

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO CABINET EQUALITIES COMMITTEE

26 MARCH 2019

REPORT OF THE INTERIM CHIEF EXECUTIVE

EQUALITY IMPACT ASSESSMENTS - ANNUAL REVIEW 2018/19

1. Purpose of report

1.1 The purpose of this report is to provide members with an annual update on the council's requirement to undertake Equality Impact Assessments (EIAs), an overview of the council's approach to EIAs and an outline of EIAs undertaken in Bridgend County Borough Council (BCBC) service areas in 2018/19.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

2.1 The Equality Act 2010 sets out both general and specific duties for local authorities in Wales - one of which relates to assessing the impact of policies and practices.

2.2 Undertaking EIAs also supports the council's following corporate priorities:

- **Priority 2:** Helping people to be more self-reliant; taking early steps to reduce or prevent people from becoming vulnerable or dependent on the council and its services.
- **Priority 3:** Smarter use of resources; ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the council's priorities

3. Background

3.1 The Equality Act 2010 sets out a general duty that as a public body in Wales, BCBC is required to have due regard in its decision making processes (including financial decisions) to three factors:

- To eliminate unlawful discrimination, harassment and victimisation;
- To advance equality of opportunity and;
- To foster good relations between people who share a protected characteristic and those who do not.

3.2 Reports on assessments must set out in particular:

- the purpose of the policy or practice that is being assessed;
- a summary of the steps taken to carry out the assessment, including consultation and engagement;
- a summary of the information used in the assessment;
- results, and any decisions taken in relation to those results.

3.3 In addition, when assessing the impact on protected characteristic groups, listed authorities must:

- comply with the engagement provisions;
- have due regard to any relevant information held.

4. Current situation

EIAs – an overview

4.1 The EIA is a tool to assess whether new (or changes to existing) policies/services/functions, or the removal of services, could impact on different sectors of society in different ways.

EIAs help the council make better decisions, identify how services can be more accessible or improved and consider the nine protected characteristics as well as the impact on the Welsh language.

4.2 Assessing the impact of proposed changes to policies and strategies is not just something the law requires, it is an opportunity to ensure decisions are based on robust evidence and that they:

- include a consideration of actions that would help to avoid or mitigate any impact on individuals or groups;
- are based on evidence;
- are transparent;
- record the equality considerations that have been taken into account.

4.3 The Welsh Language Standards require us to consider:

- whether a policy-related decision could have a positive or negative impact on opportunities for people to use Welsh;
- treating Welsh and English equally;
- ways to demonstrate how positive effects could be increased;
- how any identified adverse effects could be decreased.

We added questions related to this into the EIA toolkit in 2016 as an existing assessment tool rather than create an additional impact assessment.

4.4 It is important to recognise that our duty to eliminate discrimination is a continuing one. It cannot be exercised once and for all, but must be

continually revisited and borne in mind, therefore the EIA should be revisited as policies change and are reviewed.

- 4.5 The lead person drafting or reviewing a policy or strategy within the service area is responsible for conducting the EIA. EIA screenings should be retained by the service area, referenced and summarised in the equalities section of the relevant cabinet report. Where a full EIA is needed this should be included as an appendix to the report.
- 4.6 The EIA toolkit was revised and updated in February 2018, including the EIA screening and full assessment forms. The update involved simplifying wording and consolidating information to make the toolkit easier to use in preparation for face to face training.
- 4.7 The administration of the EIA processes was reviewed in 2018, and a central database of EIAs is now maintained by the Equalities team. Full EIAs are linked to Cabinet reports and as such become public documents. All EIA screenings are retained by the service area and the Equalities team.
- 4.8 Following attendance at the Welsh Language Commissioner's best practice workshops at the end of 2018, we will review the EIA toolkit and documentation in early 2019 against the requirements within the Welsh Language Standards to ensure that services are able to fully consider the impact of a policy related decision on the Welsh Language.

EIA training

- 4.9 An e-learning module continues to be available for employees which provides an overview of EIAs, their role in improving services and a guide to conducting them. At the end of the module, staff have an opportunity to complete an EIA and compare this against an already completed version to assess how the module has assisted in terms of knowledge and understanding.
- 4.10 In response to requests for additional face to face training on EIAs, Corporate Management Board (CMB) agreed a training programme which has been developed and will be delivered by external trainers Red Shiny Apple. Seven training sessions took place between February 2018 and June 2018, with 64 staff attending these sessions.
- 4.11 The feedback on the sessions was extremely positive, with 68% of participants rating the quality of the course as excellent and 27% good. 83% rated the trainer as excellent and 27% good. 83% of participants told us that the course was relevant to their role now, and 91% stated that they felt the course would be relevant to them in the future.

- 4.12 During the period February 2018 to January 2019, 43 council employees have completed EIA training per the following table:

Directorate	Completions
SS & WB	11
Communities	5
Education and Family Support	2
Chief Executive	25
Total	43

To date 204 council employees have completed the EIA e-learning module.

EIAs undertaken in 2017/18

- 4.13 Between February 2018 and January 2019, six full EIAs were undertaken and accompanied Cabinet reports and these are listed in appendix 1.
- 4.14 33 EIA screenings were undertaken during this period and these are listed in appendix 2. These screenings were referenced in the relevant Cabinet report/s and indicated that the policy/ies being assessed could either be “screened out” or would require a full EIA to be undertaken.

Where full EIAs are needed the following timeframes apply:

- Within six months or before approval of policy (high impact);
- Within one year of screening (medium impact);
- Within three years of screening (low impact).

5. Effect upon Policy Framework & Procedure Rules

- 5.1 As this is an information report, there are no proposed changes to the policy framework and procedure rules.

6. Equality Impact Assessment

- 6.1 The report provides the committee with information which will positively assist in the delivery of the authority’s equality duties.

7. Financial Implications

- 7.1 There are no financial implications identified as this is an information/update report.

8. Well-being of Future Generations (Wales) Act 2015 Assessment

- 8.1 This is an update report, therefore a Well-being of Future Generations Act (2015) assessment has not taken place in order to prepare this report.

9. Recommendation

- 9.1 That the Cabinet Equalities Committee notes the progress made in the council during 2018/19 in the completion of Equality Impact Assessments, the progress made with training (e-learning and development of face to face training) and the review of the administration processes to support service areas.

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Date: 26 March 2019

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Background papers: None