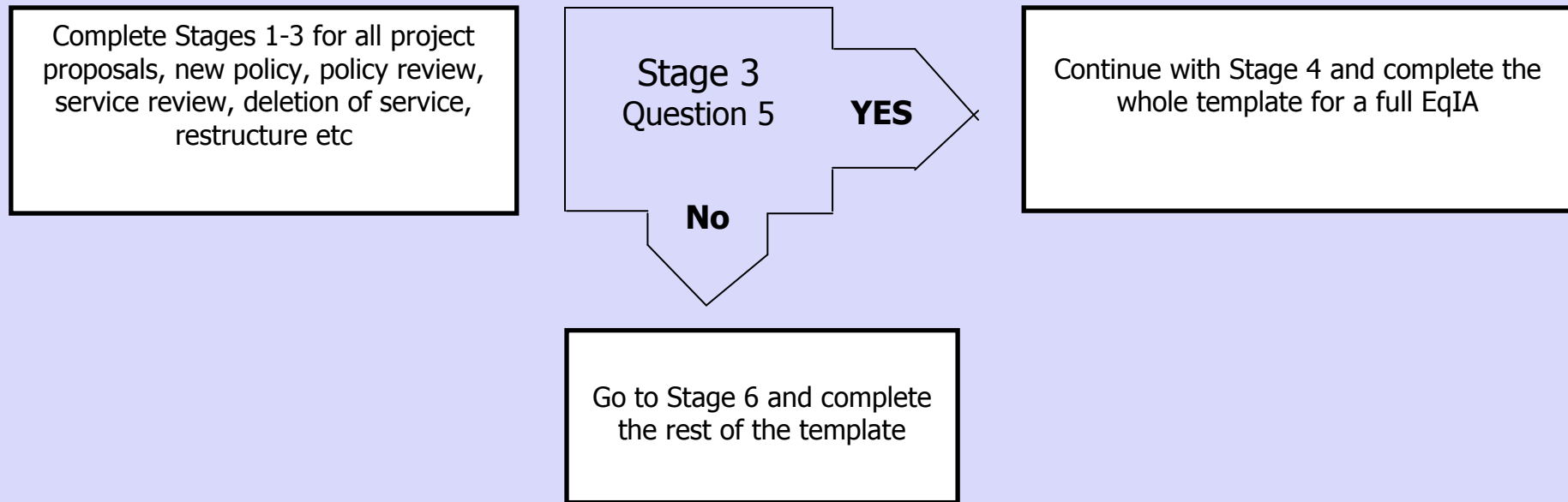


Equality Impact Assessment Template

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

Type of Decision: Tick ✓	<input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> Portfolio Holder <input type="checkbox"/> Other (explain)
Date decision to be taken:	February 2016
Value of savings to be made (if applicable):	£500k
Title of Project:	Sancroft
Reference:	PA_9
Directorate / Service responsible:	Adult Social Care
Name and job title of Lead Officer:	Chris Greenway, Head of Safeguarding Assurance & Quality Services
Name & contact details of the other persons involved in the assessment:	Donna Edwards, Finance Business Partner Rachel Dickinson
Date of assessment (including review dates):	5 th August 2015

Stage 1: Overview

<p>1. What are you trying to do?</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>Sancroft is a purpose built Residential Care Home and Day Centre facility with 50 single residential beds for elderly residents and two 25 place Day Centres which opened in 1999 in central Harrow.</p> <p>Sancroft is a 25 year Private Finance Initiative (Pathfinder) contract arrangement between LB Harrow and Catalyst Communities Housing Association (In 2006 the Association changed its name from Ealing Family Housing Association). The service commencement date was the 31st December 1999 and continues for a period of 25 years.</p> <p>Three day care services are provided at Sancroft. These include 'Byron' for older people with dementia, 'Anjali' and 'Maya' for older Asian people, Asian people with dementia and Asian people with learning disabilities. The day service block contract costs £525,025 (2015/16) including annual uplift (based on GDP deflator percentage change – currently 2.36%).</p> <p>Savings Proposal:</p> <p>Contract Variation will be issued for 50% of the Day Care Capacity as current utilisation is only</p>
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	<p>around 46% overall. The Contract only allows a variation (Clause 10.5) to a minimum 25 Day Care Places.</p> <p>With the reduction of 50% of the current Day Care capacity this should allow one of the two floors used to provide the Day Service to be re-used. The Council plan to commission extra Dementia beds. Savings on current external dementia placements will deliver £150k.</p> <p>The remaining savings will be delivered through PFI contract management e.g. Lifecycle costs. The current building condition is not likely to meet the Chartered Institute of Building Service Engineers (CIBSE), grade A building conditions (the standard for NHS buildings). As the contract states that the Contractor should make arrangements to ensure that it has machinery and equipment in order to carry out the service a recurrent refund is likely to be achieved.</p> <ul style="list-style-type: none"> • Reduction of Day Care Places from 50 to 25 per day to achieve £250k saving over 2016/17 (£166k part year) and 2017/18 (£84k) • Reconfiguration of Service to create 5 to 6 Dementia Beds £150k 2017/18 • PFi Contract Management £100k 2017/18 					
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</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>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment? 	<p>The responsibility is with Adult Social Care working in partnership with Catalyst Communities Housing Association the Council's Pfi Partner and Freemantle Trust who deliver the care services at Sancroft (sub-contract to Catalyst).</p>					
<p>Stage 2: Evidence & Data Analysis</p>						
<p>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</p>						

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)	106 (88%) are currently over 65 (older People) Evidence from Frameworki Case Management System	Likelihood of negative Impact – Implications for existing clients attending the Day Centre is limited but there will be an overall reduction in the Community for Older People’s Day Care by 25 places
Disability (including carers of disabled people)	Evidence from Frameworki Case Management System Some service users of the day centres have dementia and some have learning disabilities.	Likelihood of negative Impact – Implications for existing clients attending the Day Centre is limited but there will be an overall reduction in the Community for Older People’s Day Care by 25 places
Gender Reassignment	None identified Evidence from Frameworki Case Management System	None of the users are identified as being gender reassigned Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Marriage / Civil Partnership	Evidence from Frameworki Case Management System	Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Pregnancy and Maternity	Evidence from Frameworki Case Management System	Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Race	14 (12%) White, 100 (83)% Asian, 4 (3)% Black, 3 (2%) Other Evidence from Frameworki Case Management System	Likelihood of negative Impact – the reduction of places will not directly affect current users however the reduction of Day Centre places is likely to adversely impact this protected characteristic over another group.

		The majority of service users are from Asian background																
Religion and Belief	<table border="1"> <tr> <td>Christian (all denominations)</td> <td>20</td> </tr> <tr> <td>Hinduism</td> <td>71</td> </tr> <tr> <td>Islam</td> <td>13</td> </tr> <tr> <td>Not Stated</td> <td>5</td> </tr> <tr> <td>Other Religion</td> <td>2</td> </tr> <tr> <td>Sikh</td> <td>4</td> </tr> <tr> <td>Not Recorded</td> <td>6</td> </tr> <tr> <td>Grand Total</td> <td>121</td> </tr> </table> <p>Evidence from Frameworki Case Management System</p>	Christian (all denominations)	20	Hinduism	71	Islam	13	Not Stated	5	Other Religion	2	Sikh	4	Not Recorded	6	Grand Total	121	<p>Likelihood of negative Impact – the reduction of places will not directly affect current users however the reduction of Day Centre places will adversely impact this protected characteristic over another group.</p> <p>The majority of service users identified Hinduism as their religion.</p>
Christian (all denominations)	20																	
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Islam	13																	
Not Stated	5																	
Other Religion	2																	
Sikh	4																	
Not Recorded	6																	
Grand Total	121																	
Sex / Gender	<p>Male 30 (25%) Female 91 (75%)</p> <p>Evidence from Frameworki Case Management System</p>	<p>Likelihood of negative Impact – the reduction of places will not directly affect current users however the reduction of Day Centre places will adversely impact this protected characteristic over another group.</p> <p>The majority of service users are Female</p>																
Sexual Orientation	<p>Evidence from Frameworki Case Management System</p>	<p>Neutral Impact – the reduction of day centre places will not adversely impact this protected characteristic over another group.</p>																

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		x	x	x	x				x

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
As this proposal does not impact on the services delivered to current users the consultation will only take place with the Contractor who will be consulted as part of the contract variation discussion. As service is not expected to change wider consultation will not be undertaken.		

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. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)		✓		As there will be a reduction in Day Care places for Older People in the borough this is likely to have an impact on potential future users.	The needs of potential future users will be assessed in line with current practice. Users will have access to personal budgets and will be signposted to alternative provision through MyCeP (My Community eपुरse).
Disability (including carers of disabled people)		✓		As there will be a reduction in Day Centre places for people with dementia and those with a learning disability this is likely to have an impact on potential future users.	The needs of potential future users will be assessed in line with current practice. Users will have access to personal budgets and will be signposted to alternative provision through MyCeP (My Community eपुरse).
Gender Reassignment				No Impact identified.	Adult social care provision is quality assured by the Safeguarding and Quality Assurance team to ensure it meets the needs of all users.
Marriage and Civil Partnership				No impact identified.	Adult social care provision is quality assured by the Safeguarding and Quality Assurance team to ensure it meets the needs of all users.
Pregnancy and Maternity				No impact identified	Adult social care provision is quality assured by the Safeguarding and Quality Assurance team to ensure it meets the needs of all users.
Race		✓		As there will be a reduction in Day Care places for Asian people in the Borough there is likely to be an	The needs of potential future users will be assessed in line with current practice. Users will

				impact on potential future users.	have access to personal budgets and will be signposted to alternative provision through MyCeP (My Community ePurse).
Religion or Belief		✓		As there will be a reduction in Day Care places for Asian people in the borough, with the major religious group for Asians being the Hindu faith there is likely to be an impact on potential future users of this faith.	The needs of potential future users will be assessed in line with current practice. Users will have access to personal budgets and will be signposted to alternative provision through MyCeP (My Community ePurse).
Sex		✓		As there will be a reduction in Day Care places and the majority of whom use these facilities are Females there is likely to be an adverse impact on this group of future users.	The needs of potential future users will be assessed in line with current practice. Users will have access to personal budgets and will be signposted to alternative provision through MyCeP (My Community ePurse).
Sexual orientation				No impact identified	Adult social care provision is quality assured by the Safeguarding and Quality Assurance team to ensure it meets the needs of all users.

8. Cumulative Impact – 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 older people who could experience a number of changes to the way they currently receive services from the Council.			

9. Any Other Impact – 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	✓

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 / Disability / Race / Religion / Sex	The needs of potential future users will be assessed in line with current practice. Users will have access to personal budgets and will be signposted to alternative provision through MyCeP (My Community ePurse).	Monitoring through MCEP	Chris Greenway / Care Management	April 2016
All groups	Adult social care provision is quality assured by the Safeguarding and Quality Assurance team to ensure it meets the needs of all users.	Quality assurance monitoring	Chris Greenway / Safeguarding and Quality assurance team	March 2016 ongoing

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 is a contract variation to achieve better use of the building. The contract negotiations will be undertaken with due regard to the Public Sector Equality Duty.

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.	✓
Outcome 3 – 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. (Explain this in Q12 below)	
12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.	

Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)	Chris Greenway	Signed: (Chair of DETG)	Roger Rickman
Date:	07/01/2016	Date:	15/01/2016
Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	