cohesive sustainable communities. Vat registered business 2007. Vale of Glamorgan 8.5%, Wales 7.8%. (Source NOMIS).
5. Environment – Current and future generations of Vale residents and visitors enjoy the built and natural environments of the Vale of Glamorgan and actively protect and maintain them. For example relevant data includes Environmental deprivation (indicator of air quality, flood risk.). Statistics include data for each Lower Super Output Area within the Vale indicating air quality for Cadoc 5 -34.0, Cornerswell 2 - 29.0, Cornerswell 4 - 29.0, Dyfan 2 - 29.0, Dyfan 3 - 31.0, Gibbonsdown 1 - 28.0, Illyd 1 - 28.0 compared to Dinas Powys 2 - 100, Cadoc 1 - 100 etc. (2008). Statistics on Flood risk highlight Dinas Powys 2 - 96.0, St Augustine's 4 - 81.0, Cadoc 1 - 81.0, Cadoc 5 - 93.0 (2009).
6. Housing – Vale of Glamorgan residents have access to affordable, good quality suitable housing and housing advice and support. Statistics for additional affordable housing provision by location and year. For example: Total number of households decided to be eligible unintentionally homeless and in priority need per 1,000 households 2011/12. Wales 5.9, Vale of Glamorgan 4.58. (Source: Infobase Cymru). Vale of Glamorgan outside national park 18 delivered 2007-08 to 48 delivered 2011/12, 101 planned 2012/13, 94 proposed 2013-14 (Source: InfoBase Cymru).
7. Health, Social Care and Wellbeing – Citizens of the Vale of Glamorgan are fit, healthy and have equality of outcomes and, through

appropriate support and safeguards, the most vulnerable members of our community maximise their life opportunities. Data from Public Health Wales indicates 29% of adults in the Vale of Glamorgan meet physical activity guidelines compared to 30% in Wales and 28% in Cardiff and the Vale. (Source Welsh Health Survey 2008)

8. Community and Public Safety – Residents and citizens of the Vale of Glamorgan feel safe and are safe within their community. AntiSocial Behaviour Statistics for 2011 63,864, 2012 44,435 (Source: SaferVale Partnerhip). Rate of recoded offences per 1,000 people Wales 63.27, Vale of Glamorgan 51.47 (Source: Infobase Cymru).



Vale of Glamorgan
Area Profile (Februar

Are there any gaps in data which necessitate further research or consultation?

Yes No

Please detail:

The LSB has established a Business Intelligence Group and the data gathering and analysis undertaken through the work of this group will help shape activities undertaken by the Council and help with the monitoring and review of both the Community Strategy and the Corporate Plan. An area of focus for the group will be the needs of vulnerable groups and drilling down to understand what the data means for different communities.

Is there any evidence that there are different levels of service uptake for different protected groups, for example, do men use the policy more than women? Yes No

Please detail:

The Corporate Plan covers a wide range of services for residents, visitors and business and there is no evidence to suggest different levels of take up of the Corporate Plan.

Is there any evidence that there are barriers that might exclude any of the protected groups from accessing the policy?

Yes No

Please detail:

There is no evidence to suggest barriers to accessing the Corporate Plan. In developing and implementing the plan due regard is given to promoting equality, tackling inequalities and promoting social inclusion. Each objective/policy development referenced within the plan will need to be considered further on an individual basis e.g. use of public buildings, integrated service delivery, methods of engagement, digital inclusion.

If there are no barriers, what is your evidence to support this?

The eight outcomes which provide a framework for the plan will promote equality and the successful implementation of the various objects should lead to a reduction in inequalities.

Is there evidence that any of the protected groups will have different needs or priorities with regard to the proposed policy?

Yes

No

Please detail:

There are not different needs with regard to the Plan which provides a positive framework for service developments over the next four years. It is likely that there will be differing needs which will need to be met with regard to the full range of activities included in the plan and lead officers will need to ensure appropriate impact assessments and engagement is undertaken when developing detailed outcomes.

Is there any evidence that the policy could discriminate, directly or indirectly, against people in any of the protected groups?

Yes

No

Please detail:

There is no evidence that the plan could discriminate and it has been developed with due regard to the Council's responsibilities and Equal Opportunities Policy. Nothing within the plan should discriminate against any of the protected groups.

Can anything be done further to promote equality of opportunity by altering the policy?

Yes

No

Please detail:

2. Relevance

Is an equality impact assessment relevant to this policy?

Yes No

Where, as a result of the above screening, the officer responsible for the policy believes that an equality impact assessment is not relevant, they should initially discuss this with the Council's equalities coordinator, and record and explain the decision.

Please detail:

Although it is difficult to undertake a detailed impact assessment due to the wide ranging nature of the plan, it is important that an assessment is undertaken at this stage and that further work is undertaken on individual elements.

3. Gender

Will the policy have a negative impact, directly or indirectly, on women or men?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on women or men?

Please detail evidence:

Yes – Improvements included within the plan will have a positive impact on men and women ranging from community safety, childcare and job creation. Please refer to the eight priority outcomes listed above.

Will the policy have no gender-specific impact?

Please detail evidence:

Different aspects of the plan may impact to differing levels e.g. access to suitable childcare information is likely to have more impact on women.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on men or women?

Please detail evidence:

At both the development and implementation stage of objectives within the plan due regard will need to be given to impact on men and women.

4. Race

Will the policy have a negative impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?

Please detail evidence:

Yes – Improvements included within the plan will have a positive impact. Please refer to the eight priority outcomes listed above.

Will the policy have no impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?

Please detail evidence:

It is likely that there will be impacts linked to race, colour and nationality e.g. through access to services and work in this area will take account of the diverse needs of the population.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will need to be given to impact directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s).

5. Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Will the policy have a negative impact, directly or indirectly, on disabled people?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on disabled people?

Please detail evidence:

Yes – there are a number of specific commitments in the plan e.g. Disabled Facility Grants.

Will the policy have no impact, directly or indirectly, on disabled people?

Please detail evidence:

This will be different for different objectives.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on disabled people?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will need to be given to impact on disabled people.

6. Welsh language

Will the policy have a negative impact, directly or indirectly, on the Welsh language?

Please detail evidence:

No - The draft plan and consultation materials were made available in Welsh and the full plan will also be translated.

Will the policy have a positive impact, directly or indirectly, on the Welsh language?

Please detail evidence:

A positive impact. Delivery of the Strategic Equality Plan and equality objectives is one of the commitments in the plan. The plan also includes an action to 'collaborate with partners to increase Welsh medium learning activities for adults'

Will the policy have no impact, directly or indirectly, on the Welsh language?

Please detail evidence:

There will be a positive impact.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on the Welsh language?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will need to be given to the Welsh Language and the Council's responsibilities.

7. Age

Will the policy have a negative impact, directly or indirectly, on different age groups (e.g. people over 50, people under 16)?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on different age groups?

Please detail evidence:

The Plan includes a specific section on children and young people as well as a number of objectives regarding improving services and outcomes for older people. There are a number of age specific objectives within the plan.

Will the policy have no impact, directly or indirectly, on different age groups?

Please detail evidence:

The Corporate Plan will have a positive impact.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people of different age groups?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will be given to the needs of different age groups.

8. Religion, belief or non-belief

Will the policy have a negative impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?

Please detail evidence:

Delivery of the Strategic Equality Plan and equality objectives is one of the commitments in the plan.

Will the policy have no impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?

Please detail evidence:

There will be a positive impact as the focus of the Corporate Plan is to improve services.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for people with different religions, beliefs or non-beliefs?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will be given to impact for people with different religions, beliefs or non-beliefs.

9. Sexual orientation

Will the policy have a negative impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?

Please detail evidence:

Delivery of the Strategic Equality Plan and equality objectives is one of the commitments in the plan.

Will the policy have no impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?

Please detail evidence:

There will be a positive impact as the focus of the Corporate Plan is to improve services.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for lesbians, gays, bisexuals or heterosexual people?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will be given to impact for lesbians, gays, bisexuals or heterosexual people.

10. Gender Reassignment

Will the policy have a negative impact, directly or indirectly, on transgender people?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on transgender people?

Please detail evidence:

Delivery of the Strategic Equality Plan and equality objectives is one of the commitments in the plan.

Will the policy have no impact, directly or indirectly, on transgender people?

Please detail evidence:

There will be a positive impact as the focus of the Corporate Plan is to improve services.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for transgender people?

At the implementation stage of objectives within the plan due regard will be given to impact for transgender people.

Please detail evidence:

11. Pregnancy and maternity

Will the policy have a negative impact, directly or indirectly, on women during pregnancy or maternity?

Please detail evidence:

No

Will the policy have a positive impact, directly or indirectly, on women during pregnancy or maternity?

Please detail evidence:

Delivery of the Strategic Equality Plan and equality objectives is one of the commitments in the plan.

Will the policy have no impact, directly or indirectly, on women during pregnancy or maternity?

Please detail evidence:

There will be a positive impact as the focus of the Corporate Plan is to improve services.

What action can you take to mitigate against any negative impact, and/or to have a more positive impact for women during pregnancy or maternity?

Please detail evidence:

At the implementation stage of objectives within the plan due regard will be given to impact for women during pregnancy or maternity.

12. Consultation and involvement

What consultation and involvement activities have taken place? (for example focus groups, public surveys, public meeting, etc.)

Please detail:

To enable all stakeholders to make informed comments on the Corporate Plan an executive summary the Plan (including details of how it has been developed) along with the full draft document was made available in both English and Welsh online and in print on request.

All Vale residents and relevant stakeholders were then invited to submit comments on the draft Corporate Plan either online, in writing or via the Council's contact centre.

To ensure that residents were aware of the consultation the project was widely promoted online and in the local press. In addition to this members of the LSB citizens' panel will be invited by email to respond.

A list of relevant local stakeholders was combined. Thirty three representatives of organisations operating in the Vale of Glamorgan were contacted directly and invited to respond. Information about the consultation was also circulated to voluntary and community organisations operating in the Vale by the Vale Centre for Voluntary Services.

What arrangements have been made to consult and involve people and organisations representing the protected characteristics, which have been identified as potentially being affected by the policy? (for example men, women, parents, carers, the black and minority ethnic community (including asylum seekers, refugees, economic migrants), disabled people, the Welsh speaking community, the lesbian, gay and bisexual community, transgender people, different faith groups, etc.)

Please detail:

The consultation was circulated to a wide range of voluntary and community organisations operating in the Vale by the Vale Centre for Voluntary Services.

How have the results of the consultation been implemented?

Please detail: The results of the consultation will be considered by Cabinet Members and lead officers and

amendments made in light of some of the comments given and feedback provided. These include employment and skills opportunities, child advocacy services, carers and services for older people.

13. Monitoring

What monitoring data do you intend to collect? (for example the number of disabled people using your service)

Please detail: Services will gather the required data as it relates to the services they provide and in line with Council policy and procedures.

How often will you analyse and report this data?

Please detail: Progress with the Corporate Plan will be monitored through the established service plan monitoring arrangements with an annual review being undertaken each year of the life of the plan.

Where will you publish the report on this data?

Please detail: On the Council's website in English and Welsh – The plan and an Executive Summary

14. 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, producing information in accessible formats, etc.)?

Please detail: The Corporate Plan will be published in English and Welsh and can be made available in other formats in line with Council policy.

15. 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.

Please detail: Work is being undertaken with the Improvement and Development Team to ensure the Corporate

Plan is reflected in relevant service plans.

16. Outcome

An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome of the impact assessment below.

Please tick as appropriate:

No major change – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Adjust the policy – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote equality.

Continue the policy – the impact assessment identified the potential for adverse impact 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 policies.)

Stop and remove the policy – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or changed.

17. Authorisation

This equality impact assessment must be authorised by the relevant Head of Service or Operational Manager.

Approved by (name)	Huw Isaac
Job Title	Head of Performance and Development
Date	4 February 2013

18. Completed Impact Assessments:

A copy of this form must be sent to the Equalities Coordinator for publication on the Council's website.