

## **Carmarthenshire County Council**

### **Assessing Impact**

#### **The Equality Act 2010**

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new 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.

#### **What is the general duty?**

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 duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay ‘due regard’ to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay ‘due regard’ be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

#### **Carmarthenshire’s approach to Equality Impact**

Equality Impact Assessment Template November 2013

In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Equality Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

### **Reporting on assessments**

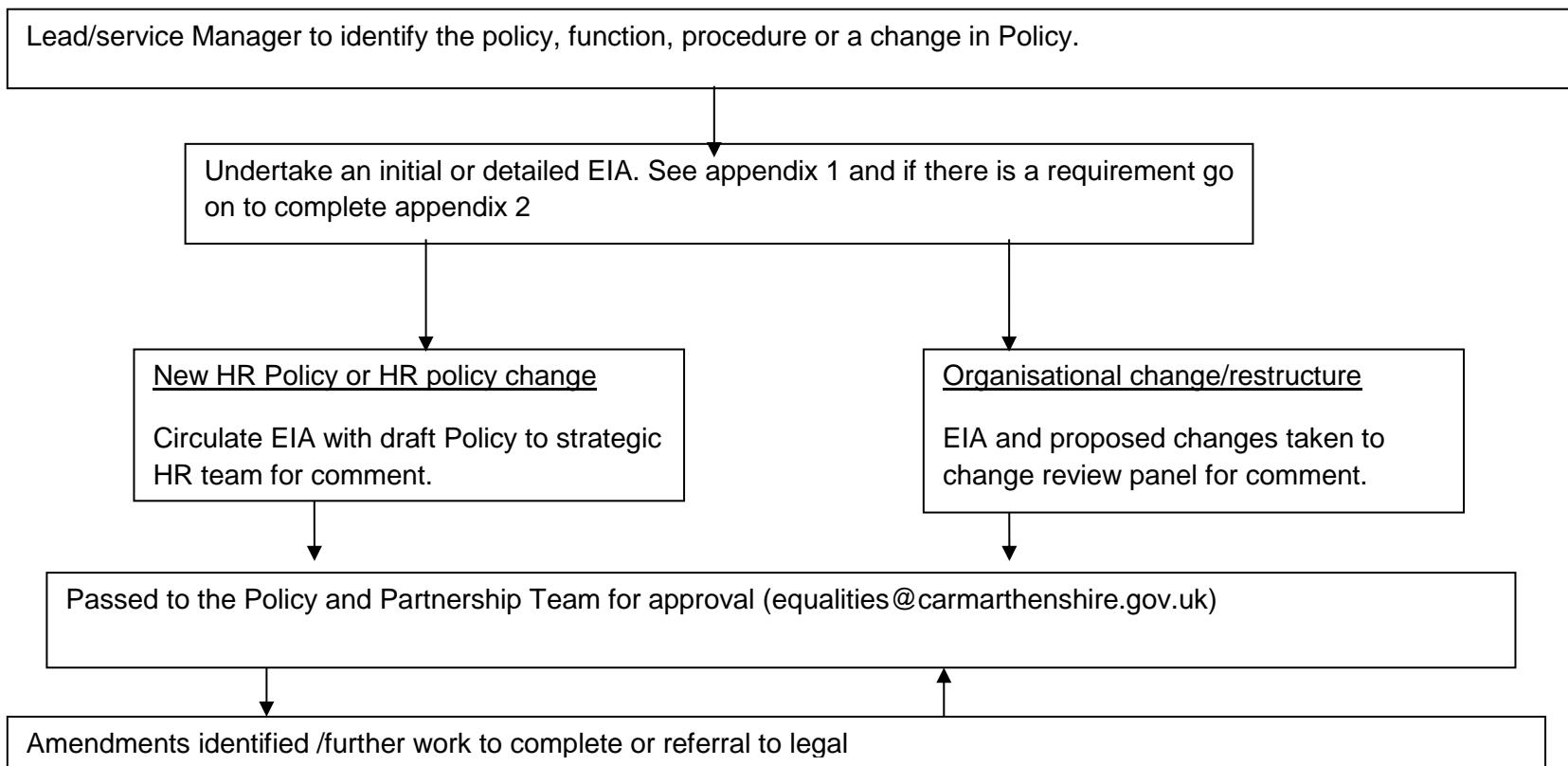
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

### **Initial and Detailed Equality Impact Assessments**

The initial EIA (appendix 1) is a simple and quick method of assessing the effect of a policy, function, procedure, decision including financial cuts on one or more of the protected characteristics.

The Service Manager responsible for the relevant new or revised policies, functions, procedures and financial decisions must undertake, at least, an initial EIA and where relevant a detailed Equality Impact Assessment (appendix 2); EIA must be attached as background paper with reports to Executive and Scrutiny .

## **Equality impact assessment – Process to follow where HR implications have been identified**



## Initial Equalities Impact Assessment Template

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Andi Morgan	<b>Date of initial assessment:</b> 15 <sup>th</sup> November 2018 <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b> Department for Education & Children, National Model for School Improvement ERW Contribution		
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		New Policy decision
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>• ECS Director and Senior LA Officers have analysed WG / Regional Grant Funding Regulations to ensure compliance</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<ul style="list-style-type: none"> <li>• 2019-20 £55k</li> </ul> <p>The value of LA contributions to be secured from Welsh Government grant by ERW prior to delegating to schools/LAs</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b> <p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
	<b>Risks</b>	<b>Positive effects</b>	
<b>Age</b>	N		

Disability	N			
Gender reassignment	N			
Race	N			
Religion/Belief	N			
Pregnancy and maternity	N			
Sexual Orientation	N			
Sex	N			
Welsh language	N			
Any other area	N			

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A		
7. Procurement  Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. None  Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.		
8. Human resources  Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?		

None		
<b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</b>		
<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>		
<b>Approved by:</b> Head of Service	Andi Morgan	17.11.18

## Initial Equalities Impact Assessment Template

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Andi Morgan	<b>Date of initial assessment:</b> 15 <sup>th</sup> November 2018 <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b> Department for Education & Children, National Model for School Improvement ERW Staffing		
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		New Policy decision
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>• ECS Director and Senior Officers have given due regard and consideration to WG and Regional guidance for school improvement including 'Education in Wales: Our National Mission' (WG, 26.9.17)</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<ul style="list-style-type: none"> <li>• 2019-20 £20k</li> </ul> <p>We are obliged to employ a notional number of officers to provide a School Improvement Service to meet the needs of our schools. With a reduced number of schools it is possible to review this notional figure, not replacing 1 FTE following retirement.</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b> <p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
	<b>Risks</b>	<b>Positive effects</b>	
<b>Age</b>	N		

Disability	N			
Gender reassignment	N			
Race	N			
Religion/Belief	N			
Pregnancy and maternity	N			
Sexual Orientation	N			
Sex	N			
Welsh language	N			
Any other area	N			

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A		
7. Procurement  Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. None  Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.		
8. Human resources  Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?		

Implementation of this proposed policy would impact upon our current level of advisory support for schools. We are attempting to realign some key, specific areas of activity such as the statutory element of 'SACRE' (Standing Advisory Council for Religious Education) however, we have limited staff resources to achieve this. In addition, the implementation of the revised curriculum (following the Donaldson Review) would benefit from our ability to continue to recruit, albeit to a potentially broader agenda across our school support provision.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:  
Head of Service

Andi Morgan

17.11.18

## Initial Equalities Impact Assessment Template

Department:	Completed by (lead):	Date of initial assessment: 16 <sup>th</sup> November 2018
Education & Children	Aeron Rees	<b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Department for Education & Children, Learning Transformation	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New Policy decision	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Consultative discussions with and between:  Director of Education and Children's Services; Head of Curriculum and Wellbeing; DMT;		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<p>2019/20 £20k</p> <p>Not replacing 1 FTE following staff turnover (give up core funding element of staff costs), with partial backfill of key duties.</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		high (H) medium (M), low (L), no effect (N) for each.	Risks	Positive effects	
Protected characteristics	<b>Age</b>	N			
	<b>Disability</b>	N			
	<b>Gender reassignment</b>	N			
	<b>Race</b>	N			
	<b>Religion/Belief</b>	N			
	<b>Pregnancy and maternity</b>	N			
	<b>Sexual Orientation</b>	N			
	<b>Sex</b>	N			
	<b>Welsh language</b>	N			
	<b>Any other area</b>	N			

5. Has there been any consultation/engagement with the appropriate protected characteristics?

YES

NO

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

Discuss with staff and managers how to alter or adapt working arrangements.

**7. Procurement**

**Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.** No

**8. Human resources**

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?**

There are implications for present employees. If required, established HR processes are available for re-deployment, etc.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Head of Service

Aeron Rees

Date:

## Initial Equalities Impact Assessment Template

Department:	Completed by (lead):	Date of initial assessment: 16 <sup>th</sup> November 2018
Education & Children	Aeron Rees	<b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Department for Education & Children, Youth Support Service (YSS)	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New Policy decision	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Consultative discussions with and between:  Director of Education and Children's Services; Head of Curriculum and Wellbeing; DMT; Principal Manager, Youth Support Service; YSS Finance Officer		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	2019-20 £100k 2020-21 £50k  Reduce provision available to young people/schools e.g. Duke of Edinburgh support, Youth Clubs.		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		<p><b>high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>Risks</b></p>	<p><b>Positive effects</b></p>	
<p><b>Protected characteristics</b></p>	<p><b>Age</b></p>	<p>L</p>	<p>Young people aged 11-25 accessing youth services may be affected.</p> <p>This proposal makes the service more prone to the vagaries of grant funding and potentially poses a challenge to job security for staff of working age.</p> <p>Any cuts to grant funding in the future will generate some risk across the the 4 pillars of YSS service delivery.</p>	<p>The exercise is ensuring greater efficiency and value for money, drawn carefully from a variety of expenditure items.</p>	<p>It is anticipated that the recent announcement relating to the strengthening of the Youth Support Grant by Welsh Government in 2019/20 will provide funding to mitigate any reduction against core funding and would be used to continue to provide the necessary staffing for youth clubs.</p>
	<p><b>Disability</b></p>	<p>N</p>			

<b>Gender reassignment</b>	N			
<b>Race</b>	N			
<b>Religion/Belief</b>	N			
<b>Pregnancy and maternity</b>	N			
<b>Sexual Orientation</b>	N			
<b>Sex</b>	N			
<b>Welsh language</b>	M	The ending of funding for Welsh Language Youth Clubs could have an effect on Welsh language speakers.		It is anticipated that the recent announcement relating to the strengthening of the Youth Support Grant by Welsh Government in 2019/20 will provide funding to mitigate any reduction against core funding and would be used to continue to provide the necessary staffing for Welsh Language youth clubs in the county.
<b>Any other area</b>	N			

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/> X
--	-------------------------------------	---

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

Discuss with staff and managers how to alter or adapt working arrangements in some cases.

**7. Procurement**

**Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.** No

**8. Human resources**

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?**

There are implications for present employees. If required, established HR processes are available for re-deployment, etc.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO X

Approved by:

Head of Service

Aeron Rees

Date:

16/11/18

## Initial Equalities Impact Assessment Template

Department:	Completed by (lead):	Date of initial assessment: 16 <sup>th</sup> November 2018
Education & Children	Aeron Rees	Revision Dates:
Area to be assessed: (i.e. name of <b>policy, function, procedure, practice or a financial decision</b> )	Department for Education & Children, Gwella'r Gymraeg	
Is this existing or new function/policy, procedure, practice or decision?	New Policy decision	
What evidence has been used to inform the assessment and policy? (please list only)		
Consultative discussions with and between:  Director of Education and Children's Services; Head of Curriculum and Wellbeing; DMT; Welsh Language Development Manager		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	2019/20 £25k 2020-21 £25k  Reduce number of Welsh advisory teachers		
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:-	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		high (H) medium (M), low (L), no effect (N) for each.	Risks	Positive effects	
Protected characteristics	<b>Age</b>	N			
	<b>Disability</b>	N			
	<b>Gender reassignment</b>	N			
	<b>Race</b>	N			
	<b>Religion/Belief</b>	N			
	<b>Pregnancy and maternity</b>	N			
	<b>Sexual Orientation</b>	N			
	<b>Sex</b>	N			
	<b>Welsh language</b>	H	Reduction of Welsh advisory teachers could affect the teaching of Welsh as a subject and teaching through the medium of Welsh. It could affect provision for		Restructure the service accordingly

		latecomers to the county		
Any other area	N			

**5. Has there been any consultation/engagement with the appropriate protected characteristics?**

YES

NO

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

Discuss with staff and managers how to alter or adapt working arrangements.

#### **7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. No

#### **8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

**Approved by:**

Head of Service

Aeron Rees

**Date:**

## Initial Equalities Impact Assessment Template

Department:	Completed by (lead):	Date of initial assessment: 16 <sup>th</sup> November 2018
Education & Children	Aeron Rees	Revision Dates:
Area to be assessed: (i.e. name of <b>policy, function, procedure, practice or a financial decision</b> )	Department for Education & Children, Gwella'r Gymraeg	
Is this existing or new function/policy, procedure, practice or decision?	New Policy decision	
What evidence has been used to inform the assessment and policy? (please list only)		
Consultative discussions with and between:  Director of Education and Children's Services; Head of Curriculum and Wellbeing; DMT; Welsh Language Development Manager		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	2019/20 £25k 2020-21 £25k  Reduce number of Welsh advisory teachers		
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:-	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		high (H) medium (M), low (L), no effect (N) for each.	Risks	Positive effects	
Protected characteristics	<b>Age</b>	N			
	<b>Disability</b>	N			
	<b>Gender reassignment</b>	N			
	<b>Race</b>	N			
	<b>Religion/Belief</b>	N			
	<b>Pregnancy and maternity</b>	N			
	<b>Sexual Orientation</b>	N			
	<b>Sex</b>	N			
	<b>Welsh language</b>	H	Reduction of Welsh advisory teachers could affect the teaching of Welsh as a subject and teaching through the medium of Welsh. It could affect provision for		Restructure the service accordingly

		latecomers to the county		
Any other area	N			

**5. Has there been any consultation/engagement with the appropriate protected characteristics?**

YES

NO

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

Discuss with staff and managers how to alter or adapt working arrangements.

#### **7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. No

#### **8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

**Approved by:**

Head of Service

Aeron Rees

**Date:**

## Initial Equalities Impact Assessment Template

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Andi Morgan	<b>Date of initial assessment:</b> 15 <sup>th</sup> November 2018 <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Department for Education & Children, Educated Otherwise than School	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New policy decision	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Consultative discussions with:  Director of Education and Children's Services; DMT; Departmental Colleagues		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<p>2019-20 £60k 2020-21 £50k</p> <p>Reconsider recoupmment from schools cost for EOTAS provision i.e. true value of provision which includes officer support time and associated administrative costs to ensure effective delivery of service</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
	<b>Risks</b>	<b>Positive effects</b>	

(see guidance notes)				
Protected characteristics	<b>Age</b>	N		
	<b>Disability</b>	N		
	<b>Gender reassignment</b>	N		
	<b>Race</b>	N		
	<b>Religion/Belief</b>	N		
	<b>Pregnancy and maternity</b>	N		
	<b>Sexual Orientation</b>	N		
	<b>Sex</b>	N		
	<b>Welsh language</b>	N		
	<b>Any other area</b>	N		

**5. Has there been any consultation/engagement with the appropriate protected characteristics?**

YES

NO

<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A</b>			
<b>7. Procurement</b>  Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. NO			
<b>8. Human resources</b>  Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?  Implementation of this new policy proposal will enable the LA to process a recoupment mechanism containing all elements of costs related to this provision e.g. administrative costs and LA Officer time as central part of the smooth functioning of this service. The LA's view is that this proposal reflects a more realistic and equitable system to support the funding of this crucial service.			
<b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>Approved by:</b>  Head of Service	Andi Morgan	Date:	17.11.18

## Initial Equalities Impact Assessment

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Stefan Smith	<b>Date of initial assessment:</b> 16 <sup>th</sup> November 2018 <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Department for Education & Children, Children's Services – Welfare Service	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New Policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Review of Education Welfare Service.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<ul style="list-style-type: none"> <li>2019-20 £180k</li> </ul> <p>Cease provision of service to schools who already manage most aspects of attendance. Staff would transfer into existing vacancies across Children's Services. Balance of budget maintained to ensure LA's statutory responsibilities can be met.</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups (see guidance notes)	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>  <b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
		<b>Risks</b>  There is a risk that the level of school attendance could decline, although this wouldn't affect any one protected characteristic disproportionately.	<b>Positive effects</b>  Increased school engagement and coproduction of services.

<b>Protected characteristics</b>	<b>Age</b>	N			
	<b>Disability</b>	N			
	<b>Gender reassignment</b>	N			
	<b>Race</b>	N			
	<b>Religion/Belief</b>	N			
	<b>Pregnancy and maternity</b>	N			
	<b>Sexual Orientation</b>	N			
	<b>Sex</b>	N			
	<b>Welsh language</b>	N			
	<b>Any other area</b>	N			

**5. Has there been any consultation/engagement with the appropriate protected characteristics?** YES  NO

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. No.

Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service

Yes; there is a slight risk of redundancy where staff cannot be re-deployed. Current HR procedures will be followed.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Head of Service

Stefan Smith

Date:

19/11/18

## Initial Equalities Impact Assessment

Department:	Completed by (lead):	Date of initial assessment: 16 <sup>th</sup> November 2018
Education & Children	Stefan Smith	Revision Dates:
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Department for Education & Children, Children's Services – Education Psychology Service	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New Policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Review of Education Welfare Service.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<ul style="list-style-type: none"> <li>2019-20 £50k</li> <li>2020-21 £50k</li> </ul> <p style="margin-top: 20px;">Reduce number of Education and Child Psychologists and reconsider structure.</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups (see guidance notes)	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>  <b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
<b>Age</b>	<b>N</b>		

<b>Disability</b>	N			
<b>Gender reassignment</b>	N			
<b>Race</b>	N			
<b>Religion/Belief</b>	N			
<b>Pregnancy and maternity</b>	N			
<b>Sexual Orientation</b>	N			
<b>Sex</b>	N			
<b>Welsh language</b>	N			
<b>Any other area</b>	N			

**5. Has there been any consultation/engagement with the appropriate protected characteristics?** YES  NO

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. No.

Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.

**8. Human resources**

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service**

Yes; service restructure and any staff reduction would be conducted with full consultation of HR.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

**Approved by:**

Head of Service

Stefan Smith

**Date:**

16/11/18

## Initial Equalities Impact Assessment

Department:  Education & Children	Completed by (lead):  Stefan Smith	Date of initial assessment: 16 <sup>th</sup> November 2018  Revision Dates:
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Department for Education & Children, Children's Services – School Counselling	
Is this existing or new function/policy, procedure, practice or decision?	New Policy	
What evidence has been used to inform the assessment and policy? (please list only)		
Review of Education Welfare Service.		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	<ul style="list-style-type: none"> <li>2021-22 £30k</li> </ul> <p>Review SLA with external provider at next renewal which may reduce level of service to schools/young people.</p>		
The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups (see guidance notes)	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?  <b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?
		<b>Risks</b>  There may be a reduction in level of service to schools/young people which could affect some groups/characteristic disproportionately due to the proportion of these	<b>Positive effects</b>

		groups that may require additional support.		
Protected characteristics	Age	N		
	Disability	Y		
	Gender reassignment	Y		
	Race	Y		
	Religion/Belief	N		
	Pregnancy and maternity	Y		
	Sexual Orientation	Y		
	Sex	Y		
	Welsh language	N		
	Any other area	N		

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any?		

<b>7. Procurement</b>								
<p><b>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.</b> No.</p> <p><b>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</b></p>								
<b>8. Human resources</b>								
<p><b>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service</b></p> <p>Yes; service restructure and any staff reduction would be conducted with full consultation of HR.</p>								
<b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">YES</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/></td> <td style="width: 33%; padding: 5px;">NO</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;"><input checked="" type="checkbox"/></td> </tr> </table>			YES	<input type="checkbox"/>	NO			<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>	NO						
		<input checked="" type="checkbox"/>						
<b>Approved by:</b> Head of Service	Stefan Smith	<b>Date:</b> 16/11/18						

## Initial Equalities Impact Assessment Template

## Appendix 1

<b>Department:</b>  Outdoor Recreation Service	<b>Completed by (lead):</b>  Neil Thomas	<b>Date of initial assessment:</b>  29/11/2018  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Pendine Outdoor Education Centre	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	Existing Function	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>• Review of the provision and annual bookings at Pendine Outdoor Education Centre</li> <li>• Leisure Senior Management meetings</li> <li>• The current physical condition of the building and grounds.</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	We are seeking to consult on the impact of the closure of the Pendine Outdoor Education Centre on existing facility staff and users
---	---

<p><b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b></p> <p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>	<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p>		<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>	
		Risks	Positive effects	<p>The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.</p>	
<p><b>Protected characteristics</b></p>	<b>Age</b>	High	<p>Existing Centre users (predominately School groups) will have to access private sector outdoor education residential provision outside of Carmarthenshire which is likely to cost more financially and in time for travel. Alternatively, Schools may decide not to access residential outdoor education at all. Alternative provision may also not align or have content relevant to the National Curriculum guidance.</p>	<p>The private sector may be able to provide a higher standard of facility but not necessary a higher standard of instruction.</p>	<p>The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.</p>
	<b>Disability</b>	Medium	<p>Existing Centre users (predominately School groups) will have to access private sector</p>	<p>The private sector may be able to provide a higher standard of facility but not</p>	<p>The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This</p>

		<p>outdoor education residential provision outside of Carmarthenshire which is likely to cost more financially and in time for travel.</p> <p>Alternatively, Schools may decide not to access residential outdoor education at all.</p> <p>Alternative provision may also not align or have content relevant to the National Curriculum guidance.</p>	necessary a higher standard of instruction.	EIA will be updated accordingly, and any necessary mitigating actions will be identified.
<b>Gender reassignment</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Race</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Religion/Belief</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A

<b>Pregnancy and maternity</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Sexual Orientation</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Sex</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Welsh language</b>	High	Pendine Outdoor Education Centre aims to provide a bilingual service to the Schools in Carmarthenshire. There is no guarantee that alternative provision can be provided bilingually.	There will be a need to ensure that service users are able to access services in the language of their choice. This can't be guaranteed.	Current users will have to assess if alternative service provision outside of Pendine Outdoor Education Centre caters for Welsh language provision.
<b>Pre School Education</b>	Low	The Centre currently does not cater for pre-school education	The Centre currently does not cater for pre-school education	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.

Any other area	N/A			
----------------	-----	--	--	--

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
---	---	-----------------------------

6. What action(s) will you take to reduce any disproportionately negative impact, if any?
<ul style="list-style-type: none"> <li>Provide Schools and user groups lists of alternative provision.</li> <li>The five fulltime equivalent staff members, if placed at risk, will be placed on the redeployment register and we will make every attempt to redeploy them to other business areas within the County Council if the decision is to close Pendine Outdoor Education Centre.</li> </ul>

7. Procurement
Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.

N/A

8. Human resources
Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?

There will be implications for the nine permanent staff members who will be placed on the redeployment register and we will make every attempt to displace them to other areas within the County Council if the decision is to close Pendine Outdoor Education Centre.

9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)	YES <input checked="" type="checkbox"/>	NO
Approved by: Head of Service	Ian Jones	Date: 29/11/18

**Carmarthenshire County Council**

**Equality Impact Assessment**

Contact Name	Ian Jones	Title	Head of Leisure
Budget title	<b>Branch Library co-location</b>		
Amount £	<b>£2,393k</b>		
Saving £	<b>£10k (19/20); £5k (20/21); £5k (21/22)</b>		
Description	<p><b>County Library Services has been tasked with finding £20k of savings in the 2019/20 to 2021/22 financial years.</b></p> <p>A service review has taken place looking at branch library provisions across Carmarthenshire. The review outlines a new direction for the Service against a background of significant cuts to local authority budgets.</p> <p>Library services are continually changing to meet the needs of a developing service, which has led to a need to review the pattern of service delivery. Stronger community participation and widening the appeal are essential for the Service to prosper.</p> <p>In order to meet the £20k efficiency, some service provision will inevitably be affected. These efficiencies will impact on the following areas:</p> <ul style="list-style-type: none"> <li>• Community Branch Library services</li> </ul> <p>The review suggests that some community branch libraries could be delivered in an alternative way i.e. by co-location with other community facilities.</p>		
<p><b>Will this proposal have an adverse impact on any particular groups of people including those who may be disadvantaged by virtue of gender, race, religion / belief, age, disability or sexual orientation? Will it impact disproportionately on those in lower income groups?</b></p>			
Yes		<p>Public libraries are a powerful resource and important in addressing a number of the priorities set out in the Welsh Government's "Programme for Government", including promoting growth and tackling poverty.</p> <p>Welsh public libraries address poverty by tackling the digital divide, providing access to the internet with trained staff delivering advice and guidance, and helping people develop vital information literacy skills. They are also an important community resource</p>	

		<p>in helping people claim Universal Benefit and enabling them to take advantage of a broad range of statutory and voluntary support available in their local community. These and other aspects of the service are planned, shaped and delivered by skilled and knowledgeable professional library staff.</p> <p>Additionally libraries play an important role in advancing knowledge by providing access to information, supporting entrepreneurial activity, and inspiring life-long learning and reading for enjoyment. They foster social mobility and strengthen our communities, catering, as they do, for the needs of all parts of society from toddlers and their parents, to students (of all ages) and researchers, from local activists to small businesses, and from the frail and elderly and their carers to hobbyists and creators.</p>
--	--	--

**If Yes, please briefly describe the nature of the impact. Which groups are likely to be affected and in what way?**

1. There will be limited impact in terms of what is currently provided, and what may be provided in the future.
2. Welsh Public Library Standards (WPLS) focusses on a more outcome based impact perspective approach, demonstrating the wider contribution and value of public libraries and allowing for greater reconfiguration along more innovative lines within local authorities.

<b>Description of impact</b>	Alternative delivery model, rather than reduction in provision.
------------------------------	---

**Consultation**

**Have you consulted any of these groups or their representative bodies?**

A Service Review has been completed with recommendations being implemented. Service users have been consulted as part of budget consultation process.

**If so please give details, what was the outcome?**

Proposals generally supported.

<b>Description of consultation</b>	Views and opinions sought from Elected Members, local community organisations and groups and all other interested parties, via the Council's established consultation process.
------------------------------------	--

Mitigation	
Details of steps to be taken to mitigate any adverse impact	<p>Alternative Methods/Forms of Service Delivery</p> <ul style="list-style-type: none"> <li>● <b>Volunteer run libraries</b> The use of volunteers in libraries has become prominent in the last couple of years. Currently one Community library is operated by volunteers within the county. This could be further explored/extended within Carmarthenshire and where implemented would be supported and managed by professional Library Service, providing professional support, stocks of books and non book materials along with IT support to small community based libraries run by volunteers from within the community.</li> <li>● <b>Community councils</b> In a number of authorities, community councils have contributed towards library provision. Working in partnership, community councils often provide accommodation and staffing, while the county council provide book stock and professional support for these small community based libraries. Pontyberem library goes a long way towards this route with the Community Council funding the building and staffing costs.</li> <li>● <b>Relocation of existing libraries (Proposed)</b> Across the Principality libraries are being relocated within other local authority buildings such as Leisure Centres, Community Centres and Civic Centres all having been used with varying degrees of success. Where practical, shared premises and staffing with other departments / organisations within Carmarthenshire may be able to offer extended library provision. Such a move would bring savings from having shared premises but investment would be needed to fund any such relocations. A good example of shared services can be seen at "Y Gat" St Clears.</li> <li>● <b>Enhanced housebound services</b> The current housebound delivery service provides a tailored service specific to the requirements of the individual members with stock carefully selected by professional staff and delivered to borrowers' homes by library staff. Many current users in more remote locations could be transferred to the home delivery service, which would work in partnership with the Mobile library service. Adopting this approach may lead to an increase in transport costs and, in line with many other local authorities, consideration should be given to the use of volunteers and the establishment of partnerships with existing providers e.g. social services to deliver the extended service.</li> <li>● <b>Deposit collections</b> The library service already supplies a number of large deposit collections of books to day centres, nursing homes and hospitals, Stock is changed on a regular basis and selected by professional library staff. Providing there are suitable community venues this is a model that</li> </ul>

	<p>can be replicated. Costs for this would be met within existing budget providing there was no staffing or building cost to the Service. This option is currently being explored at Kidwelly. (Gwenllian Centre)</p> <ul style="list-style-type: none"> <li>● <b>Mobile library service</b> By streamlining our static branch library service with an adapted mobile library service, this has facilitated ‘community’ stops of between 1 to 3 hours per visit replacing the present traditional ‘silver service’ door to door type mobile stop approach of between 5 and 30 minutes.</li> <li>● <b>Other Provision</b> Libraries are recognised as important community venues which often provide a safe learning environment for children out of school hours and adults wishing to learn new skills. In many communities, the library may provide the only IT facilities in the area, enabling access to the internet. Where possible, consideration should be given to providing access to these services from other alternative premises in the area. Where possible, grant funding bodies should be explored in order to facilitate these changes. (e.g. Trimsaran)</li> </ul>
--	---

#### Context

**Is this proposal part of a wider plan which would place it in context? (e.g. closure of an individual facility in the context of a wider investment programme).**

These efficiencies come on the back previous efficiencies, and the well documented challenge to all public sector organisations to deliver their services with fewer resources. Almost every division within the authority has had to deliver significant budget efficiencies over the past number of years; however these efficiencies become more challenging to deliver every year.

In order to support a programme of change and develop a service that responds to the wider agenda for efficiencies and service challenges ahead, the service review has had to determine whether to continue to support resources in services that are not fit for purpose and inefficient in terms of hourly costs and performance. The “Alternative Methods/Forms of Service Delivery” should enable resources to be applied where performance and service levels can best deliver as centres of excellence.

<b>Details of context of the proposal</b>	These proposals should be subject to an ongoing equalities impact assessment as part of a consultation process.
<b>Monitoring</b>	<b>Do you have any plans to monitor the ongoing impact on the affected group(s)?</b>

	Any of these alternatives forms of service delivery would come with a considerable amount of planning and preparation to ensure that the replacement service meets with community needs. Along with this, the need to continually assess performance against delivery will be paramount. (WPLS/CIPFA and Service Review Group)
<b>Other information</b> <b>Is there anything else which ought to be recorded?</b>	
	<b>None</b>

## Initial Equalities Impact Assessment Template

## Appendix 1

Department  Communities / Leisure / Culture	Completed by (lead):  Jane Davies	Date of initial assessment:  29/11/2018
		Revision Dates:
Area to be assessed: (i.e. name of <i>policy, function, procedure, practice or a financial decision</i> )	Reduced opening hours at Parc Howard Museum, Llanelli	
Is this existing or new function/policy, procedure, practice or decision?	Existing Function	
What evidence has been used to inform the assessment and policy? (please list only)		
<ul style="list-style-type: none"> <li>• Review of the provision through annual budget monitoring and performance management data at the facility</li> <li>• Leisure Senior Management meetings</li> <li>• User numbers income targets.</li> </ul>		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	We are seeking to consult on the impact of slightly reducing the opening hours at Parc Howard Museum, on existing facility staff and users
--	--

<p><b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b></p> <p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>	<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p>		<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>	
		Risks	Positive effects	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.	
<p><b>Protected characteristics</b></p>	<b>Age</b>	Medium	Existing users range from young children through to older adults. The facility houses the local collections and plans to re-open the café in the near future when opening hours may be reviewed positively again. Reduced opening hours may offer less opportunity for people to access the Museum collection.	Less running costs at times when the facility is quiet should result in better service at the time it's open with re-alignment of some resources.	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.
	<b>Disability</b>	Medium	The building is accessible for existing users and visitors. Flexibility of visiting times may be affected with slightly less opening times.	Less running costs at times when the facility is quiet should result in better service at the time it's open with re-alignment of some resources.	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.

<b>Gender reassignment</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Race</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Religion/Belief</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Pregnancy and maternity</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Sexual Orientation</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Sex</b>	Low	Low risk with limited impact on this	Low risk with limited impact on this protected characteristic group	N/A

		protected characteristic group		
<b>Welsh language</b>	High	The Museum aims to provide a bilingual service to all of its visitors. There is no guarantee that alternative provision can be provided bilingually.	Less running costs at times when the facility is quiet should result in better service at the time it's open with re-alignment of some resources.	Current users will have to assess if alternative service provision outside of the facility caters for Welsh language provision.
<b>Pre School Education</b>	Medium	Some of the holiday activities provides for pre-school education. This would have to be picked up by external / private / third sector provision	Potential for new businesses to see this as an opportunity for new provision.	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.
<b>Any other area</b>	N/A			

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>	
<ul style="list-style-type: none"> <li>Provide user groups with list of alternative provision.</li> <li>The full-time equivalent staff member, if placed at risk, will be placed on the redeployment register and we will make every attempt to redeploy them to other business areas within the County Council if the decision is to close.</li> </ul>	

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.

N/A

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?

There will be limited implications for the small number of permanent staff members who may be placed on the redeployment register and we will make every attempt to redeploy them to other areas within the County Council, or re-negotiate their working hours if the decision is to reduce the opening hours for the facility.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Ian Jones

Head of Service

Date: 29/11/18

## Initial Equalities Impact Assessment Template

## Appendix 1

Department  Communities / Leisure / Culture	Completed by (lead):  Jane Davies	Date of initial assessment:  29/11/2018
Area to be assessed: (i.e. name of <i>policy, function, procedure, practice or a financial decision</i> )	Kidwelly Industrial Museum	
Is this existing or new function/policy, procedure, practice or decision?	Existing Function	
What evidence has been used to inform the assessment and policy? (please list only)		
<ul style="list-style-type: none"> <li>• Review of the provision through annual budget monitoring and performance management data at the facility</li> <li>• Leisure Senior Management meetings</li> <li>• User numbers income targets.</li> </ul>		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	We are seeking to consult on the impact of reducing CCC support funding to the Kidwelly Industrial Museums Trust who manage this facility, on existing facility staff and users
--	---

<p><b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b></p> <p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>	<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p>		<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>	
		Risks	Positive effects	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.	
<p><b>Protected characteristics</b></p>	<b>Age</b>	Medium	Existing visitors range from young children through to older adults, but are mainly older in profile. Reducing funding may result in less access or closure of the facility and an understanding of an important part of the County's industrial heritage	Reduced funding may make the trust stronger and more resilient thus sustaining the future of the Museum.	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.
	<b>Disability</b>	Medium	The site aims to be fully accessible for users, and reduced support funding may have an impact on the trust's ability to meet this aim.	Reduced funding may make the trust stronger and more resilient thus sustaining the future of the Museum.	The consultation will identify whether staff/users with protected characteristics are disproportionately affected. This EIA will be updated accordingly, and any necessary mitigating actions will be identified.
	<b>Gender reassignment</b>	Low	Low risk with limited impact on this	Low risk with limited impact on this protected characteristic group	N/A

		protected characteristic group		
<b>Race</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Religion/Belief</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Pregnancy and maternity</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Sexual Orientation</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Sex</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Welsh language</b>	High	The Museum aims to provide a bilingual	Reduced funding may make the trust stronger	Current users will have to assess if alternative service provision outside

		service to all of its visitors. There is no guarantee that alternative provision can be provided bilingually.	and more resilient thus sustaining the future of the Museum and it's provision of Welsh language services.	of the centre caters for Welsh language provision.
<b>Pre School Education</b>	Low	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	N/A
<b>Any other area</b>	N/A			

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>	
<ul style="list-style-type: none"> <li>Provide user groups with list of alternative provision.</li> <li>The part-time equivalent staff member, if placed at risk, will be placed on the redeployment register and we will make every attempt to redeploy them to other business areas within the County Council if the decision is to close.</li> </ul>	
<b>7. Procurement</b>	
Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.	
N/A	
<b>8. Human resources</b>	
Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?	

There may be implications for one P/T staff member who will be placed on the redeployment register and we will make every attempt to displace them to other areas within the County Council if the decision is to close the Centre.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Ian Jones

Head of Service

Date: 29/11/18

## Initial Equalities Impact Assessment Template

## Appendix 1

<b>Department:</b> Communities	<b>Completed by (lead):</b> Sharon Frewin	<b>Date of initial assessment:</b> <b>29<sup>th</sup> December 2017</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>		<b>Revision Dates:</b>
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		Existing practice.
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Knowledge of current usage.  Discussion with relevant staff.  Consideration of financial implications.  Consideration of other contracting arrangements.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	The Mental Health and Learning Disability division has offered training opportunities for those who face barriers to training and employment in two commercial catering settings within the council. There has been a significant decline in the take up of the catering training with those who require this being supported in commercial ventures in the community.  <b>Information on savings proposal:</b>  Cease provision of one facility which provides catering training - no service users affected. The proposal is to close the catering training provision which is also a staff canteen.. The service was originally established via the COASTAL project which ended in Dec 2014. Since that time student numbers have dwindled with alternatives within the community being preferred.  The proposal would also achieve a financial saving as the service is currently subsidised.
---	---

<b>Protected characteristics</b>  The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups  (see guidance notes)	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?  Please indicate high (H) medium (M), low (L), no effect (N) for each.				3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?
	<b>Age</b>	L	Risks	Positive effects		
	<b>Disability</b>	M	Loss of a facility for staff.		Community work experience opportunities can be provided if an alternative is needed.	
	<b>Gender reassignment</b>	L				
	<b>Race</b>	L				
	<b>Religion/Belief</b>	L				
	<b>Pregnancy and maternity</b>	L				
	<b>Sexual Orientation</b>	L				
	<b>Sex</b>	L				
	<b>Welsh language</b>	L				
	<b>Any other area</b>	L				

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b> <p>Person Centred Reviews have been undertaken to ensure that any activity can be undertaken in a more effective way, eg, cooking skills can be developed in the persons own home and employment / training can be undertaken in supported work experience. The one remaining student has transferred to a work placement at a café in Carmarthen town centre.</p>	
<b>7. Procurement</b> <p>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, and service. No.  Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</p>	
<b>8. Human resources</b> <p>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? Yes. Members of staff will be supported to find alternative job opportunities via the redeployment policy / process. To date three out of the six staff have already been redeployed within the council.</p>	
<b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Approved by: Head of Service	Date:

## Initial Equalities Impact Assessment Template

## Appendix 1

Department:  Communities	Completed by (lead):  Avril Brace	Date of initial assessment: 20 <sup>th</sup> January 2019  Revision Dates:
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Review of Third Sector Contracts	
Is this existing or new function/policy, procedure, practice or decision?	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
<p>WAO Report 2017 LA funding of Third Sector Contracts</p> <p>Social Services and Wellbeing (wales) Act 2014</p> <p>Budget information concerning Third Sector Contracts</p> <p>Reporting Information from Third Sector Contracts</p>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	The third sector receives grants from CCC to deliver services and support to individuals with a Learning Disability, Mental health and substance misuse issues. The WAO report on LA funding of Third Sector contracts in 2017 concluded that LA's need to be more strategic in their approach to third sector contracts and review such contracts to ensure outcomes align with the LA's strategic priorities to ensure value for money. There are also opportunities for the third sector to collaborate to deliver services such as information, advice and assistance as prescribed in the Social Services and Wellbeing (Wales) Act 2014. Outcomes for individuals with protected characteristics will be improved if collaboration is enabled and the alignment of third sector objectives with the local authority strategic priorities will improve cost effectiveness and impact on the council's budget savings proposals.		
<b>The Public Sector Equality Duty requires the Council to have "due regard" to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		<p><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<b>Risks</b>	<b>Positive effects</b>	
<b>Protected characteristics</b>	<b>Age</b>	N			
	<b>Disability</b>	L			
	<b>Gender reassignment</b>	N			
	<b>Race</b>	N			
	<b>Religion/Belief</b>	N			
	<b>Pregnancy and maternity</b>	N			
	<b>Sexual Orientation</b>	N			
	<b>Sex</b>	N			
	<b>Welsh language</b>	N			
	<b>Any other area</b>				

**5. Has there been any consultation/engagement with the appropriate protected characteristics?**

YES

NO X

**6. What action(s) will you take to reduce any disproportionately negative impact, if any? There has been consultation with the Third Sector to explain our intention to review their activity and ensure we are working together to deliver the priorities in the Social Services and Wellbeing (Wales) Act. Opportunities for collaboration between and review of commissioning arrangements with third sector partners is also an important facet of the HDUHB led Transforming Mental health Services**

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. NO

Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? NO

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Head of Service

Date:

## Initial Equalities Impact Assessment Template

## Appendix 1

<b>Department:</b> Communities	<b>Completed by (lead):</b> Sharon Frewin	<b>Date of initial assessment:</b> <b>20<sup>th</sup> January 2019</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>		Improve building usage in day centre provision to reduce by one building, saving building operating costs.
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		Existing practice.
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Knowledge of current usage.  Person Centred reviews  Discussion with relevant staff.  Consideration of financial implications.  Consideration of other contracting arrangements.		
<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Learning Disabilities & Mental Health day services currently provide support for approximately 300 individuals across the county utilising 8 different sites. The services provide opportunities for individuals to receive therapy, maintain their health and wellbeing, gain skills, socialise whilst also providing respite for carers. The review of day services has highlighted the need to develop community options and specialist services which will see a decline in the use of building based services. This will provide opportunities for us to develop community hubs, social enterprises and activities in existing community venues.	

<b>Protected characteristics</b>	<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  <b>(1)</b> eliminate unlawful discrimination, harassment and victimisation;  <b>(2)</b> advance equality of opportunity between different groups; and  <b>(3)</b> foster good relations between different groups  (see guidance notes)	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>  <b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
	<b>Risks</b>	<b>Positive effects</b>		
	<b>Age</b>	L		
	<b>Disability</b>	M	Loss of a building based facility.	Move from segregated service to community inclusion.  Individuals will access existing community groups, services or develop activities within community venues.
	<b>Gender reassignment</b>	L		
	<b>Race</b>	L		
	<b>Religion/Belief</b>	L		
	<b>Pregnancy and maternity</b>	L		
	<b>Sexual Orientation</b>	L		
	<b>Sex</b>	L		
	<b>Welsh language</b>	L		

Any other area	L			
<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>	<p>Person Centred Reviews have been undertaken to understand what activities currently undertaken within building based settings could be undertaken in a community setting. A community mapping activity has also been undertaken in order to identify activities and venues within the community which could be accessed or developed.</p>			
<b>7. Procurement</b>				
<p>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, and service. No.</p> <p>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</p>				
<b>8. Human resources</b>				
<p>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?</p> <p>Yes, the change to community based activities could result in a change to the work base of some staff. The necessary consultation and notice periods will be applied as per policy.</p>				
<b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Approved by: Head of Service			Date:	

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Stephen Pilliner	Date of initial assessment: 14/11/2018  Revision Dates: Ongoing
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Financial savings: £38,000 (by 2021/22)  Review maintenance of flower beds and shrubbery in town centres.	
Is this existing or new function/policy, procedure, practice or decision?	New policy	
What evidence has been used to inform the assessment and policy? (please list only)		
Budget		

<p><b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b></p> <p>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</p> <ul style="list-style-type: none"> <li>(1) eliminate unlawful discrimination, harassment and victimisation;</li> <li>(2) advance equality of opportunity between different groups; and</li> <li>(3) foster good relations between different groups (see guidance notes)</li> </ul>	<p>The proposal is to cease town centre planting or transfer to town councils as we are aware that some town councils have expressed an interest in undertaking this work.</p>		
	<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p>	<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>
	<p>Risks</p>	<p>Positive effects</p>	

<b>Protected characteristics</b>	<b>Age</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Disability</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Gender reassignment</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Race</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Religion/Belief</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Pregnancy and maternity</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Sexual Orientation</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Sex</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Welsh language</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Any other area</b>	(1) N (2) N (3) N	N/A	N/A	N/A

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A		
7. Procurement  Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal / service.  Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A		

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? N/A

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?** (recommended if one or more H under section 2)

YES

NO

Approved by:  
Head of Service

Stephen Pilliner

Date:  
14/11/2018

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Stephen Pilliner	Date of initial assessment: 14/11/2018  Revision Dates: Ongoing
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Financial savings: £19,000 (by 2021/22)  Planting at Eastgate roundabout, Llanelli.	
Is this existing or new function/policy, procedure, practice or decision?	New policy	
What evidence has been used to inform the assessment and policy? (please list only)		
Budget		

<p><b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b></p> <p>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</p> <ul style="list-style-type: none"> <li>(1) eliminate unlawful discrimination, harassment and victimisation;</li> <li>(2) advance equality of opportunity between different groups; and</li> <li>(3) foster good relations between different groups (see guidance notes)</li> </ul>	<p>To cease planting on Eastgate roundabout but will engage with the Town Council and BID to explore option of transfer.</p>		
	<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p>	<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>
	<p>Risks</p>	<p>Positive effects</p>	

<b>Protected characteristics</b>	<b>Age</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Disability</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Gender reassignment</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Race</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Religion/Belief</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Pregnancy and maternity</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Sexual Orientation</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Sex</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Welsh language</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Any other area</b>	(1) N (2) N (3) N	N/A	N/A	N/A

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A		
7. Procurement  Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal / service.  Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A		

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? N/A

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?** (recommended if one or more H under section 2)

YES

NO

Approved by:  
Head of Service

Stephen Pilliner

Date:  
14/11/2018

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Stephen Pilliner	Date of initial assessment: 14/11/2018  Revision Dates: Ongoing
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Financial savings: £49,000 (by 2021/22)  Amenity grass cutting around town centres.	
Is this existing or new function/policy, procedure, practice or decision?	New policy	
What evidence has been used to inform the assessment and policy? (please list only)		
Budget		

<p><b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b></p> <p>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</p> <ul style="list-style-type: none"> <li>(1) eliminate unlawful discrimination, harassment and victimisation;</li> <li>(2) advance equality of opportunity between different groups; and</li> <li>(3) foster good relations between different groups (see guidance notes)</li> </ul>	<p>To cease Amenity Grass Cutting around town centres or transfer to town councils as we are aware that some town councils have expressed an interest in undertaking this work.</p>		
	<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p>	<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>
	<p>Risks</p>	<p>Positive effects</p>	

<b>Protected characteristics</b>	<b>Age</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Disability</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Gender reassignment</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Race</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Religion/Belief</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Pregnancy and maternity</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Sexual Orientation</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Sex</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Welsh language</b>	(1) N (2) N (3) N	N/A	N/A	N/A
	<b>Any other area</b>	(1) N (2) N (3) N	N/A	N/A	N/A

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A		
<b>7. Procurement</b> <p>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal / service.</p> <p>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A</p>		

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? N/A

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?** (recommended if one or more H under section 2)

YES

NO

Approved by:  
Head of Service

Stephen Pilliner

Date:  
14/11/2018

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Stephen Pilliner	Date of initial assessment: 14/11/2018 Updated: 16/01/2019.  Revision Dates: Ongoing
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Financial savings: £32,000 (by 2021/22).  Review all winter maintenance routes to rationalise the number of routes that are subject to treatment.	
Is this existing or new function/policy, procedure, practice or decision?	New policy	
What evidence has been used to inform the assessment and policy? (please list only)		
Budget		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<p>Review all winter maintenance routes to rationalise the number of routes that are subject to treatment.</p> <p>All groups of people are impacted by winter weather conditions and the Winter Maintenance service which is conducted in the area. Overall, anyone who has a need to travel would be impacted to some extent. The review of the Winter Maintenance routes will adopt the risk based approach as set in our Highway Asset Management Plan, so that resources are targeted at those areas of greatest need.</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>  <b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
	<b>Risks</b>	<b>Positive effects</b>	

(see guidance notes)				
Protected characteristics	<b>Age</b>	(1) N (2) N (3) N		
	<b>Disability</b>	(1) N (2) N (3) N		
	<b>Gender reassignment</b>	(1) N (2) N (3) N		
	<b>Race</b>	(1) N (2) N (3) N		
	<b>Religion/Belief</b>	(1) N (2) N (3) N		
	<b>Pregnancy and maternity</b>	(1) N (2) N (3) N		
	<b>Sexual Orientation</b>	(1) N (2) N (3) N		
	<b>Sex</b>	(1) N (2) N (3) N		
	<b>Welsh language</b>	(1) N (2) N (3) N		
	<b>Any other area</b>	(1) N (2) N (3) N		

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>	

Some routes could be added to secondary routes with minimal impact to the routes taken by gritters, others will be impractical, so we may decide to place grit bins out. The availability of alternative and safer routes which continue to receive a gritting service should also be identified – for example, in adverse weather conditions, people can choose to use a main route, which may be a safer alternative to using a more direct albeit smaller, untreated road.

#### 7. Procurement

**Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, or service.**

**Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.**

#### 8. Human resources

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?**

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

**Approved by:**

Head of Service

Stephen Pilliner

**Date:**

16/01/2019

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Stephen Pilliner	Date of initial assessment: 14/11/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Financial savings: £282,000 (by 2021/22).  The County Council maintains 3,371 km of highway in Carmarthenshire. It is the second largest length of highway network in Wales. The Authority has a statutory duty to maintain the network to a safe standard to facilitate the safe movement of goods and people	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Budget		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	To cease scheduled mechanical sweeping on rural roads. Town centre areas are swept by the Cleansing team, however, Highways undertake scheduled and ad hoc sweeping of rural roads and retain or hire sweepers to do this work. The proposal is that Highways will not continue to undertake ad hoc sweeping and will respond on a reactive basis to emergencies by hiring if there is a safety issue. Highways will also procure brush attachments to support the patch planing operation.		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		<p><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>Risks</b></p>	<p><b>Positive effects</b></p>	
<b>Protected characteristics</b>	<b>Age</b>	(1) L (2) N (3) N			
	<b>Disability</b>	(1) L (2) N (3) N			
	<b>Gender reassignment</b>	(1) N (2) N (3) N			
	<b>Race</b>	(1) N (2) N (3) N			
	<b>Religion/Belief</b>	(1) N (2) N (3) N			
	<b>Pregnancy and maternity</b>	(1) N (2) N (3) N			
	<b>Sexual Orientation</b>	(1) N (2) N (3) N			
	<b>Sex</b>	(1) N (2) N (3) N			
	<b>Welsh language</b>	(1) N (2) N (3) N			
	<b>Any other area</b>	(1) N (2) N (3) N			

5. Has there been any consultation/engagement with the appropriate protected characteristics?

YES

NO

<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>			
<p><b>7. Procurement</b></p> <p>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, or service.</p> <p>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</p>			
<p><b>8. Human resources</b></p> <p>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?</p>			
<p><b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</b></p>			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">YES <input type="checkbox"/></td> <td style="width: 33%; padding: 5px;">NO <input checked="" type="checkbox"/></td> </tr> </table>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>		
<b>Approved by:</b> Head of Service	<b>Date:</b> Stephen Pilliner 14/11/2018		

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Stephen Pilliner	Date of initial assessment: 14/11/2018 Updated: 16/01/2019.  Revision Dates: Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Financial savings: £150,000 (by 2021/22).  The County Council maintains 3,371 km of highway in Carmarthenshire. It is the second largest length of highway network in Wales. The Authority has a statutory duty to maintain the network to a safe standard to facilitate the safe movement of goods and people.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Budget		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<p>The proposal is to reduce the number of schemes delivered by the surface dressing programme. There will be an increased risk of further deterioration in the network that will affect all road users.</p>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>  Please indicate high (H) medium (M), low (L), no effect (N) for each.	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
		<b>Risks</b>	<b>Positive effects</b>

(see guidance notes)				
Protected characteristics	<b>Age</b>	(1) Low (2) N (3) N	Older people can be less steady on their feet and more prone to trip hazards.  Deteriorating carriageway conditions may lead to increased accidents and a reduced confidence in going out in public.	Surface dressing is predominantly used on rural roads, where pedestrian traffic is very light and the risk is perceived to be very low. If the road is pot holed, the pot hole will be repaired prior to surface dressing.
	<b>Disability</b>	(1) Low (2) N (3) N	As above but especially important with certain impairments such as poor vision or limited mobility.	Surface dressing is predominantly used on rural roads, where pedestrian traffic is very light and the risk is perceived to be very low. If the road is pot holed, the pot hole will be repaired prior to surface dressing.
	<b>Gender reassignment</b>	(1) N (2) N (3) N		
	<b>Race</b>	(1) N (2) N (3) N		
	<b>Religion/Belief</b>	(1) N (2) N (3) N		

<b>Pregnancy and maternity</b>	(1) Low (2) N (3) N	Women who are heavily pregnant may be at increased risk of falls if they are unsteady on their feet.		Surface dressing is predominantly used on rural roads, where pedestrian traffic is very light and the risk is perceived to be very low. If the road is pot holed, the pot hole will be repaired prior to surface dressing.
<b>Sexual Orientation</b>	(1) N (2) N (3) N			
<b>Sex</b>	(1) N (2) N (3) N			
<b>Welsh language</b>	(1) N (2) N (3) N			
<b>Any other area</b>	(1) N (2) N (3) N			

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any?	
7. Procurement	
<p>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, or service.</p> <p>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</p>	

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Head of Service

Stephen Pilliner

Date:

14/11/2018

## Initial Equalities Impact Assessment Template

Department:  Environment	Completed by (lead):  Daniel W John, Waste Services Manager	Date of initial assessment: 14/11/2018  Revision Dates: Ongoing
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Financial savings: £165,000 (by 2021/22)  Household Waste Recycling Centre provision.	
Is this existing or new function/policy, procedure, practice or decision?	New policy	
What evidence has been used to inform the assessment and policy? (please list only)		
Budget  Scoping Review		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	Review the Household Waste Recycling Centre provision in the north of the County in addition to altering the operating parameters for all sites to provide a less costly service.		
The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?  Please indicate high (H) medium (M), low (L), no effect (N) for each.	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?
		Risks	Positive effects

(see guidance notes)					
Protected characteristics	<b>Age</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Disability</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Gender reassignment</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Race</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Religion/Belief</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Pregnancy and maternity</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Sexual Orientation</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Sex</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Welsh language</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Any other area</b>	(1) L (2) L (3) L	N/A	N/A	N/A

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b> N/A</p>	

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal / service.

Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? N/A

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?** (recommended if one or more H under section 2)

YES

NO

Approved by:  
Head of Service

Ainsley Williams

Date:  
14/11/2018

## Initial Equalities Impact Assessment Template

<b>Department:</b> Environment	<b>Completed by (lead):</b> Daniel W John, Waste Services Manager	<b>Date of initial assessment:</b> 14/11/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Financial savings: £66,000 (by 2021/22)  Bring sites are located across the County to provide recycling facilities within communities. They currently cater for glass, paper and cans in the main.  Undertake a review into the Bring site locations taking into account levels of usage and any other difficulties with the sites. A reduction of between 30 and 40% is predicted.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>Budget</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Reduce fleet by 50% through reduction in Bring site provision.		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		<p><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>Risks</b></p>	<p><b>Positive effects</b></p>	
<b>Protected characteristics</b>	<b>Age</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Disability</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Gender reassignment</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Race</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Religion/Belief</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Pregnancy and maternity</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Sexual Orientation</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Sex</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Welsh language</b>	(1) L (2) L (3) L	N/A	N/A	N/A
	<b>Any other area</b>	(1) L (2) L (3) L	N/A	N/A	N/A

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p>YES <input type="checkbox"/></p> <p>NO <input checked="" type="checkbox"/></p>
---	---

**6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A**

**7. Procurement**

**Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal / service.**

**Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A**

**8. Human resources**

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?** Yes – The reduction in servicing of the sites would result in the displacement of a member of staff into another front line service.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

**Approved by:**  
Head of Service

Ainsley Williams

**Date:**  
14/11/2018

## Initial Equalities Impact Assessment Template

### Appendix 1

Department: <b>Chief Executive's</b>	Completed by (lead): Linda Rees-Jones	Date of initial assessment: 09/11/18  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Schedule of Council Meeting Dates	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New Policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b> Assessment of volume of County Council business requiring decisions on Agendas		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	To streamline County Council decision making based on the reduction in the volume of business to be transacted following the implementation of executive arrangements.		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups (see guidance notes)</p>		<p><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<b>Risks</b>	<b>Positive effects</b>	
<b>Protected characteristics</b>	<b>Age</b>	N			
	<b>Disability</b>	N			
	<b>Gender reassignment</b>	N			
	<b>Race</b>	N			
	<b>Religion/Belief</b>	N			
	<b>Pregnancy and maternity</b>	N			
	<b>Sexual Orientation</b>	N			
	<b>Sex</b>	N			
	<b>Welsh language</b>	N			
	<b>Any other area</b>	N			

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p><b>Not applicable.</b></p>
	<p><b>YES</b> <input type="checkbox"/>      <b>NO</b> <input type="checkbox"/></p>

**6. What action(s) will you take to reduce any disproportionately negative impact, if any? Not applicable**

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.

Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.

Not applicable

**8. Human resources**

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?

Reduction in officer time scheduling, preparing for and attending meetings.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)**

YES

NO

Approved by:

Head of Service

Linda Rees-Jones

Date: 09/11/18



