

## **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**

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**

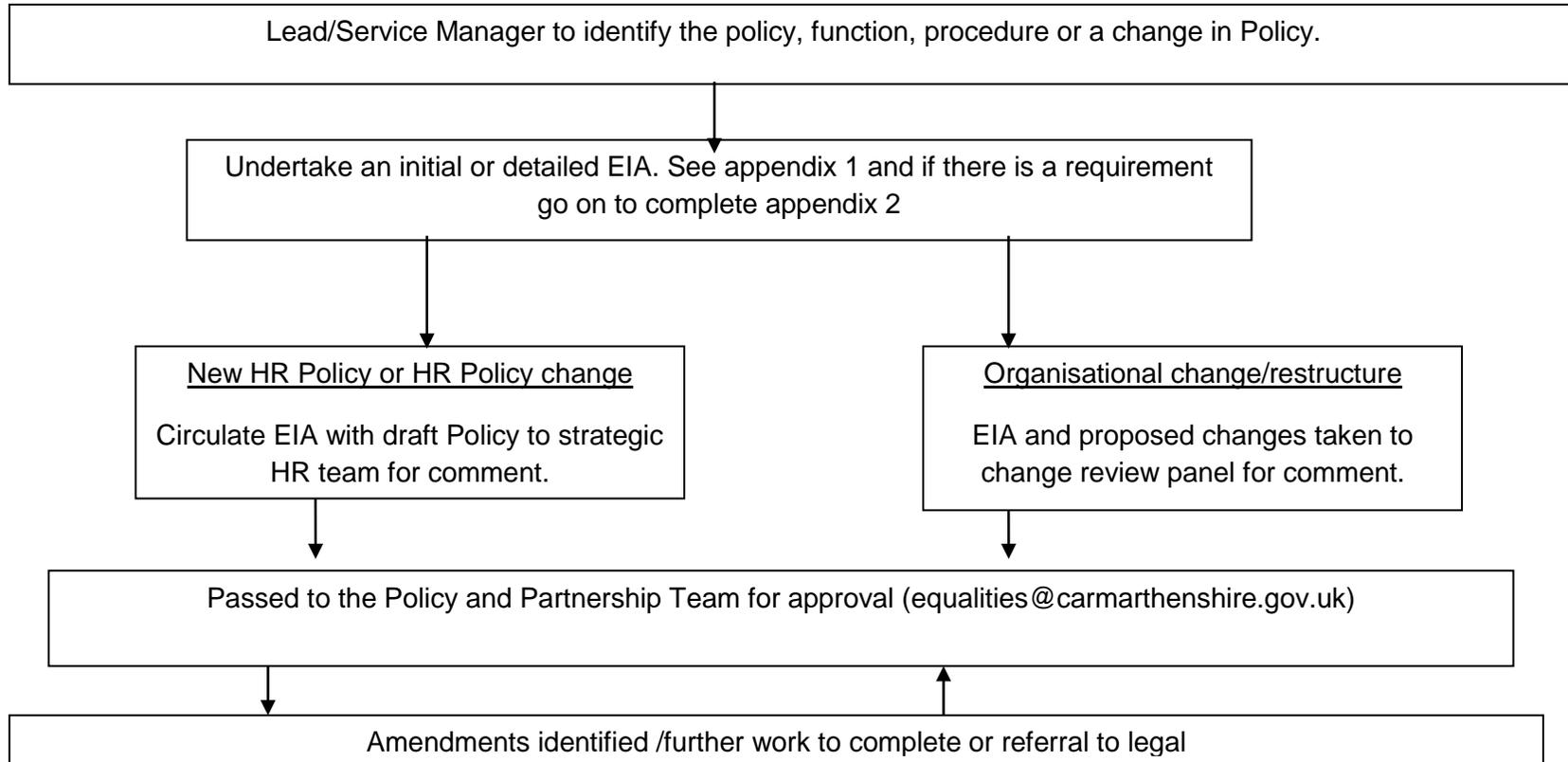
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

## **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

## Appendix 1

<b>Department:</b> Communities	<b>Completed by (lead):</b> Avril Bracey	<b>Date of initial assessment:</b> 10 <sup>th</sup> January 2018  <b>Revision Dates: September 2018</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Review of Learning Disabilities Day Services	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	A TIC review (Transformation, Innovation and Change) of the service has been undertaken, we are now moving into implementation stage and designing a new model of service.	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Knowledge of current usage.  Discussion with relevant staff.  Discussion with individuals who attend day services  Discussion with parents, carers and families  Consideration of financial implications.  Consideration of other contracting arrangements.		

<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 purpose of the review is to redesign a model of day services to provide more person centred services enabling choice and control. The intention is to develop services that are more responsive, provide better outcomes for individuals and promote independence and wellbeing. We also want to ensure that the services are effective and efficient in responding to individual need and responsive to budget strategy targets to ensure the sustainability of services. The current model of focussing the day time support in day centres needs to change to meet people’s aspirations about living independently and accessing mainstream community activities.EG. People may wish to utilise a personal budget to buy alternative services or community activity.</p> <p>There are no detailed plans in place as yet, the intention is to do this with key stakeholders .There are significant budget savings concerning this service, but the intention is to do this by improving services that maximise individual independence and community resilience for those who are able and also to ensure that services are sustainable for those who require complex and specialist care.</p>							
<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><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p> <table border="1" data-bbox="1077 788 1713 1034"> <tr> <td data-bbox="1077 788 1379 1034"><b>Risks</b></td> <td data-bbox="1386 788 1713 1034"><b>Positive effects</b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		<b>Risks</b>	<b>Positive effects</b>			<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>
<b>Risks</b>	<b>Positive effects</b>								
<p><b>Protected characteristics</b></p>	<p><b>Age</b></p>	<p>N</p>							
	<p><b>Disability</b></p>	<p>L</p>	<p>Services may be delivered in a different way, setting or via a third sector organisation which will impact on individual</p>		<p>The service is likely not to be delivered in traditional building and some activities will be delivered in community settings.</p> <p>.Any negative effects will be</p>				

			service users.		mitigated by ensuring that the assessment of need, reviews and support plans are person centred and aim to meet individual need and aspirations.
<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 carers /parents</b>	M		Parents/carers /families are dependent on current day services for respite.		If carers were not able to access the respite and support of the day services they are likely to be unable to continue in their caring role and it is likely the individuals accessing the service would require residential cares. We have met with parent carers and other key stakeholders to engage them in the

					<p>programme of change, co-production with those who use services and their families / carers is a fundamental principle of this proposal. All aspects of this review will incorporate information and consultation plans that will include users of services, carers, and families, other partners and key stakeholders. All consultation and engagement events are recorded and collected as tangible evidence of the process used to engage stakeholders. This approach is one way of minimising any potential adverse effect of the proposals as issues can be identified at an early stage and mitigations put in place wherever possible.</p>
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<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p>YES <input checked="" type="checkbox"/>                      NO <input type="checkbox"/></p> <p><b>As part of the TIC review and subsequently with parent carers and third sector.</b></p>
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**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

A consultation strategy will be developed alongside any detailed proposals regarding service change. Person Centred Reviews and impact assessments will be undertaken to consider the impact on individuals and their families and to ensure that there are no negative impacts as a result of the service change.

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, and service. There are potential procurement implications as the model develops as we will be collaborating with third sector partners and community groups in line with the requirements of the Social Services and Wellbeing (Wales) 2014.

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**  There is no evidence at this initial stage to suggest that there will be any adverse effect on groups with protected characteristics as a result of this review. However as the model develops detailed Impact assessments will be undertaken for any

**NO**

		<b>proposed service changes/projects</b>	
<b>Approved by:</b>	<b>Avril Bracey</b>	<b>Date: 10<sup>th</sup> January 2018</b>	
Head of Service	<b>Avril Bracey</b>	<b>10<sup>th</sup> January 2018</b>	

# Detailed Equalities Impact Assessment Template

## Appendix 2

<b>Department:</b>	
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	
<b>Is this existing or new function/policy/Procedure/ practice</b>	

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>				
<p><b>6. How will actions be monitored?</b></p>				

<b>Approved by:</b> Head of Service		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## **Carmarthenshire County Council**

### **Assessing Impact**

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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**

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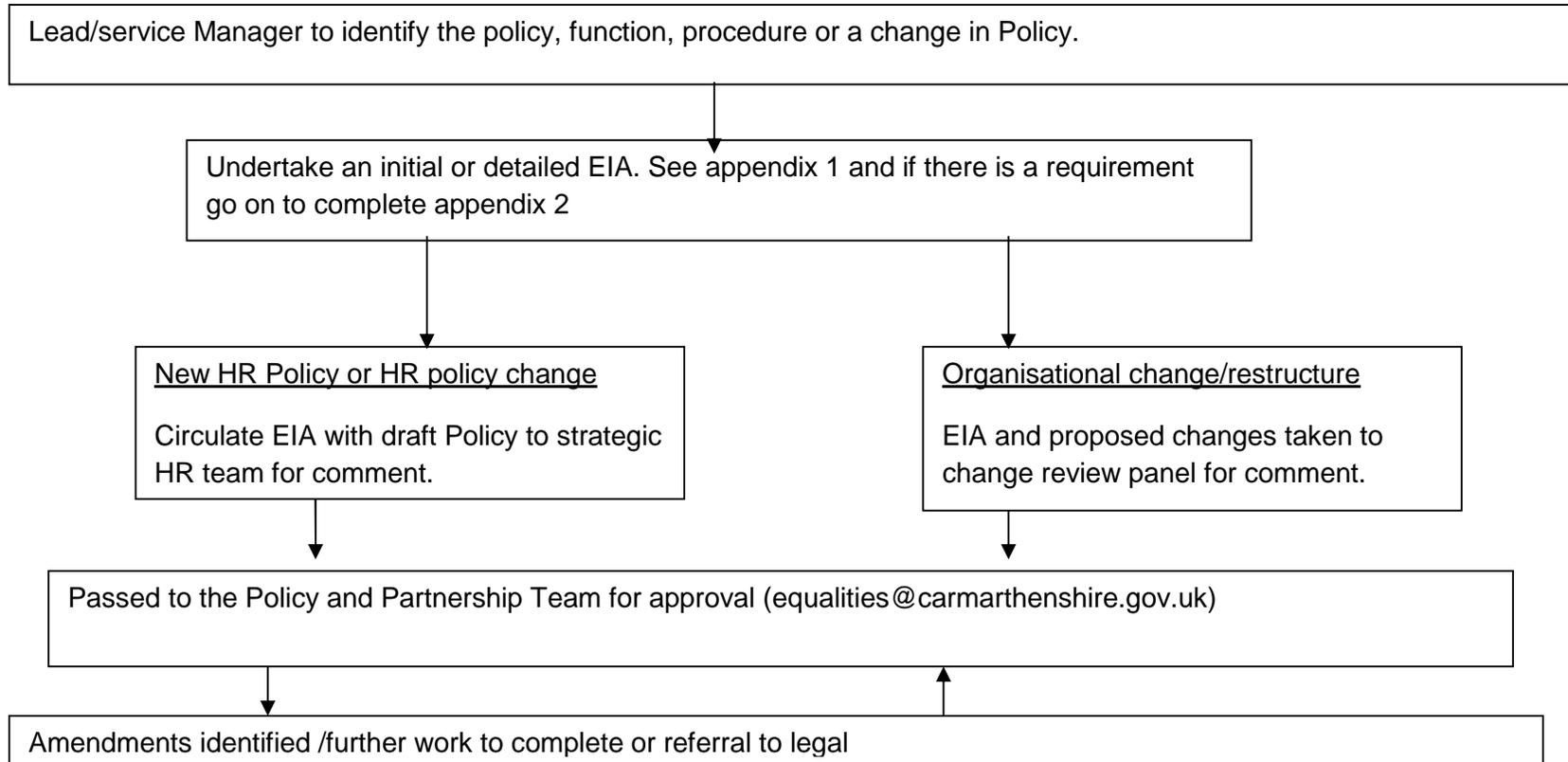
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The Service Manager responsible for the relevant new or revised policies, functions, procedures and financial decisions must undertake, at least, an initial EIA and where relevant a detailed Equality Impact Assessment (appendix 2); EIA must be attached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

## Appendix 1

<b>Department:</b> Communities	<b>Completed by (lead):</b> Sharon Frewin	<b>Date of initial assessment:</b> 29 <sup>th</sup> December 2017  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Proposal to end the lease agreement between Cross Hands Cinema and Department of Communities.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	Existing agreement.	
<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 proposal is to end the lease agreement that the Department for Communities has with the Cross Hands Cinema. The agreement is that the Department has access to the building between the hours of 9am and 5pm Monday to Friday. This part of the building is also used by the Library (sub-let from the Department of Communities) and the RVS who have an office there.  The proposal would achieve a financial saving as the building is currently (and historically) under-utilised.
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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?
			Risks	Positive effects	
Protected characteristics	Age	L			
	Disability	M	Loss of a facility that is currently an off-shoot form the main service in Manor Road (Ammanford)		Alternative venues for the activities currently undertaken in Cross Hands can be utilised.
	Gender reassignment	L			
	Race	L			
	Religion/Belief	L			
	Pregnancy and maternity	L			
	Sexual Orientation	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"/>
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**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

Person Centred Reviews will be undertaken to consider the impact on individuals and their families and to ensure that any activity currently undertaken in Cross Hands could be undertaken in a more effective way, e.g., cooking skills can be developed in the accessible kitchen in Manor Road or in the persons own home.

**7. Procurement**

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.

**8. Human resources**

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

<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"/>
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<b>Approved by:</b>		<b>Date:</b>
Head of Service	<b>Avril Bracey</b>	<b>17<sup>th</sup> January 2018</b>



# Detailed Equalities Impact Assessment Template

## Appendix 2

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>	<p>Although the current agreement is for the Department of Communities to have access to the building from 9am to 5pm Monday to Friday in reality it is utilised much less than this. The library currently use the building for 3 sessions per week: and service users from Manor Road access it for a maximum of 3 sessions per week from approximately 10am until 2pm. This is for a maximum of 4 service users and 2 members of staff.</p>			
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>	<p>The service users who do access the building have not been specifically consulted with about the proposal. However, through Person Centred reviews they are discussing the activities that are undertaken and these can be provided in alternative locations and individual Impact Assessments will be undertaken to ensure that they will not be adversely affected or not receive a service as a result of this proposal.</p> <p>The library are also utilising the building via the same lease agreement. This was set-up as a temporary solution due to the closure of their building. A date for them to have an alternative base is unknown at this point in time.</p>			
<p><b>4. What is the actual/likely impact?</b></p>	<p>There is one individual who accesses this service with his 1:1 member of staff who is likely to be affected more than the others. This is because he does not like to be in a crowded environment and therefore Manor Road is not an option for him. However, he lives within a Supported Living Service (where staff could be available 24 hours per day). Therefore a review of his full support package and how this can be accommodated will be undertaken.</p> <p>The library will need to either enter its own lease agreement with the Hall Committee or find an alternative venue.</p> <p>The RVS will need to be offered an alternative office base.</p>			
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and</i></b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<i>outcome based)</i>				
	Speak to each service user who currently accesses the building for a part of their service.	Lynne Jenkins, Manager of Manor Road.	31 <sup>st</sup> January 2018	We will have alternative solutions for the activities currently undertaken in Cross Hands.
	Establish a time frame for the library service to move or take over the lease.	Avril Bracey/Sharon Frewin	March 2018	The library service will have taken over the lease or sourced alternative premises
	Establish the specific agreement with the RVS and the LA.	Avril Bracey/Sharon Frewin	March 2018	Agreement established
<b>6. How will actions be monitored?</b>	Specific details of the alternative service for the current service users to be provided to Debbie Edwards (Complex needs co-ordinator) who will ensure that alternatives are in line with the Person Centred Review.			
<b>Approved by:</b> Head of Service	Avril Bracey	Date: 17 <sup>th</sup> January 2018		

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Policy & Partnership Team

Chief Executive's Department

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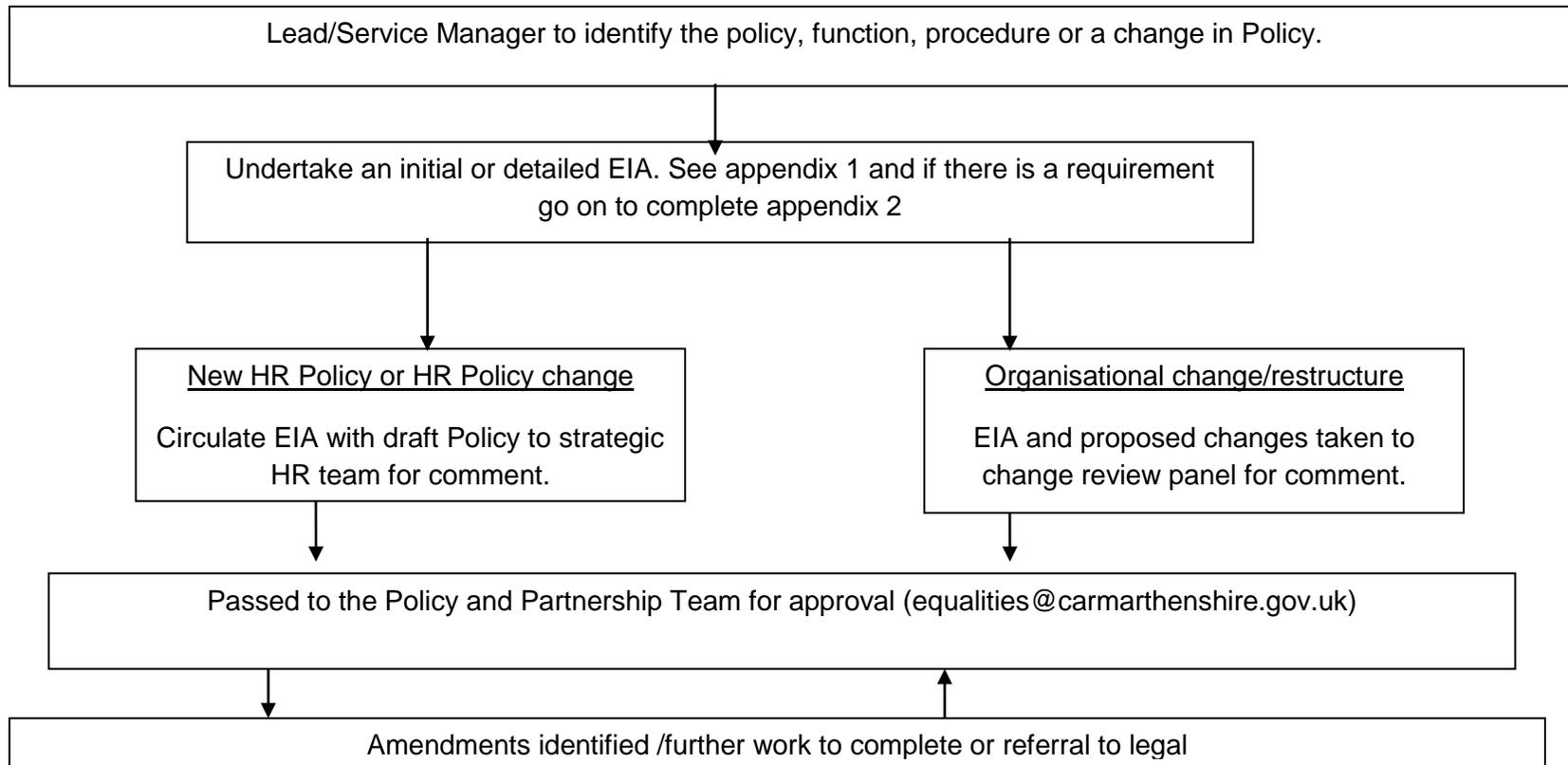
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<b>Is this existing or new function/policy, procedure, practice or decision?</b>	A TIC review (Transformation, Innovation and Change) of the service has been undertaken, we are now moving into implementation stage and designing a new model of service.	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Knowledge of current usage.  Discussion with relevant staff.  Discussion with individuals who attend day services  Discussion with parents, carers and families  Consideration of financial implications.  Consideration of other contracting arrangements.		

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<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><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p> <table border="1" data-bbox="1077 788 1713 1034"> <thead> <tr> <th data-bbox="1077 788 1379 1034">Risks</th> <th data-bbox="1386 788 1713 1034">Positive effects</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Risks	Positive effects			<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p>
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	<p><b>Disability</b></p>	<p>L</p>	<p>Services may be delivered in a different way, setting or via a third sector organisation which will impact on individual</p>		<p>The service is likely not to be delivered in traditional building and some activities will be delivered in community settings.</p> <p>.Any negative effects will be</p>				

			service users.		mitigated by ensuring that the assessment of need, reviews and support plans are person centred and aim to meet individual need and aspirations.
<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 carers /parents</b>	M		Parents/carers /families are dependent on current day services for respite.		If carers were not able to access the respite and support of the day services they are likely to be unable to continue in their caring role and it is likely the individuals accessing the service would require residential cares. We have met with parent carers and other key stakeholders to engage them in the

					<p>programme of change, co-production with those who use services and their families / carers is a fundamental principle of this proposal. All aspects of this review will incorporate information and consultation plans that will include users of services, carers, and families, other partners and key stakeholders. All consultation and engagement events are recorded and collected as tangible evidence of the process used to engage stakeholders. This approach is one way of minimising any potential adverse effect of the proposals as issues can be identified at an early stage and mitigations put in place wherever possible.</p>
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<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p>YES <input checked="" type="checkbox"/>                      NO <input type="checkbox"/></p> <p><b>As part of the TIC review and subsequently with parent carers and third sector.</b></p>
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**6. What action(s) will you take to reduce any disproportionately negative impact, if any?**

A consultation strategy will be developed alongside any detailed proposals regarding service change. Person Centred Reviews and impact assessments will be undertaken to consider the impact on individuals and their families and to ensure that there are no negative impacts as a result of the service change.

**7. Procurement**

Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, and service. There are potential procurement implications as the model develops as we will be collaborating with third sector partners and community groups in line with the requirements of the Social Services and Wellbeing (Wales) 2014.

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**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**  There is no evidence at this initial stage to suggest that there will be any adverse effect on groups with protected characteristics as a result of this review. However as the model develops detailed Impact assessments will be undertaken for any

**NO**

	<b>proposed service changes/projects</b>	
<b>Approved by:</b> Head of Service	<b>Avril Bracey</b> <b>Avril Bracey</b>	<b>Date: 10<sup>th</sup> January 2018</b> <b>10<sup>th</sup> January 2018</b>

# Detailed Equalities Impact Assessment Template

## Appendix 2

<b>Department:</b>	
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	
<b>Is this existing or new function/policy/Procedure/ practice</b>	

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>				
<p><b>6. How will actions be monitored?</b></p>				

<b>Approved by:</b> Head of Service		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## **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**

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**

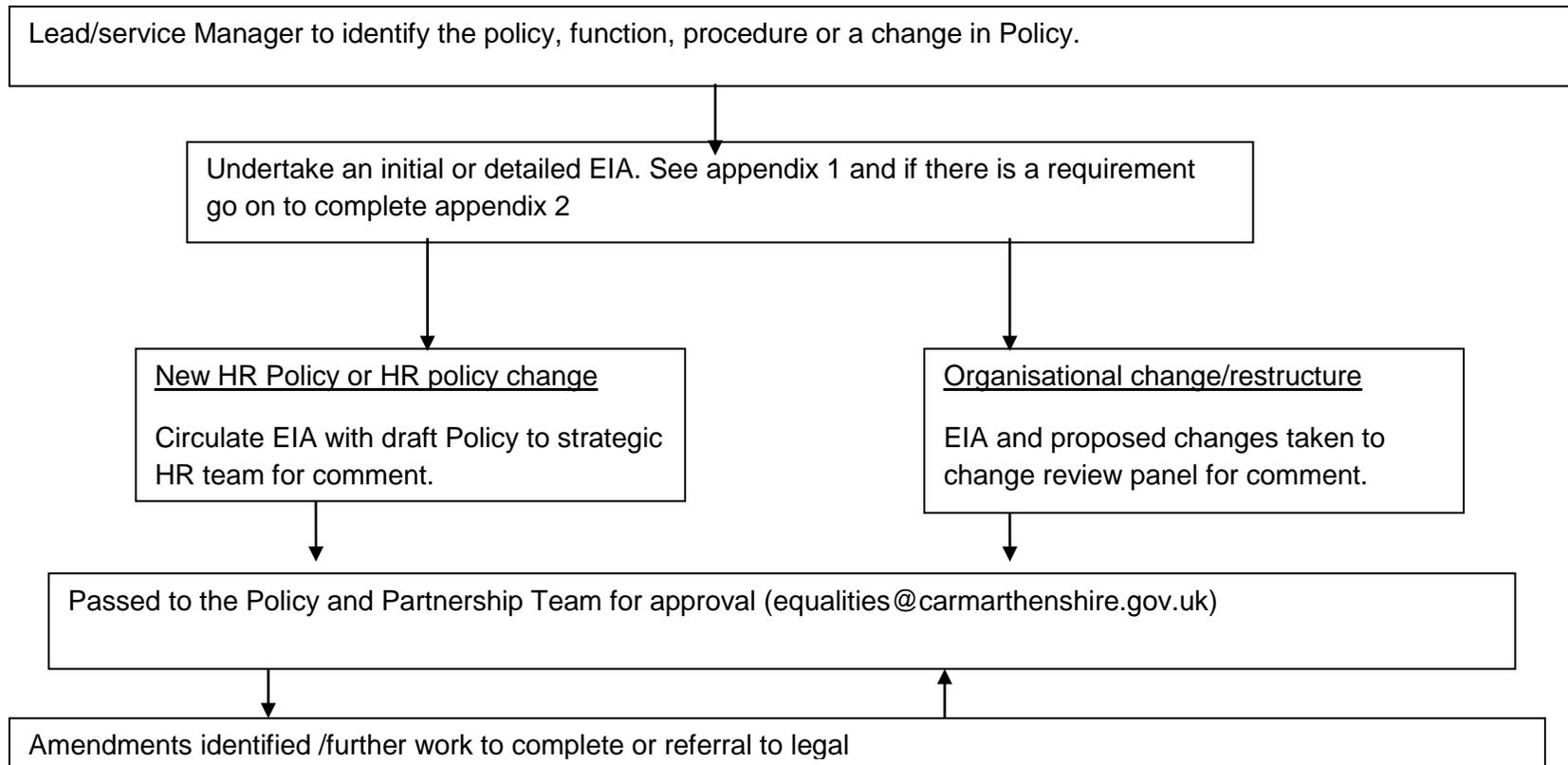
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

## **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

## Appendix 1

<b>Department:</b> Sport and Leisure	<b>Completed by (lead):</b> Berian Allcock	<b>Date of initial assessment:</b> 15/05/2016  <b>Revision Dates: 25/07/2016; 31/03/2017; 30/11/2017; 24/1/18</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Gwendraeth Leisure Centre, Drefach Site	
<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>		
<p>Regular meetings with East CCC Property Group (inc. Education and Corporate Property) on all actions relating to the Drefach site, Meetings with Maes y Gwendraeth Senior Management Team and Governing Body, Sport &amp; Leisure Staff Meetings, Customer Survey.</p> <p>A Gwendraeth user consultation 15/06/17-10/07/16 was carried via a SNAP Survey (Online and hard copy at site), with the majority of impacts on the existing users have been mitigated by officer action.</p> <p>Consultation with local councillors via the Efficiency Proposal Process and their subsequent endorsement for the proposal to feature in the Public Budget Consultation, which was endorsed by the public.</p> <p>A further Insight session by Councillors agreed that closure of Gwendraeth is justifiable given the close proximity of alternative facilities at the school and It was suggested that the squash club should take on the squash courts should they wish to continue usage</p> <p>Formation of Community Group to explore Lease and Community Asset Transfer options.</p>		

<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>Following consultation on the proposed closure of Gwendraeth Sports centre, this has now been supported by the Public Consultation and endorsed by Council.</p> <p>This proposal aims to ensure the efficient running of sport and leisure facilities in the Gwendraeth Area and throughout Carmarthenshire.</p> <p>It transpires that the authority has been able to asset transfer the facility to a local management group, thus retaining access to the facility.</p>					
<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><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p> <table border="1" data-bbox="1086 671 1720 986"> <tr> <td data-bbox="1086 671 1379 986"> <p><b>Risks</b></p> <p>Existing squash users may have to travel around 11 miles to continue playing squash</p> </td> <td data-bbox="1379 671 1720 986"> <p><b>Positive effects</b></p> <p>Newer and more diverse sporting facilities will be available to the people of the Gwendraeth</p> </td> </tr> </table>		<p><b>Risks</b></p> <p>Existing squash users may have to travel around 11 miles to continue playing squash</p>	<p><b>Positive effects</b></p> <p>Newer and more diverse sporting facilities will be available to the people of the Gwendraeth</p>	<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p> <p>Existing squash users may have to travel around 11 miles to continue playing squash.</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>
<p><b>Risks</b></p> <p>Existing squash users may have to travel around 11 miles to continue playing squash</p>	<p><b>Positive effects</b></p> <p>Newer and more diverse sporting facilities will be available to the people of the Gwendraeth</p>						
<p><b>Protected characteristics</b></p>	<p><b>Age</b></p>	<p><b>Medium</b></p>	<p>Older customers may have mobility issues that could impact on their ability to travel further to take part in physical activity.</p>	<p>Newer and more diverse sporting facilities will be available to the people of the Gwendraeth, improving the quality of the experience and access to the facilities.</p>	<p>All survey respondents were aged between 25 and 75 years, therefore no specific age group will be disproportionately affected. Use by children was captured through feedback from adults.</p>		
	<p><b>Disability</b></p>	<p><b>Medium</b></p>	<p>Customers with a disability may have</p>	<p>Newer and more diverse sporting facilities will be</p>	<p>5% considered themselves to have a</p>		

			mobility/carer issues that could impact on their ability to travel further to take part in physical activity.	available to the people of the Gwendraeth, improving the quality of the experience and access to the facilities.	Disability. Access remains the same as previous with asset transfer
	<b>Gender reassignment</b>	<b>Low</b>	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>	<b>Low</b>	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	A minimum of 95% of members taking part in the consultation described themselves as White British.
	<b>Religion/Belief</b>	<b>Low</b>	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	30% had a Religion or belief.
	<b>Pregnancy and maternity</b>	<b>Low</b>	Low risk with limited impact on this	Low risk with limited impact on this	N/A

			protected characteristic group	protected characteristic group	
<b>Sexual Orientation</b>	<b>Low</b>	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	84% Heterosexual and 16% preferred not to say.	
<b>Sex</b>	<b>Low</b>	Low risk with limited impact on this protected characteristic group	Low risk with limited impact on this protected characteristic group	32% Female and 68% male.	
<b>Welsh language</b>	<b>Low</b>	Low Risk, as alternatives facilities located at Carmarthenshire CC school, who are required to adhere to the same Welsh Language standards.	Low Risk, as alternatives facilities located at Carmarthenshire CC school, who are required to adhere to the same Welsh Language standards.	N/A	
<b>Any other area</b>	<b>N/A</b>	N/A	N/A	N/A	

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

No disproportionate impact has been identified however actions are in place to mitigate any impact which include:

- Ensure that there is smooth transition of the existing clubs that use the Drefach Site over to the new Cefneithin Site.
- The three part time staff members were placed at risk, placed on the redeployment register and received a redundancy package (two chose VR and the third continues to work for CCC under two posts within Education and Leisure) as a result of the decision to close the Drefach site, in line with CCC policy.
- We have completed dialogue with the community stake-holders and agreed a lease via Community Asset Transfer for the site, (short term licence agreement as an interim measure to keep the facility open to the community).
- Liaison with management staff at Maes Y Gwendraeth regarding their charging policy, in order to advise on appropriate facility charges.

**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?**

The three part time staff members were laced at risk, placed on the redeployment register and received a redundancy package (two chose VR and the third continues to work for CCC under two posts within Education and Leisure) as a result of the initial decision to close the site the Drefach site, in line with CCC policy. The site now operates with no paid staff.

<b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed</b>		
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<b>Impact Assessment?</b> (recommended if one or more H under section 2)		<b>NO X</b>
<b>Approved by:</b> Head of Service	<b>Ian Jones</b>	<b>Date: 31/03/2017</b>



## **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**

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**

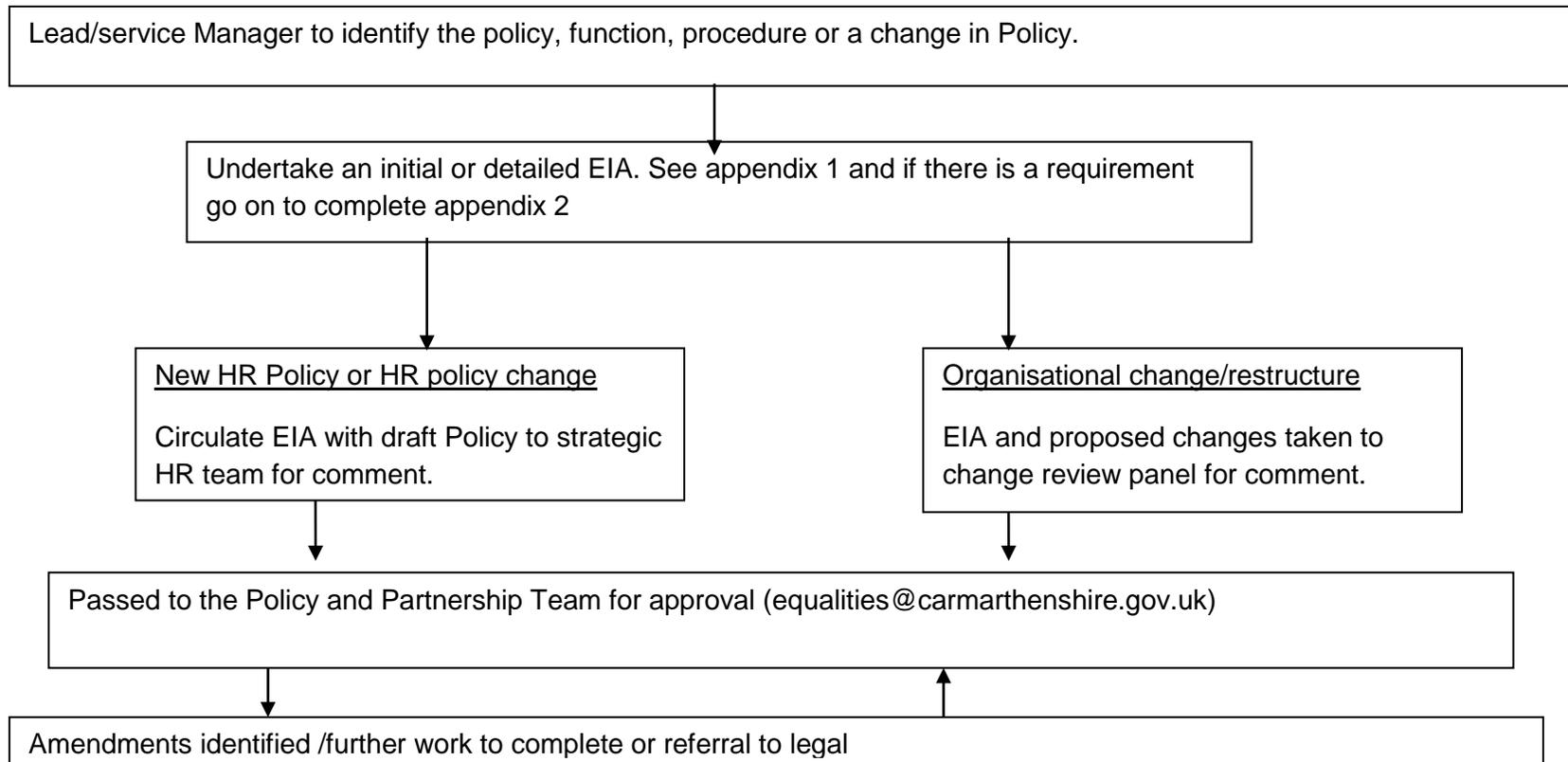
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

## **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

## Appendix 1

<b>Department:</b>  Leisure	<b>Completed by (lead):</b>  Jane Davies	<b>Date of initial assessment:</b>  25 <sup>th</sup> Jan 2018  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Y Gat, St Clears	
<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 of Cultural activity through Leisure Management Team meetings;</li> <li>• Cultural services and arts management meetings</li> <li>• Discussion with St Clears Town Council</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 future delivery models for Y Gat to include potential development opportunities for this hub of cultural activity, with the aim of reducing the subsidy to the facility over a period of time.
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<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><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></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>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>Risks</b></p> <p>Existing Centre users may have to travel between 5 and 11 miles to participate in similar arts activities in Carmarthen and library activities in Whitland.</p> <p>Not all arts activities are available in Carmarthen.</p>	<p><b>Positive effects</b></p> <p>More diverse library facilities will be available to those travelling to Carmarthen.</p> <p>Arts and gallery facilities are also available in Carmarthen.</p>	
<p><b>Protected characteristics</b></p>	<p><b>Age</b></p>	<p>Medium</p>	<p>Older customers may have mobility issues that could impact on their ability to travel further to take part in artistic activity.</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>
	<p><b>Disability</b></p>	<p>Medium</p>	<p>Disabled customers may have mobility issues that could impact on their ability to travel further to take part in artistic activity.</p>	<p>Alternative library facilities have disability access.</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>

			The gallery in Carmarthen is not fully access compliant although there are proposals for improvement		
	<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	Low risk with limited	N/A

			impact on this protected characteristic group	impact on this protected characteristic group	
<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>	Medium		There will be a need to ensure that service users are able to access services in the language of their choice.  Welsh language requirements will	There will be a need to ensure that service users are able to access services in the language of their choice.  Welsh language requirements will need to be met and the	Any alternative service delivery model developed will need to ensure that Welsh language provision is catered for.

			need to be met and the service delivery model adopted will need to deliver Welsh Government policy requirements.	service delivery model adopted will need to deliver Welsh Government policy requirements.	
	<b>Any other area</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>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	<b>YES</b> <input type="checkbox"/> assessment <b>NO</b> <input type="checkbox"/> A user consultation is planned and will inform future updates of this
<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>  * To be determined following user consultation and initial consideration of what the alternative delivery models might be;  * Initial proposals involve the consideration of increased revenue streams and consultation with the Town Council and other Community stakeholders around developing a sustainable future for the venue;	
<b>7. Procurement</b>	

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?

- We are looking to develop a sustainable future for the venue following stakeholder consultation and exploration of alternative income streams;
- There are 3 members of staff directly employed at the site that could be impacted by the proposals

<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?</b> (recommended if one or more H under section 2)	YES <input type="checkbox"/>	NO <input type="checkbox"/> Not at this stage
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Approved by: Head of Service		Date:
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# Detailed Equalities Impact Assessment Template

## Appendix 2

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		<b>Date:</b>		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## 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>  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Financial savings: £164,000 (by 2019/20)  The cleansing service provides the sweeping and de-littering of streets and footways. It includes mechanical sweeping of highways, footways and pedestrianised town centre areas, hand litter picking and emptying bins, chewing gum removal, graffiti and illegal poster removal, clearing up illegal dumping of rubbish and dog mess.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	No	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Budget Budget consultation 2013/14; 2014/15; 2015-18; 2016-19.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Review and reconfigure routine schedule of mechanical sweeping in residential areas with a view to undertaking sweeping and cleansing work on a reactive basis in the future, potentially adopting a zoned approach. In order to achieve the savings identified, the number of mechanical sweepers will need to be reduced, together with a number of drivers through voluntary severance.  This will affect all residents of Carmarthenshire and anyone who visits the county on business or within tourism as it will result in a higher level of litter on the streets. Furthermore a decrease in the cleansing index scores.
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<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><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></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	
<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

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p><b>YES</b> <input checked="" type="checkbox"/>                      <b>NO</b> <input type="checkbox"/></p> <p>A public consultation took place between November 2014 and January 2015.</p> <p>44% of consultees were in disagreement with the proposal whilst only 33% were in favour. 23% were neutral to the proposal. It was felt that the emphasis should be on 'Standards not schedules'; potential impact on civic pride, public health and reputation of county, thwarting efforts to attract tourists and businesses. There was concern that the service is not adequate in rural areas and that the proposal may lead to a rise in fly-tipping and anti-social behaviour. Some said that it was fair compromise assuming obligations are met and that communities should take more responsibility for keeping their area clean. Suggestions include: increase littering fines; better monitoring in town centres; charge nominal fee for blue recycling bags and invest money in cleansing services; outsource costs; responsibility to be taken up by businesses (e.g., fast food), local communities / local councils, JSA claimants / offenders, or volunteers.</p> <p>Another public consultation took place between November 2015 and January 2016 which included some additional Environmental Enforcement proposals.</p> <p>On that occasion 46% of consultees were in disagreement with the proposals with only 32% in favour. 22% were neutral to the proposal. Key themes from the consultation were similar to the previous exercise with the general view that the degree of savings does not justify probable impacts. Routine street cleaning and emptying bins of litter is an important Council function, irrespective of area and that poor cleanliness standards will lead to more littering.</p>
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any? N/A</b></p>	
<p><b>7. Procurement</b></p>	

<p><b>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal / service.</b></p> <p><b>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A</b></p>		
<p><b>8. Human resources</b></p> <p><b>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? N/A</b></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>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input checked="" type="checkbox"/></p>
<p><b>Approved by:</b> Head of Service</p>	<p>Ainsley Williams</p>	<p><b>Date:</b> 12<sup>th</sup> January, 2017</p>

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Ainsley Williams	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	The proposal is to collect clinical waste as part of the black bag collection at the kerbside instead of renewing the contract. This proposal would save £218,000.	
<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 Budget consultation 2018-20.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Items used to dispose of urine, faeces and other bodily secretions or excretions including: disposable bed pans, bed pan liners, incontinence pads, stoma bags, and urine containers. This type of waste can be placed in black bags.		
<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	<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>

<p><b>(3) foster good relations between different groups</b> (see guidance notes)</p>					
<p><b>Protected characteristics</b></p>	<p><b>Age</b></p>	<p>M</p>	<p>The service currently provides clinical waste collections to those who are elderly, infirm or disabled with personal care needs.</p> <p>The proposal is to use the black bag waste collection service to collect this waste. However, there will be about half a dozen properties that currently receive an assisted domestic waste collection service through this contract, which we will not be able to be served in future.</p> <p>The Council will make alternative arrangements to ensure that the existing assisted lift domestic clients currently provided by this contractor will be catered for internally.</p> <p>There will be a loss of</p>		<p>This waste is suitable for collection as part of our residual black bag waste collection service. The proposal is to terminate the current contract and co-collect with our domestic waste at the kerbside.</p>

			recycling to the extent of approximately 0.25%.		
	<b>Disability</b>	M	<p>The service currently provides clinical waste collections to those who are elderly, infirm or disabled with personal care needs.</p> <p>The proposal is to use the black bag waste collection service to collect this waste. However, there will be about half a dozen properties that currently receive an assisted domestic waste collection service through this contract, which we will not be able to be served in future.</p> <p>The Council will make alternative arrangements to ensure that the existing assisted lift domestic clients currently provided by this contractor will be catered for internally.</p> <p>There will be a loss of recycling to the extent of approximately</p>		<p>This waste is suitable for collection as part of our residual black bag waste collection service. The proposal is to terminate the current contract and co-collect with our domestic waste at the kerbside.</p>

		0.25%.		
<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			

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p><b>YES</b> <input type="checkbox"/>      <b>NO</b> <input checked="" type="checkbox"/></p> <p>A public consultation took place between November 2017 and January 2018. 75% of the consultees agreed with the proposal (including those who strongly agreed) and just 9% disagreed.</p> <p>Many respondents raised concerns regarding the hazards that can be created if this proposal was accepted, it can be dangerous for individuals and animals alike. Mixing hypodermic syringes with black bag waste would be dangerous and could be public health issue. Concerns were also raised in respect of pests opening bags creating dangerous hazards for children playing.</p>
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p> <p>This waste is suitable for collection as part of our residual black bag waste collection service. The proposal is to terminate the current contract and co-collect with our domestic</p>	

waste at the kerbside.

**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

Ainsley Williams

**Date:**

15/01/2018

## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		<b>Date:</b>		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Ainsley Williams	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	The collection of trade waste from commercial premises.	
<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 Budget consultation 2018-20.		

<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 current service is running at a loss. If the collection service is transferred to CWM i.e. the client list only, the existing plant can be sold off / hired and operatives will be placed within vacancies in the department. This loss (of £156,000) would then be negated and CWM could provide the service at more attractive commercial rates in line with their wider business model.		
<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	<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>(3) foster good relations between different groups</b> (see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	L			
	<b>Disability</b>	L			
	<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>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> A public consultation took place between November 2017 and January 2018. 74% of the consultees agreed with the proposal (including those who strongly agreed) and 9% disagreed.
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	<p>Whilst most respondents agreed with the proposal, some questioned how the service was running at a loss and it was felt that there was insufficient detail to give an opinion. Concerns were raised that if prices were to increase it could lead to an increase in fly tipping. Respondent suggested that increasing the cost of trade waste collection would generate income.</p>	
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>		
<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?</b> (recommended if one or more H under section 2)</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input checked="" type="checkbox"/></p>
<p><b>Approved by:</b></p> <p>Head of Service</p>	<p>Ainsley Williams</p>	<p><b>Date:</b></p> <p>15/01/2018</p>

## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		<b>Date:</b>		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Ainsley Williams	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>		Age Cymru recycling information and assist with glass collection from the domestic residency to a nearby recycling centre by Age Cymru volunteers.
<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 Budget consultation 2018-20.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Since 2011 the Authority has had a Service Level Agreement in place with Age Cymru to assist with access to recycling facilities in the County. The main focus was to provide recycling information and assist with glass collection from the domestic residency to a nearby recycling centre by Age Cymru volunteers. The savings for this would be £11,000.		
<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	<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>(3) foster good relations between different groups</b> (see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	M	The service provides assistance and advice to residents aged 50 and over who find it difficult to recycle glass. There is a risk that these individuals would be unable to recycle glass as some are housebound or do not have access to transport.		The service will continue to be delivered but in a more efficient manner by working in a joined up approach with Social Care to avoid a duplication of efforts and cost.
	<b>Disability</b>	L			
	<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			
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<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	<p><b>YES</b> <input type="checkbox"/>                      <b>NO</b> <input checked="" type="checkbox"/></p> <p>A public consultation took place between November 2017 and January 2018. 71% of the consultees agreed with the proposal (including those who strongly agreed) and just 16% disagreed.</p> <p>Many comments were received expressing concerns that older people and vulnerable individuals are unable to dispose of glass themselves due to transport issues. Some concerns were raised that individuals struggling to dispose of glass properly, may result in an increase in fly tipping. Many commented raising concerns for individuals whom are house bound as they would be unable to access the collection facilities.</p>
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<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p> <p>Our Contact Centre and Customer Service centre have all the information required to fully inform residents of their requirements either by face to face, telephone or leaflets and electronic methods of communication. We also have community recycling advisors who would be able to visit if the resident could not use the aforementioned facilities. This element of the Service Level Agreement is fully covered in-house. In respect of the glass recycling we have recycling facilities at over 150 recycling centres across the county and many are located at supermarket locations where residents carry out their daily / weekly grocery shop and would allow for residents or their carers/ aids to take one or two items on a frequent basis allowing for ease of disposal. The service currently has 52 clients and currently operating at approximately £350/client.</p>
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<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>
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<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>
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<b>9. Based on the information in sections 2 and 6, should this</b>		
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<b>function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?</b> (recommended if one or more H under section 2)	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>
<b>Approved by:</b> Head of Service	Ainsley Williams	<b>Date:</b> 15/01/2018

## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		Date:		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

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**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Ainsley Williams	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	At Town Hall Grounds in Llanelli successional bedding has always been planted i.e. Spring Bedding and Summer Bedding.	
<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 Budget consultation 2018-20.		

<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 proposal would cease the supply and planting of Spring Bedding, leaving the bed fallow. Non planting of spring bedding will result in colourful flower displays through the summer months only, saving £10,000.		
<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	<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>(3) foster good relations between different groups</b> (see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	L			
	<b>Disability</b>	L			
	<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>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> A public consultation took place between November 2017 and January 2018. 67% of the consultees agreed with the proposal (including those who strongly agreed) and just 20% disagreed.
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	<p>Whilst the majority of comments were in favour of the proposal, many raised concerns about the lack of pride towards our civic establishments. Some reported that Llanelli looks 'run down' as it is and one seasonal bedding a year could further damage the image of the town. Many suggested using perennial plants and evergreen shrubs in order to reduce planting and retain an acceptable standard of visual image. It was suggested that local businesses be asked if they would be prepared to sponsor flower beds.</p>	
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>		
<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?</b> (recommended if one or more H under section 2)</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input checked="" type="checkbox"/></p>
<p><b>Approved by:</b></p> <p>Head of Service</p>	<p>Ainsley Williams</p>	<p><b>Date:</b></p> <p>15/01/2018</p>

## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		Date:		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Stephen Pilliner	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Remove School Crossing Patrols from sites below the risk threshold	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Budget Budget consultation 2015–18; 2018-20.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Efficiencies can be gained by deselecting school crossing patrol sites using the criteria for the assessment of school crossing patrol sites, published in RoSPA’s School Crossing Patrol national guidance document.		
<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	<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>(3) foster good relations between different groups</b> (see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	M	The service is provided to reduce the risk of road injury to children on their way to and from school. The age range of schoolchildren affected by the withdrawal of the service would be 4 years to 17 years. The service also provides a safer crossing facility for pedestrians of all ages during its period of operation. This service is particularly welcomed by the more vulnerable/elderly pedestrians.		<p>55% of sites where SCPs are deployed do not meet the national threshold criteria and could be removed.</p> <p>All sites are subject to a risk assessment.</p> <p>Road Safety education is undertaken with school pupils</p> <p>Promotion of active travel options to support healthier living and reducing harmful emissions around school sites.</p>
	<b>Disability</b>	L			
	<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				

<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>A public consultation took place between November 2017 and January 2018. 45% of the consultees disagreed with the proposal (including those who strongly disagreed) and 44% agreed.</p> <p>The majority of comments related to concerns about the dangers to children crossing the roads. Many noted that even low risk areas continue to pose a risk. Some suggested that if this was only implemented in 'low-risk' areas it would be acceptable. Some suggested increasing education within schools regarding road safety, making it a part of the curriculum. Councillors felt that they needed further information about school crossing proposal before being able to comment. The proposal affects approx. 50% of schools but would need to make decision based on findings of individual risk assessments.</p>
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>	
<p><b>7. Procurement</b></p>	

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.

**8. Human resources**  
Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or 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?</b> (recommended if one or more H under section 2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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<b>Approved by:</b> Head of Service	Stephen Pilliner	<b>Date:</b> 15/01/18
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## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		Date:		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Stephen Pilliner	<b>Date of initial assessment:</b> 15/01/2018  Updated 26.01.2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Review of Road Safety Education Options	
<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 Budget consultation 2018-20.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Review of Road Safety Education Options to deliver efficiency including income generation and sponsorship.		
<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	<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>(3) foster good relations between different groups</b> (see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	L			
	<b>Disability</b>	L			
	<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>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> A public consultation took place between November 2017 and January 2018. 50% of the consultees agreed with the proposal (including those who strongly agreed) and 32% disagreed.
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	<p>Many respondents felt that there was insufficient details in the proposal for them to give an opinion. Many felt that this was an important service and suggested transferring the role to the police, whilst others thought that it should be the responsibility of the school. During an Insight Session it was suggested that safety lessons for motorcyclists and older adults should be self-funded and not paid for by the council.</p>	
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>		
<p><b>7. Procurement</b></p> <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.</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?</b> (recommended if one or more H under section 2)</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p><b>Approved by:</b></p> <p>Head of Service</p>	<p>Stephen Pilliner</p>	<p><b>Date:</b></p> <p>15/01/2018</p>

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Stephen Pilliner	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Introduce search charges to generate income of £10,000	
<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 Budget consultation 2018-20.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Introduce search charges to generate income of £10,000. Fees would be introduced for Local Land Charges and Official Searches (LLC1 and Con29). Personal searches made by members of the public would remain free of charge.		
<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	<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>(3) foster good relations between different groups</b> (see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	L			
	<b>Disability</b>	L			
	<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>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>  A public consultation took place between November 2017 and January 2018. 65% of the consultees agreed with the proposal (including those who strongly agreed) and just 11% disagreed.
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	<p>Most of the respondents agreed with the proposal stating that it would not impact on the majority of the county. Some comments did state that whilst they agreed with the proposal, they felt that the charges should not be excessive.</p>	
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>		
<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?</b> (recommended if one or more H under section 2)</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input checked="" type="checkbox"/></p>
<p><b>Approved by:</b></p> <p>Head of Service</p>	<p><b>Stephen Pilliner</b></p>	<p><b>Date:</b></p> <p>15/01/2018</p>

## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		Date:		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

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**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment Template

<b>Department:</b>  Environment	<b>Completed by (lead):</b>  Stephen Pilliner	<b>Date of initial assessment:</b> 15/01/2018  <b>Revision Dates:</b> Ongoing
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Carmarthenshire's highway asset consists of some 16 million square metres of carriageway. The highway maintenance function is delivered via Area Maintenance Units based at four operational depots located throughout the County. The service is wide ranging and has the greatest daily customer exposure across all the Authorities service areas.  The specific area to be assessed is the reduction in frequency of verge mowing on the county's highways.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		New policy / contract stipulation / budget saving
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
Budget Budget consultation 2013/14; 2014/15; 2015-18; 2018-20.		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Currently there are four cuts per year to the county's verges against a four year contract period. Upon renewal, the contract will specify three cuts per year in the first year followed by two cuts per year ongoing. Town and Community Councils will be approached to take over on asset transfer terms to undertake addition cuts where needed. The intention is to reduce the cost of cyclic / routine maintenance in order to save £50,000.		
<b>The Public Sector Equality Duty requires the Council to have "due regard" to the need to:-</b>  (1) eliminate unlawful discrimination, harassment	<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>

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>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>Risks</b>	<b>Positive effects</b>	
<b>Protected characteristics</b>	<b>Age</b>	L			
	<b>Disability</b>	L			
	<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 type="checkbox"/>	NO <input checked="" type="checkbox"/>
A public consultation took place between November 2017 and January 2018. 46% of the consultees		

	<p>disagreed with the proposal (including those who strongly disagreed) and 44% were in agreement.</p> <p>Many respondents raised concerns regarding safety issues which included danger to cyclists, pedestrians and increased risk of traffic collisions due to visibility. Some residents noted that as long as it is maintained efficiently, this would be acceptable.</p>	
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p> <p>Verge cutting is service valued by all road users, and as such there is no specific data available on the people who use grass verges or who are dependent on them being cut. There are no health and safety implications to a reduced verge cutting service; however, reduced visual appeal may be a consideration.</p>		
<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?</b> (recommended if one or more H under section 2)</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input checked="" type="checkbox"/></p>
<p><b>Approved by:</b></p> <p>Head of Service</p>	<p>Stephen Pilliner</p>	<p><b>Date:</b></p> <p>17/01/2018</p>

## Detailed Equalities Impact Assessment Template

<b>Department:</b>	Please see initial impact assessment
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		<b>Date:</b>		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

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**Please send a copy of the assessment to the above e-mail address upon completion.**

## Initial Equalities Impact Assessment

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Helen Bailey / David Astins	<b>Date of initial assessment:</b> 5 <sup>th</sup> November 2014  <b>Revision Dates:</b> 14 <sup>th</sup> December 2015, 19 <sup>th</sup> December 2016, 10 <sup>th</sup> November 2017
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	School meals service <ul style="list-style-type: none"> <li>• 2016-17 £100k (already delivered)</li> <li>• 2017-18 £100k (already delivered)</li> <li>• 2018-19 £70k</li> <li>• 2019-20 £50k</li> <li>• 2020-21 £50k</li> </ul>	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	An extension of an existing approach to charging which has seen the cost of school meals rise above inflation in April 2014 (to £2.20 for a primary meal), April 2015 (to £2.30), April 2016 (to £2.40) & April 2017 (to £2.50).	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>• Charging comparisons with other Local Authorities in Wales</li> <li>• Close monitoring of take-up and income following previous price increases – a small (1-2%) decline in take-up has been noted looking at Carmarthenshire as a whole</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>	Increasing the price of a primary school meal by 10p per year for 3 years (to £2.60 in April 2018, £2.70 in April 2019, and £2.80 in April 2020), with equivalent price rises in secondary school cafeterias. This is expected to generate an additional £170k of net income over the 3 years, provided there is not a significant drop in take up &/or increases in costs (e.g. food, prices of which can be volatile).		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three</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</b>

<b>need to:-</b>		<b>aims of the duty?</b>	<b>Risks</b>	<b>Positive effects</b>	<b>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</p> <p>(see guidance notes)</p>		<p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p> <p>H / M / L</p>			
<b>Protected characteristics</b>	<b>Age</b>	M	Further price increases could have a negative impact on take-up. Some families in 'working poverty', who do not qualify for free school meals, might not be able to afford school meals.		Promote the benefits of school meals to maximise take-up  Publicise the availability of Free School Meals so that all who are entitled are aware
	<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>	M	If take-up drops as a consequence of price increases, staff hours overall will reduce and this will affect women predominantly due to the gender profile of the service		Promote the benefits of school meals to maximise take-up
	<b>Welsh language</b>	N			
	<b>Any other area</b>	N			

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	<p>YES <input checked="" type="checkbox"/> X                      NO <input type="checkbox"/></p> <p>Through the Council's budget consultation we have engaged families and also young people through the <i>Insight</i> programme.</p>
<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>	
We will continue to demonstrate that a school meal is still good value for money, being of good nutritional quality.	
<b>7. Procurement</b>	
<b>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.</b>	
Procurement of good value products can help keep the costs within the school meals service down, but food prices in particular are volatile.	
<b>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</b>	
<b>8. Human resources</b>	
<b>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?</b>	

A fall in take-up / income could lead to a loss in overall hours in the service. This is managed on a location by location basis already, with hours at each location determined by the number of meals served, reviewed 3 times each year.

**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:

David Astins

Strategic Development Manager

Date:

10<sup>th</sup> November 2017

## Initial Equalities Impact Assessment

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Helen Bailey / David Astins	<b>Date of initial assessment:</b> 14 <sup>th</sup> December 2015  <b>Revision Dates:</b> 20 <sup>th</sup> December 2016
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Free School Breakfast service <ul style="list-style-type: none"> <li>2016-17 £100k (already given up)</li> <li>2017-18 £10k</li> </ul>	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	Existing practice / decision	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>Changing approaches by other Local Authorities in Wales</li> <li>The need to focus on statutory responsibilities</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>	Remodel provision for Free Breakfasts in primary schools to ensure the staffing levels and times match the demand for breakfasts and no more					
<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	<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.  H / M	<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>			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Risks</b></td> <td style="width: 50%;"><b>Positive effects</b></td> </tr> <tr> <td style="height: 100px;"></td> <td style="height: 100px;"></td> </tr> </table>	<b>Risks</b>	<b>Positive effects</b>		
<b>Risks</b>	<b>Positive effects</b>					

(see guidance notes)					
<b>Protected characteristics</b>	<b>Age</b>	M	Some settings may potentially become unviable due to the availability of staff willing to work for shorter periods.		In such settings discussions will be held with the Governing Body to assess options for retaining the provision as we would not wish to see any setting become unviable.
	<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>	M	There is a small risk that breakfast provision in small Welsh medium schools could become unviable		If a reduction in hours will potentially make the service unviable at a particular setting it will be reviewed with the Governing Body to seek alternative options (which will include not reducing the hours).
	<b>Any other area</b>	N			

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	YES <input checked="" type="checkbox"/> X                      NO <input type="checkbox"/>
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<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>  Discussions with Governing Bodies and staff.
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<b>7. Procurement</b>  <b>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. No.</b>  <b>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</b>
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<b>8. Human resources</b>  <b>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?</b>  An overall reduction in staff hours will affect women more than men due to the profile of the workforce. However the majority of breakfast staff go on to work in the kitchen preparing and serving school meals so the loss for most will be minimal. If a reduction in hours will potentially make the service unviable at a particular setting, it will be reviewed with the Governing Body to seek alternative options (which will include not reducing the hours). In the first year of delivering this initiative, the vast majority of settings have adapted to changes and the only change has been a slight reduction in staff hours. In a handful of settings this has threatened the viability of the provision, but all have been maintained to date with the support of the school and staff.
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<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"/> X
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<b>Approved by:</b>	David Astins  Strategic Development Manager	<b>Date:</b>  20 <sup>th</sup> December 2016
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## Initial Equalities Impact Assessment Template

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Andi Morgan	<b>Date of initial assessment:</b> 16.11.17  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Speech and Language Therapy SLA  2018/19 £50k	
<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>	The department currently operates a 3 year Service Level Agreement with the Health Board to provide Speech and Language Therapy (SLT) support via 5 SLT therapists for all Carmarthenshire schools. This work includes crucial support for language programmes such as ChATT, ELKLAN and improving behaviour strategies. The proposal outlines a potential reduction in therapists from five to four.		
<b>The Public Sector Equality Duty requires the Council to have "due regard" to the need to:-</b>  (1) eliminate unlawful discrimination, harassment	<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</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>

and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups  (see guidance notes)		<b>effect (N) for each.</b>	<b>Risks</b>	<b>Positive effects</b>	
<b>Protected characteristics</b>	<b>Age</b>	H	High risk of lack of progress (in line with peers) due to reduced service provision.	N/A	Facilitate ongoing consultation between school leaders and officers in an attempt to realign provision delivery, thus eradicating a disproportionate negative impact.
	<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			

Any other area	N				
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5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/> x	NO <input type="checkbox"/>
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6. What action(s) will you take to reduce any disproportionately negative impact, if any? Consult with school leaders and officers to address negative impacts arising as a result of reduced staffing for this service.
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7. Procurement Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. NO
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8. Human resources Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? There are potential implications for the current employees.
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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 type="checkbox"/>	NO <input checked="" type="checkbox"/> X
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Approved by:	Andi Morgan	Date:
Head of Service		18.12.17

**Detailed Equalities Impact Assessment Template (only complete if answer YES to question 9!)**

<b>Department:</b>	
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	
<b>Is this existing or new function/policy/Procedure/ practice</b>	

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	
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<p><b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)</p>				
<p><b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)</p>				
<p><b>4. What is the actual/likely impact?</b></p>				
<p><b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b></p>	<p><b>What are we going to do</b></p>	<p><b>Who will be responsible</b></p>	<p><b>When will it be completed</b></p>	<p><b>How will we know we have achieved our objective</b></p>

<b>6. How will actions be monitored?</b>		
<b>Approved by:</b> Head of Service		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

## Initial Equalities Impact Assessment Template

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Andi Morgan	<b>Date of initial assessment:</b> 16.11.17  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Speech and Language Therapy SLA  2018/19 £50k	
<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>	The department currently operates a 3 year Service Level Agreement with the Health Board to provide Speech and Language Therapy (SLT) support via 5 SLT therapists for all Carmarthenshire schools. This work includes crucial support for language programmes such as ChATT, ELKLAN and improving behaviour strategies. The proposal outlines a potential reduction in therapists from five to four.		
<b>The Public Sector Equality Duty requires the Council to have "due regard" to the need to:-</b>  (1) eliminate unlawful discrimination, harassment	<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</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>

and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups  (see guidance notes)		<b>effect (N) for each.</b>	<b>Risks</b>	<b>Positive effects</b>	
<b>Protected characteristics</b>	<b>Age</b>	H	High risk of lack of progress (in line with peers) due to reduced service provision.	N/A	Facilitate ongoing consultation between school leaders and officers in an attempt to realign provision delivery, thus eradicating a disproportionate negative impact.
	<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			

Any other area	N			
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5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/> x	NO <input type="checkbox"/>
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6. What action(s) will you take to reduce any disproportionately negative impact, if any? Consult with school leaders and officers to address negative impacts arising as a result of reduced staffing for this service.
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7. Procurement Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. NO
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8. Human resources Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? There are potential implications for the current employees.
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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 type="checkbox"/>	NO <input checked="" type="checkbox"/> X
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Approved by:	Andi Morgan	Date:
Head of Service		18.12.17

## Initial Equalities Impact Assessment

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Stefan Smith	<b>Date of initial assessment:</b> 10 <sup>th</sup> January 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, Childrens Services Respite centres	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	New decision	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
A review of the assessment and resource allocation in relation to services for children with complex disabilities.		

<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>• 2017-18 £200k decrease in demand , reduction of service provision</li> <li>• 2018-19 £200k decrease in demand , reduction of service provision</li> </ul> <p>The decrease in funding will be driven by a revised assessment and resource allocation process. It is intended that families will be engaged in a transparent process that encourages them to consider alternative less intrusive family support which meets their needs and is therefore needs led rather than service led.</p>				
<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>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Risks</b> There is a risk that the level of respite decreases without sufficient opportunities developed elsewhere. Risk of family breakdown as a result</td> <td style="width: 50%;"><b>Positive effects</b> Increased community engagement and coproduction of services. Greater control and flexibility for the service users.</td> </tr> </table>	<b>Risks</b> There is a risk that the level of respite decreases without sufficient opportunities developed elsewhere. Risk of family breakdown as a result	<b>Positive effects</b> Increased community engagement and coproduction of services. Greater control and flexibility for the service users.	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>  The proposed level of reduction would make it difficult to mitigate the negative impact if new services were not delivered or available
	<b>Risks</b> There is a risk that the level of respite decreases without sufficient opportunities developed elsewhere. Risk of family breakdown as a result	<b>Positive effects</b> Increased community engagement and coproduction of services. Greater control and flexibility for the service users.			

<b>Protected characteristics</b>	<b>Age</b>	N			
	<b>Disability</b>	Y			
	<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>YES</b> <input type="checkbox"/> Meetings with parents groups have taken place and they have expressed some concern at the size of the proposed efficiency; whilst at the same time expressing a willingness to engage in taking the service forward</p>
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p> <p>Develop alternative provision over time that allows the movement away from a dependency on residential respite.</p>	

**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; staff retraining and redistribution as staff would move away from residential provision to supporting families in the community

**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:**

10/01/ 2018

## Initial Equalities Impact Assessment Template

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> David Astins	<b>Date of initial assessment:</b> 23 <sup>rd</sup> January 2018  <b>Revision Dates:</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	School Admission Policy - £500k 2019/20	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	A new proposal to change existing policy	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>Issues created by our current policy (additional costs)</li> <li>Policies of neighbouring local authorities</li> </ul> (nb. this is likely to be the focus of a Scrutiny Task & Finish Group in 2018)		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	Change the current admissions policy in primary schools so that children start full time the term after their 4th birthday, not the term they turn 4, saving one part-time term per pupil. This would bring Carmarthenshire's policy in line with that of neighbouring local authorities			
<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? 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>	
Age	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 checked="" type="checkbox"/>	NO <input type="checkbox"/>
	As part of the Council's budget consultation process	

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?

Yes, there will be implications (to be quantified) on school staffing structures, but equally there will be opportunities for childcare providers.

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 type="checkbox"/>	NO <input checked="" type="checkbox"/>

Approved by: Head of Service	Gareth Morgans, Director of Education & Children's Services	Date: 23 <sup>rd</sup> January 2018
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