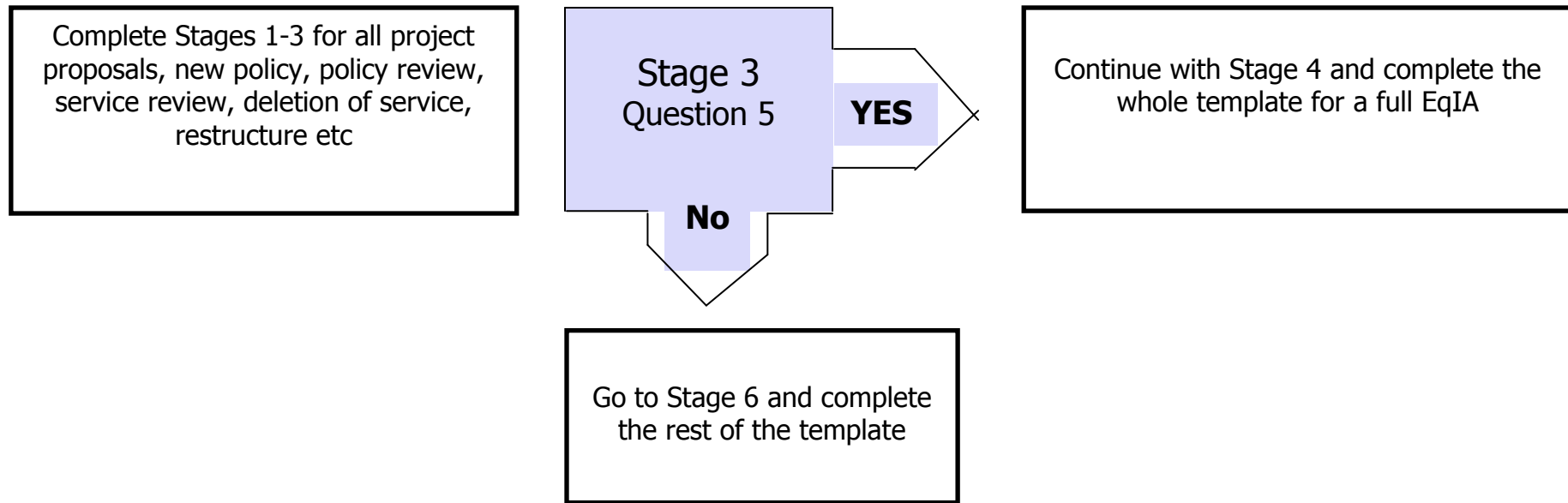


# Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process (EqIA). There is now just one Template. Lead Officers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- **SIGN OFF:** All EqIAs need to be signed off by your Directorate Equality Task Groups. EqIAs relating to Cabinet Reports need to be submitted to the EqIA Quality Assurance Group at least one month before your Cabinet Report date. This group meets on the first Monday of each month.
- Legal will NOT accept any reports without a fully completed, Quality Assured and signed off EqIA.

The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

# Equality Impact Assessment (EqIA) Template

<b>Type of Decision: Tick ✓</b>	✓	Cabinet		Portfolio Holder		Other (explain)	MTFS
Date decision to be taken:	February 2016						
Value of savings to be made (if applicable):	£609k						
Title of Project:	Kenmore Neighbourhood Resource Centre (NRC) – Community Tender						
Reference:	PA_7						
Directorate / Service responsible:	Community Health and Well-Being / Adult Social Care						
Name and job title of Lead Officer:	Jonathan Price						
Name & contact details of the other persons involved in the assessment:	Lynne Ahmed – Service Manager Kashmir Takhar – Senior Commissioner						
Date of assessment (including review dates):	7 <sup>th</sup> August 2015						

## Stage 1: Overview

<p><b>1. What are you trying to do?</b></p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>This proposal is one of the projects falling within the Transforming Adult Social Care work stream under 'Project Infinity' and as such should not be viewed in isolation but as one part of a package of savings proposals to be delivered.</p> <p>In 2009 the Council opened 3 purpose built Neighbourhood Resource Centres. The Council had previously secured funding to build the centres on existing Council land via a PFI Lift arrangement. The PFI Lift will run from 2008 until 2033.</p> <p>Kenmore NRC provides day centre services for 44 adult social care clients that have a physical or learning disability. The centre provides a range of social and physical group activities.</p> <p><b>Savings Proposal:</b></p> <p>The proposal, in line with the Transforming Adult Social Care workstream will see the service transferred to a community management model in 2016/17. The proposal delivers a saving of £609k.</p> <p>Adults working alongside the Council's Procurement and Commercialisation team will develop a selection process for identifying an alternative provider that delivers social value and community benefit.</p>
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<b>2. Who are the main people / Protected Characteristics</b>	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
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that may be affected by your proposals? (✓ all that apply)	Staff	✓	Age		Disability	✓
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	
	Sexual Orientation		Other			
<b>3.</b> Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	Responsibility for this proposal is with Adult Social Care.					

## Stage 2: Evidence & Data Analysis

4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you may need to include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	Service users age profile: Age 18-24: 0 Age 25-64: 47 Age 65+: 2	The majority of service users are working age adults.  As the service is intended to continue this group will not be disproportionately affected by the proposals.
Disability (including carers of disabled people)	All service users have a disability.	All service users have a disability. As the service is intended to continue this group will not be disproportionately affected by the proposals.

Gender Reassignment	This information is not available.	As the service is intended to continue this group will not be disproportionately affected by the proposals
Marriage / Civil Partnership	This information is not available.	As the service is intended to continue this group will not be disproportionately affected by the proposals
Pregnancy and Maternity	This information is not available.	As the service is intended to continue this group will not be disproportionately affected by the proposals
Race	Service user profile: White/White British: 14 Black/ Black British: 5 Asian/ Asian British: 29	The majority of service users are of Asian/ Asian British background.  As the service is intended to continue this group will not be disproportionately affected by the proposals.
Religion and Belief	This information is not available.	As the service is intended to continue this group will not be disproportionately affected by the proposals.
Sex / Gender	Service user profile: Female: 23 Male: 26	The gender split of service users is relatively even.  As the service is intended to continue this group will not be disproportionately affected by the proposals.
Sexual Orientation	This information is not available.	As the service is intended to continue this group will not be disproportionately affected by the proposals.

### Stage 3: Assessing Potential Disproportionate Impact

**5.** Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age	Disability	Gender	Marriage	Pregnancy and	Race	Religion and	Sex	Sexual
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	(including carers)	(including carers)	Reassignment	and Civil Partnership	Maternity		Belief		Orientation
Yes									
No	✓	✓	✓	✓	✓	✓	✓	✓	✓

**YES** - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

#### Stage 4: Further Consultation / Additional Evidence

6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Further consultation to be undertaken if proposals agreed by commissioning panels.

Who was consulted? What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals
Service users, their carers and families were invited to meetings that took place both during the day and in the evening. Information was also provided in hard copy and service users, carers and families were able to submit their comments by email, phone, letter or in person to the centre Manager.	The feedback from these meetings included positive comments by service users, carers and the Voluntary Sector on the Council's approach to responding to the financial position and developing an innovative solution instead of just cutting services. The PFi Company were also supportive of the change and confirmed that it would not change the	A detailed transition plan will be developed to address carers concerns regarding the transition for service users. Service users will be involved in key working groups to gather their feedback on services they would like to see offered by the new provider and this information will be used to develop the service specification.

Meetings were held with voluntary sector representatives.	grant position. There were some concerns about the impact that any change to services has on service users; Families and carers also raised questions about whether or not service users would be able to continue to attend for the same number of hours and whether or not any services would be charged; There were questions about the selection process and how the service would be quality assured and monitored. There was also some interest expressed in being involved in the process to identify a new provider. There were also questions raised about what would happen to the service if the council was unable to identify an alternative provider.	The selection process will be designed to include opportunities for service user, carers and families' involvement. The service will be managed through a contract that will set out quality and performance standards. The service will be monitored at regular intervals to ensure compliance against these standards.

### Stage 5: Assessing Impact

**7.** What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
		Minor ✓	Major ✓		
Age (including carers of young/older people)				The majority of service users are of working age however as the service is intended to continue no adverse impact has been identified for this group.	Some of the feedback from service users was that they wanted to have more opportunities to undertake 'employment' type activities. This will be included in the service specification for the new provider.

Disability (including carers of disabled people)				All service users at Kenmore have a disability. As the service is intended to continue no adverse impact has been identified for this group.	In order to ensure that the assessed needs of all service users can continue to be met by the new provider care management will undertake reviews and explore alternative options for those users where it is felt that the new provider will not be able to meet needs.
Gender Reassignment				No impact identified.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.
Marriage and Civil Partnership				No impact identified.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics. .
Pregnancy and Maternity				No impact identified.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.
Race				Service user information shows that the majority of service users are Asian/ Asian British. As the service is expected to continue no adverse impact has been identified for this group.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.
Religion or Belief				No impact identified.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.

Sex				The gender split of service users is relatively even. As the service is expected to continue no adverse impact has been identified for this group.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.			
Sexual orientation				No impact identified.	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.			
<b>8. Cumulative Impact</b> – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?  If yes, which Protected Characteristics could be affected and what is the potential impact?					Yes	✓	No	
					A number of proposals under Transforming Adult Social Care will impact Adult social care service users in particular those with a disability who could experience a number of changes to the way they currently receive services from the Council.			
<b>9. Any Other Impact</b> – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?  If yes, what is the potential impact and how likely is it to happen?					Yes	✓	No	
					The proposals have the potential for a positive impact on building community capacity and cohesion.			
<b>Stage 6 – Improvement Action Plan</b>								
List below any actions you plan to take as a result of this Impact Assessment. These should include:								
<ul style="list-style-type: none"> <li>Proposals to mitigate any adverse impact identified</li> <li>Positive action to advance equality of opportunity</li> <li>Monitoring the impact of the proposals/changes once they have been implemented</li> <li>Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?</li> </ul>								



Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
Age	The service specification for the new provider to include a requirement to provide 'employment' type activities for service users.	Monitoring of contract.	Jonathan Price / SAQS team	March 2016
Disability	Care management reviews will be undertaken to ensure assessed needs can continue to be met by new provider. Alternative options for meeting these needs to be explored where appropriate.	Completion of care management reviews.	Jonathan Price / Care Management team	March – June 2016
All groups	A robust selection process will be undertaken to ensure that the new provider meets the requirements of the Equality Act and provides a service that advances equality of opportunity for all protected characteristics.	Successful outcome of selection process.	Jonathan Price / Commissioning and procurement teams	March – June 2016

### Stage 7: Public Sector Equality Duty

**10.** How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

This proposal meets the public sector equality duty through the continued provision of a service that advances the equality of opportunity of people with a disability in a safe environment. The selection process for identifying a new provider will be conducted in line with the Council's public sector equality duty to: Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010  
Advance equality of opportunity between people from different groups  
Foster good relations between people from different groups

### Stage 8: Recommendation

**11.** Please indicate which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)

**Outcome 1** – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.

✓

**Outcome 2** – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are listed in the Action Plan above.

<p><b>Outcome 3</b> – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. <b>(Explain this in Q12 below)</b></p>	
<p><b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.</p>	

**Stage 9 - Organisational sign Off**

<p><b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>			
<p>Signed: (Lead officer completing EqIA)</p>		<p>Signed: (Chair of DETG)</p>	
<p>Date:</p>		<p>Date:</p>	
<p>Date EqIA presented at the EqIA Quality Assurance Group (if required)</p>		<p>Signature of DETG Chair</p>	