

## Template 1 - Initial Equality Implications Assessment Template

**NOTE: This is NOT a screening template but to highlight and give you an indication of any potential equality implications at the project proposal / concept stage. By completing this template, it is your responsibility to evidence why a FULL EqIA is NOT required.**

**If you have insufficient evidence, data and research or need to undertake further consultation to assess the potential impact of your proposals, then a full EqIA (Template 2) will be required, therefore you do NOT need to complete this template.**

Directorate / Service:	Community Health and Wellbeing
What are the proposals being assessed? ( <b>Note:</b> 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	<p>London Borough of Harrow currently provides seven NRC's/Day Centre for adult client groups. We also commission a range of services provided by other organisations, and support people to use personal budgets to access activities. The groups catered for are; people with learning disability, physical disability and sensory impairment and older people.</p> <p>Work has been undertaken to identify the physical capacity of internal services, this includes the average daily attendance and client outcomes achieved. This work has shown that centres are under utilised, plus there is evidence that young people with learning disabilities are not automatically choosing the council's day centres.</p> <p>Supporting the most vulnerable citizens in Harrow is a key priority for the council. The council will continue to ensure people receive the care and support needed to be as independent as possible whilst being treated with dignity and respect.</p> <p>This EQIA relates to proposals to undertake consultation on the future model of day services in the borough. The consultation will include proposals relating to the remodelling and consolidation of existing services, and ideas for new ways of working. There are potential impacts for users of day services to the final recommendations that come from this consultation.</p>

	It is proposed that we will return to Cabinet later in 2013 once the consultation has been completed with full recommendations for implementation. At this stage a full EQIA will be needed to understand the impacts in detail on different groups. At this stage however we are completing the Initial EQIA in relation to potential impacts.
Manager Responsible for Area:	Thom Wilson, Bridget Bergin and Amanda Dade
Officer(s) completing the Initial Equality Implications Assessment (IEIA):	Marc Jackson
Date IEIA completed:	03 <sup>rd</sup> September 2012

<p><b>1. What are the aims, objectives, and desired outcomes of your proposals?</b></p> <p>(Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p>To maximise day opportunity choices for adults with Learning Disability, Physical Disability and Older people</p> <ul style="list-style-type: none"> <li>• To realise a vision for a transformed model for day opportunities in Harrow for people with learning disabilities, physical disability and sensory impairment and older people.</li> <li>• To develop a range of options that: increase opportunities for social inclusion, maximise choice and control, improve health and well-being, increase employability and deliver efficiencies.</li> <li>• Through the development and implementation of this new service model the council will achieve £600k towards the Medium Term Financial Strategy.</li> </ul>
<p><b>2. Who are the main people / groups who may be affected by your proposals? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</b></p>	<p>The main people affected by these changes are people who currently use day services; This includes people with;</p> <ul style="list-style-type: none"> <li>• Learning Disability</li> <li>• Physical Disability</li> <li>• Sensory Disability</li> <li>• Older People</li> <li>• Carers</li> </ul>

Within these disability groups' people from;

- Black and minority backgrounds, people from different faith backgrounds, people with different sexual orientations and both gender groups are potentially all affected.
- Staff currently working in NRC's
- Other groups that use the centres out of hours will also be affected such as Middlesex Association for the Blind, Harrow Community Stroke Programme, Speakability, Reablement Skills & Support Programme, Fitness & Mobility Exercise Group, University of the 3<sup>rd</sup> Age, Mobilize, Harrow Epilepsy Self-support Group, Kingfisher Swimming Club, Asian Deaf Club, Bentley Social Group, Friends Bridge Club and Bentley Old Vicarage Nature Reserve.

**3. What data, information, evidence, research, statistics, surveys, and consultation(s) have you considered to undertake this assessment?**  
*(include the actual data, statistics and evidence)*

Day services are not regulated by the Care Quality Commission (CQC) but are subject to a continuous improvement programme undertaken by the Council. This programme focuses on client information systems including risk assessment and outcome recording, day centre usage, day centre staffing and the relationship with care management.

We have used information from Framework-I, our social care information system to provide data on people accessing services, their needs and characteristics,

Whilst looking at the total of all in house day services the following statistics have been found:  
 Total number of clients who attend day services is 290  
 The estimated client capacity per day is 232  
 The average attendance is 143.5  
 The usage is percentages is 62%  
 The whole time equivalent/ ratio is 65.1 (WTE)

4. Could your proposals disproportionately affect more people of one group than another?	Yes	No	If yes, please explain how?
	X		

**4. A - Assessment Relevance**

How relevant are your proposals to each protected characteristic?

**Example:** Reviewing the criteria of freedom passes will be of 'High' relevance for Age and Disability and of 'Low' relevance to the other protected characteristics.

**B - Assessment of potential impact**

When you consider the impact on people in relation to each protected characteristic, it should be defined as positive, neutral or negative:

**Positive:** where the impact is expected to have a particular benefit for this protected characteristic or improve equality of opportunity and / or foster good relations.

**Neutral:** where there will be a neutral impact, neither positive nor negative

**Adverse:** where there is a risk that impact could disadvantage one or more of the people described in relation to a protected characteristic. This

disadvantage may be differential, where the negative impact on one particular group of individuals or protected characteristic is likely to be greater than on another.

### C - Assessing Adverse impact

When you have considered the likelihood and potential impact on people in relation to the protected characteristics, use the table below and enter a score against each protected characteristic assessed as potential adverse impact in column C.

Likelihood	Potential Impact				
	Negligible	Minor	Moderate	High	Major
Certain to occur	Medium	High	High	Very High	Very High
Likely to occur	Medium	Medium	High	High	Very High
Possible to occur	Low	Medium	Medium	High	High
Unlikely to occur	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

### Calculating the score - Potential Impact X Likelihood = Score

Protected Characteristic	A Relevance	B Impact	Describe the impact(s) (negative or positive) your proposals may have on this protected characteristic	Reason for the Assessment of Potential Impact (What evidence, data, and information did you use to assess this?)	C Assessing Negative Impact Score
	Low/ Medium/ High	Positive/ Adverse/ Neutral			
Age (including carers of young/older people)	High	Adverse	A number of groups and services are geared to Older people. These could potentially have to relocate their activities which could have an impact on ability to attend, accessibility, and times they need to function.	There are currently 131 people over 65 who use in house day services. Attendance at each centre varies from 1 to 5 days per week.	High High
Disability (including carers of disabled people)	High	Adverse	The service provide support specifically to people with disabilities including learning disabilities. Changes to these services could potentially have a significant impact on people and their carer's – but these will be dependent	There are currently 296 people who are disabled and use in house day services. Attendance at each centre varies from 1 to 5 days per week.	Very High High

			upon final recommendations.		
Gender Reassignment	Low		N/A		
Marriage and Civil Partnership	Low		N/A		
Pregnancy and Maternity	Low		N/A		
Race	High	Adverse	Some of the groups that function from the NRC's have high membership of people from minority ethnic groups. Changes to these service could adversely affect them, if groups stop running or are relocated to other areas they cannot easily reach.	There are currently 130 people from ethnic minority background who use in house day services. Attendance at each centre varies from 1 to 5 days per week.	High Medium
Religion or Belief	Low		N/A		
Sex	Low		N/A		
Sexual orientation	Low		N/A		

Score	Action
Low	Minor considerations needed e.g. style and method of communication, timing of activity, venue suitability, and minor cultural or social considerations.
Medium	Amendments will be needed to the proposals to take account of any issues identified. Further actions may be

	necessary as well as internal/external expert advice/consultation could be required.
High	A full EqIA is required
Very High	

**Making Adjustments (Improvement Action Plan)** – Although a full EqIA may not be required, the IEIA may have identified potential adverse impact or steps you can take to enhance equality of opportunity. Making adjustments involves deciding what steps you will take to improve the service by removing the adverse impact of your proposals, and increasing the positive effects. These steps/actions will form your Improvement Action Plan.

**5 - List below any actions you plan to take as a result of this IEIA.**

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
Age (including carers of young/older people)	The council will consult on proposals for delivering day services in the future. This consultation will lead to final recommendations, upon which a full EQIA will be undertaken.	To be able to re allocate these groups within Harrow	July 2013	Thom Wilson	Requires cabinet decision to proceed.
Disability (including carers of disabled people)	The council will consult on proposals for delivering day services in the future. This consultation will lead to final recommendations, upon which a full EQIA will be undertaken.	To be able to re allocate these groups within Harrow	July 2013	Thom Wilson	Requires cabinet decision to proceed.
Race	The council will consult on proposals for delivering day services in the future. This consultation will lead to final recommendations, upon which a full EQIA will be undertaken.	To be able to re allocate these groups within Harrow	July 2013	Thom Wilson	Requires cabinet decision to proceed.

**Summary and Recommendations (this section must be included in Cabinet reports and your project proposal reports for the Commissioning Panel)**

Summary / Conclusion of assessment: (include the key findings and equality implications.	<p>This initial equalities impact assessment identifies the needs for full EquIA and this will be undertaken after the Councils Cabinet gives permission to undertake statutory consultation.</p> <p>Any proposals to make changes to day services would only happen following a consultation and a decision by cabinet and by individual assessment of need. The initial review of current services provision has considered the demography, trends, and current service provision against individual service user needs and gives a overall case for the development of a new day service model within Harrow.</p>
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On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?	Yes	X	No	
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If no, please explain why not?	N/A
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Do you think that your proposals will have a cumulative effect upon a particular protected group in light of other council proposals that you are aware of? If yes, please explain the cumulative impact and on which groups.	
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Signature - Lead Officer	Marc Jackson	Date	9/1/2013
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Project Proposals being submitted to the Commissioning Panel

All other proposals including policy/service reviews, developing new policies, services and projects, restructure etc

On completion, your (signed) Initial Equality Implications Assessment template needs to be submitted with your project proposals by the set deadline.

As part of the Commissioning Panel process, all completed templates will be Quality Assured taking into account your recommendation whether a full EqIA is required or not. If the Quality Assurance Group disagrees with a recommendation that a full EqIA is not required, this will be fed back to the project leads with the group's comments and reason for their decision.

On completion, the (signed) Initial Equality Implications Assessment template needs to be forwarded to the Chair of your Directorate Equalities Task Group (ETG) to be reviewed and signed off.

After reviewing the template, your ETG may suggest you undertake a full EqIA; therefore it is important that you wait for this decision before submitting your report.

DETG Chairs – once you have reviewed and signed off the section above, please return this template to the Lead Officer with your comments and decision.

Lead officers must then email their completed (signed) templates to [equalities@harrow.gov.uk](mailto:equalities@harrow.gov.uk) to be published

**Quality Assurance and Sign Off**  
(to be used by ETG's and the Quality Assurance Group)

Are the outcomes of the proposals clear?	Yes	X	No	
Comments:				
Is it clear who will be affected by what is being proposed?	Yes	X	No	
Comments:				
Are you satisfied with the level of data/evidence used to undertake this assessment?	Yes	X	No	
If no, explain why not?				
If a full EqIA is not required, are you satisfied with this outcome?	Yes		No	
If no, explain why not?	N/A			
Signature - Chair of Equality Task Group	Carol Yarde	Date	9/1/2013	