

## EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL*</b>	<b>B11</b> – Reduction in External Welsh Language Translation Budget (£15k).  <b>C30</b> – Further reduction in the Well-Being Budget (£6k).
<b>DIRECTORATE</b>	Education and Corporate Services.
<b>SERVICE AREA</b>	Business Improvement.
<b>CONTACT OFFICER</b>	Kathryn Peters - Corporate Policy Manager.
<b>DATE FOR NEXT REVIEW OR REVISION</b>	The assessment relates to the 2020/21 Draft Budget Proposals.  The next review of these budgets will occur as part of the 2021/22 budget setting process.

**\*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](mailto:equalities@caerphilly.gov.uk) for assistance.

# PURPOSE OF THE PROPOSAL

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## **What is the proposal intended to achieve?**

*(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)*

The proposal relates to the savings requirement imposed on the local authority as a result of the expected budget settlement. The 2 budgets covered by this equality impact assessment are part of a suite of 3 budgets subject to cuts in the Service Improvement and Partnerships Unit. The budget which is not part of this equality impact assessment is a publicity and promotion budget that has no direct impact on the general public.

This assessment relates to:

- A reduction of £15k in the External Welsh Language Translation budget.
- A reduction of £6k in the Well-being budget.

The External Welsh Language Translation budget is used to manage the local authority's total translation workload. It enables larger pieces of work to be completed by a framework of external translation companies, leaving in-house capacity to deal with short, more time critical work. The proposal is to reduce this budget from £85k to £70k.

The Well-being budget is used to support collaborative activity among partners, and some Caerphilly Public Services Board activity, to promote economic, environmental and cultural well-being in the county borough. It supports partnership projects and activity to deliver the aims of the Well-being Plan for the area. For example projects that support health, sustainability, and 50+ initiatives. The proposal is to reduce this budget from £16k to £10k.

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. Are there any data gaps?)*

The External Welsh Language Translation budget supports compliance with the Welsh Language Measure 2011 and the Welsh Language Standards. All external communication must be bilingual. Internal communication with staff must also be bilingual in certain defined areas of activity. Language is not a protected characteristic under the Equality Act however young people in the education system are more likely to be impacted in any failure to support the continued visibility and use of the language.

The Well-being budget supports activity among partners and communities to improve the well-being of the area. In the past the budget has supported the installation of solar panels on schools, health and well-being initiatives such as the daily mile in schools, installation of electric vehicle charge points in council buildings, other renewable energy initiatives, support for initiatives by the 50+ forum, a small grant scheme to eco-schools, projects to educate on the importance of pollinators etc.

	<p>The reduction in the budget will affect the community in general with some specific sections of the community likely to experience greater impact i.e. children and older people. However, the proposal is that a small budget will remain for 2020/21 and that some activity will be able to continue in the next financial year. Albeit that the level of support for community well-being activity will need to decrease.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<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>Welsh language translation is a legal requirement and so the translation need has to be met by the local authority. In-house translation capacity has become more stable over the past 12 months and so the total workload will be managed by more work being translated internally. The risk is therefore considered to be low.</p> <p>A smaller Well-being budget will remain for 2020/21. The budget supports the wider community and well-being and the activity of the Caerphilly Public Services Board. There will be less money available to support well-being however existing projects should have no additional funding requirement as work has become self-sustaining as much as possible over recent years, the impact is therefore considered to be low.</p>
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<b>4</b>	<p><b>Is your proposal going to affect any people or groups of people with protected characteristics?</b>  <i>(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?)</i></p>
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Protected Characteristic	Positive, Negative, Neutral	What will the impact be? If the impact is negative how can it be mitigated?
Age	Negative	Possible negative effect on the vibrancy of the Welsh language. However, close monitoring of capacity, workload and budget is already in place and will be monitored throughout the year to ensure that work is manageable within remaining budget.
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	

<b>Race</b>	<b>Neutral</b>	
<b>Religion &amp; Belief</b>	<b>Neutral</b>	
<b>Sex</b>	<b>Neutral</b>	
<b>Sexual Orientation</b>	<b>Neutral</b>	

<b>5</b>	<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 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.)</i></p> <p>There is a potential for negative or adverse effects on the Welsh Language, either opportunities to use the language or treating it less favourably than English. The in house Translation Team have become more stable after a turbulent period of repeatedly losing staff to other organisations. It is hoped that this increased stability will make the budget reduction easier to manage while still meeting legal requirements.</p>
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## INFORMATION COLLECTION

<b>6</b>	<p><b>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</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 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>No research conducted as part of this proposal. The budgets are not providing direct front line services to the general public and so data is not available</p>
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## CONSULTATION

<b>7</b>	<p><b>Please outline the consultation / engagement process and outline any key findings.</b></p> <p><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>
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	The proposed reductions will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.
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## 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>Welsh language translation; requests, word count, turnaround times, throughput, staffing capacity, external workpieces and budget are closely monitored. This will ensure that the Welsh Language Standards requirements are met within remaining resources.</p> <p>The Well-being budget is a project budget that supports small scale community well-being initiatives; no monitoring is associated with the budget.</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>Regular monitoring of work recording systems by the Translation Team to ensure continued legal compliance in all public, and some staff interactions.</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>No.</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>Please see above.</p>
<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>This EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.</p>



<b>13</b>	<p><b>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.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – 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 type="checkbox"/></p> <p><b>Adjust the proposal</b> – 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><b>Continue the proposal</b> – 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 checked="" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – 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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Form completed by:	
<b>Name:</b>	Kathryn Peters
<b>Job Title:</b>	Corporate Policy Manager
<b>Date:</b>	31st October 2019

Head of Service Approval	
<b>Name:</b>	Stephen Harris
<b>Job Title:</b>	Interim Head of Business Improvement and Section 151 Officer
<b>Signature:</b>	Stephen Harris
<b>Date:</b>	4 <sup>th</sup> December 2019