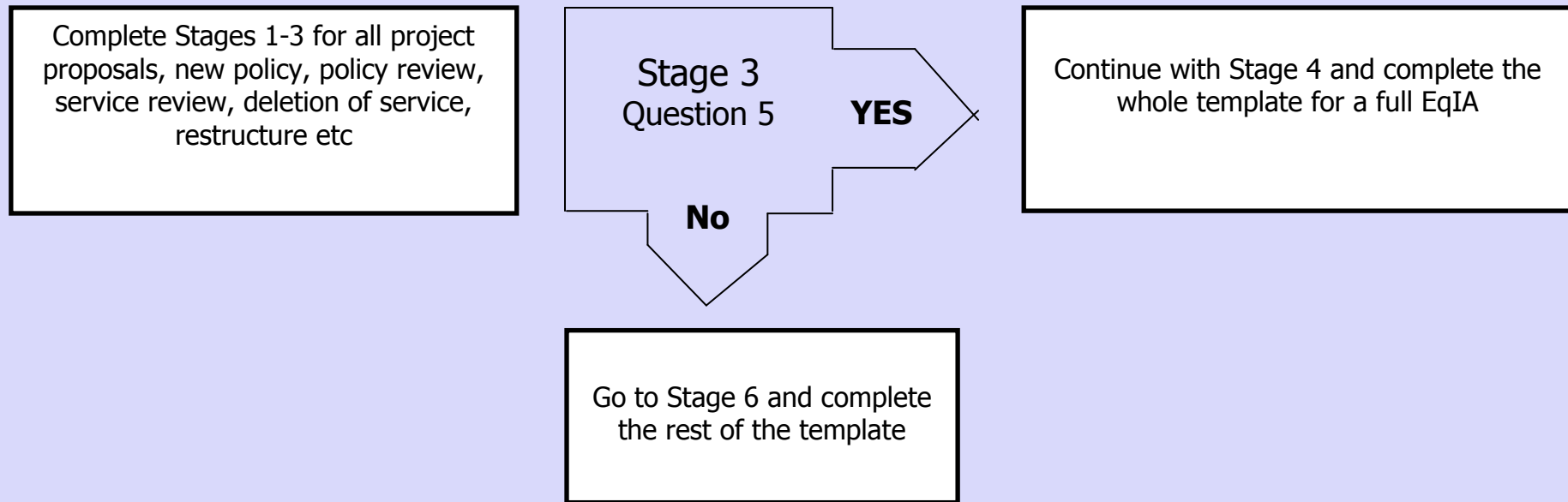


# Equality Impact Assessment Template

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>	<input type="checkbox"/>	Cabinet	<input type="checkbox"/>	Portfolio Holder	<input checked="" type="checkbox"/>	Other (explain)	MTFS
Date decision to be taken:	February 2016						
Value of savings to be made (if applicable):	£106k						
Title of Project:	Welldon Crescent and 26 Harrow View						
Directorate / Service responsible:	Adult Social Care						
Name and job title of Lead Officer:	Jonathan Price, Head of Strategic Commissioning & Provider Services						
Name & contact details of the other persons involved in the assessment:	Lynne Ahmed – Service Manager						
Date of assessment (including review dates):							

## 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>Harrow Supported Living Service was set up under the Supporting People agenda in 2003. People are placed in the accommodation for approximately 2 years and receive housing related support to build independent living skills. They are then helped to move to independent accommodation in the community with low levels of floating housing support from providers in the private and voluntary sector.</p> <p>The service consists of 2 council owned properties located in the centre of the borough and is designed to provide housing related support to people with a learning disability. There are 3 places at 26 Harrow View and 6 places at 56 Welldon Crescent. The staff team works across both units, which are staffed during the day on weekdays. A telephone support line is available out of hours in the event of an urgent need.</p> <p>A lack of referral to the scheme has meant that there are currently 3 vacancies at Welldon Crescent and the last placement took approximately a year to find. One of the reasons given for the lack of placements has been that they are both large houses with accommodation across several floors and no disabled access to the rooms. The buildings would benefit from modernisation, however structural changes would be difficult. The split between the properties of male and female service users has meant that potential service users have not been appropriate for the vacancies as they are in the building for women. The staff resource has been scaled back to 2 full time and one agency staff members.</p>
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	<p>Five of the 6 current clients are already due to be reviewed and step down to independent living in the community by 1<sup>st</sup> April 2016. This would mean that there is just one remaining resident, who would be suited to support from the Shared Lives Scheme. It is proposed that this service user be reviewed by care management over the next couple of months and offered support from the service. This would allow for at least 12 weeks transition time for the individual.</p> <p>There would be no gap in provision as any future referrals would be supported by a shared lives carer giving more tailored low level support. Service users would benefit from more personalised placements which could be flexible at times when service users need more or less support.</p> <p>One of the properties is already part of Housing Department stock and the other would be transferred to Housing as part of a larger negotiation with the aim to secure nomination rights over suitable property in the borough for the most vulnerable.</p> <p><b>Savings Proposal:</b></p> <p>The savings proposal is to close the unit. Five clients will be transitioned to independent living in the community with no re-provision costs assumed necessary and the remaining client not suitable for independent living to Shared Lives.</p> <p>This will produce a saving of £105,950 in 2016/17. £8k will be transferred to Shared Lives for re-provision for 1 client.</p>					
<p><b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b></p>	Residents / Service Users	✓	Partners		Stakeholders	
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	✓
	Sexual Orientation		Other			
<p><b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b></p> <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> </ul>	<p>The responsibility for this proposal lies with adults only.</p>					

- How have they been involved in the assessment?

## 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)	Clients using the services affected are aged between 21 and 36	The service users are all of working age. The proposal is to move service users in to more appropriate accommodation that better meets their needs. There is unlikely to be an adverse impact on this group.
Disability (including carers of disabled people)	All 6 clients resident across the 2 sites have a Learning disability, and one client is recorded as having a physical disability.	All service users have a disability. The proposal is to move service users in to more appropriate accommodation that better meets their needs. There is unlikely to be an adverse impact on this group.
Gender Reassignment	No available information	It is unlikely that this particular characteristic will be impacted as a result of these proposals.
Marriage / Civil Partnership	5 of the 6 clients resident across the 2 sites state they are single, and one of the clients does not have the information recorded around marital/ civil partnership status.	It is unlikely that this characteristic will be impacted by this proposal.
Pregnancy and Maternity	No available information.	It is unlikely that this characteristic will be impacted by this proposal.
Race	Of the 6 clients resident across the 2 sites, 3 state they are White or White British, 2 state they are Black or Black British/ African, and 1 states they are Asian/ Asian British/ Indian.	It is unlikely that this characteristic will be impacted by this proposal.
Religion and Belief	Of the 6 clients resident across the 2 sites, 3 state they are Christian, 1 states they are Hindu and 2 state they are	It is unlikely that this characteristic will be impacted by this proposal.

	Atheist/ No religion.	
Sex / Gender	Of the 6 clients, 3 are female and 3 are male.	It is unlikely that this characteristic will be impacted by this proposal.
Sexual Orientation	Information unavailable	It is unlikely that this characteristic will be impacted by this proposal.

### 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 (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual 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**?

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
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The service users across both sites will be consulted individually with their options made clear both to them and their representatives.	Extra care will need to be taken to ensure that the clients and their representatives understand the proposals and are able to support the service users to express their wishes and make safe decisions.	
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## 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 people impacted by the proposal are working age adults. The proposal is to move service users in to more appropriate accommodation that better suit their needs it is not therefore expected to create an adverse impact on the service users involved. Individual consultation and sensitive care management will help ensure any adverse impact is managed appropriately	Care Management reviews, and satisfaction surveys will allow the Local Authority to monitor the impact on the service users impacted by the proposals.
Disability (including carers of disabled people)	✓			All service users have a learning disability, and as such the proposal impacts specifically on this protected characteristic.  The proposal is to move service users in to more appropriate accommodation that better suits their needs. It is not therefore expected to create an adverse impact on the service users. Individual consultation and sensitive care management will help to ensure any adverse impact is managed appropriately	Care Management reviews, and satisfaction surveys will allow the Local Authority to monitor the impact on service users impacted by the proposals.
Gender Reassignment				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.

Marriage and Civil Partnership				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.
Pregnancy and Maternity				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.
Race				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.
Religion or Belief				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.
Sex				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.
Sexual orientation				No impact identified	It is unlikely that this characteristic will be disproportionately impacted by the proposals.
<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	<input checked="" type="checkbox"/>
				No	<input type="checkbox"/>
				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 by enabling service users to move on to more appropriate accommodation in the community with the potential to achieve positive health and well-being outcomes.			

### Stage 6 – Improvement Action Plan

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

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	Care management reviews and continued support through community services	Care management reviews and regular contact	Jonathan Price/ Care Management	Feb – April 2016
Disability	Care management reviews and continued support from community services	Care management reviews and regular contact	Jonathan Price/ Care Management	Feb – April 2016

### Stage 7: Public Sector Equality Duty

<b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to: 1. Eliminate unlawful discrimination, harassment and victimisation	This proposal meets the public sector equality by preventing unlawful discrimination, harassment and victimisation through the identification of suitable accommodation for service users that encourages increased independence in the
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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	community.
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### Stage 8: Recommendation

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

<b>Outcome 1</b> – 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.	✓
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<b>Outcome 2</b> – 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.	
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<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>	
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<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	
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### Stage 9 - Organisational sign Off

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