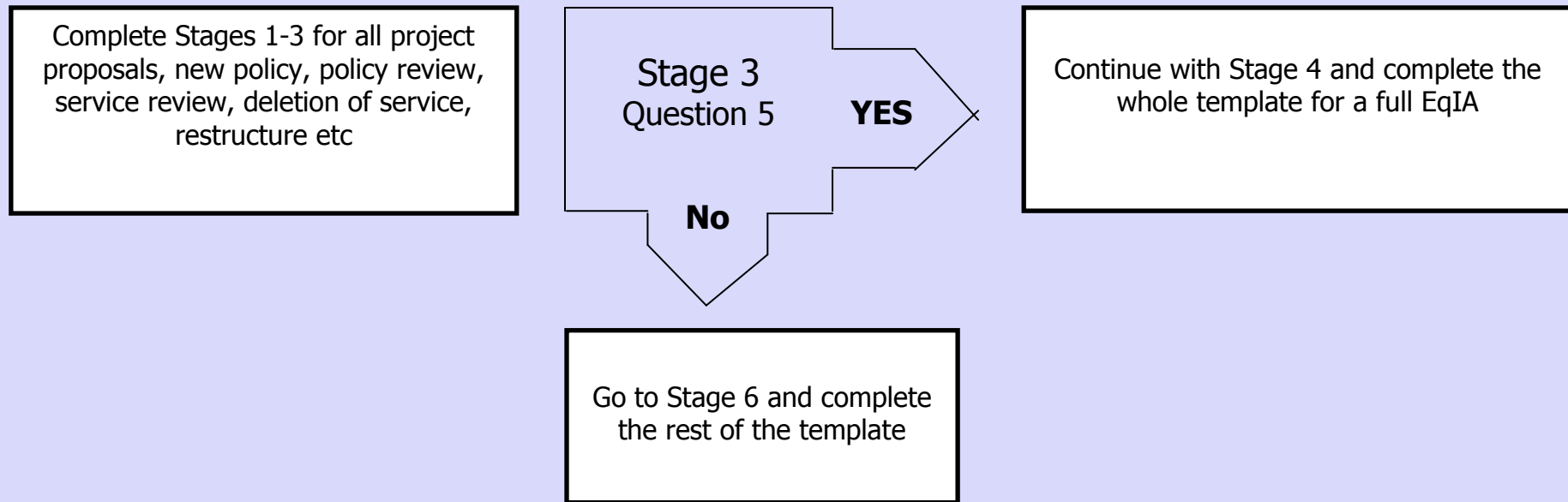


Equality Impact Assessment Template

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:	
Value of savings to be made (if applicable):	£276k
Title of Project:	Supporting People – Renegotiation of Contracts
Reference:	PA_1
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 minimising adults work stream under 'Project Infinity' and as such should not be viewed in isolation but instead part of a complete package of savings proposals.</p> <p>The Supporting People Programme funds housing related support services within supported accommodation, support to enable people to remain living independently in their own home, and assistance in finding and resettling into a new home following a crisis such as homelessness or a period in hospital or residential care. Services are commissioned by the Council and provided by external organisations such as registered providers, housing associations, voluntary organisations, private companies and charities.</p> <p>Although Supporting People is not a statutory service, the care provided can prevent the need for statutory services, and if this service was withdrawn there would be a direct impact on the purchasing budget, and other statutory services.</p> <p>The Supporting People budget has reduced from £4.3m in 2009/10 to £2.5m in 2014/15 through efficiencies. A further £290k was cut from the current 2015/16 financial year and £1.2m transferred to Housing covering the Harrow Sheltered schemes and other Housing HRA linked schemes.</p> <p>The Adults Supporting People actual budget currently stands at £923k for 15/16. This proposal seeks to:</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> Negotiate additional contract savings on housing related support to people living in their own homes or supported accommodation Reduce non housing related support only to those assessed as eligible (meeting statutory Adult Social Care (ASC) criteria) <p>These contracts are currently in place supporting the following client groups within Adults: Mental Health, Older People, Learning Disability, and Physical Disability client groups.</p> <p>Savings Proposal:</p> <p>This proposal is to look to achieve a further £150k saving in 2016/17 on the Supporting People budget through contract renegotiation.</p> <p>Savings proposed across a range of housing related support services:</p> <ul style="list-style-type: none"> Older People Sheltered Housing and Floating Support Services Mental Health Service Learning & Physical Disability 					
<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	✓	Mental Health	✓
<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>Overall Responsibility lies with the Director of Adult Social Services (DASS) and Adults Portfolio Holder, Cllr Anne Whitehead Both have been consulted</p> <p>Supporting People contracts are delivered by a number of third party Voluntary Sector and Commercial Organisations. These have been consulted.</p>					

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)	<p>Data obtained from the Supporting People Team Manager following consultation earlier this year:</p> <p>Currently 3 contracts providing floating support service to 285 older people within their own homes.</p> <p>Currently 9 contracts providing housing related support at 525 units within external sheltered schemes to residents through the Warden/Scheme Manager.</p> <p>The support within the Extra Care Sheltered Scheme is a combination of care and housing related support. This service supports 47 residents within the scheme and 7 outside to help support independence.</p> <p>There are also additional services provided by home improvement agency and Age UK Harrow that support people across all tenures within their own homes, providing practical and emotional support. The number of people supported is variable but could exceed 150 units per quarter.</p>	<p>Negative Impact depending on the scale of service reductions negotiated – Many of the service users impacted are over the age of 65</p>
Disability (including carers of disabled people)	<p>Data obtained from the Supporting People Team Manager following consultation earlier this year:</p> <p>There is one contract for people with a learning difficulty which is designed to support people on a long term basis who reside in their own homes and require support to maintain their independence</p> <p>There is one contract for people with sensory impairment,</p>	<p>Negative Impact depending on the scale of service reductions negotiated – Many of the service users impacted have a registered disability</p>

	<p>which is designed to support people who reside in their own homes but still require support to help maintain their independence.</p> <p>There are 2 contracts for people with mental health issues, providing support to a total of 89 service users within a supported living and floating support service.</p> <p>One contract is designed to support people on a flexible/long term basis and the other is designed to support people on a short term basis.</p>	
Gender Reassignment	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact
Marriage / Civil Partnership	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact
Pregnancy and Maternity	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact
Race	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact
Religion and Belief	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact
Sex / Gender	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact
Sexual Orientation	Evidence from Q4 2014_15 Monitoring Spread-sheet	Low impact

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			✓	✓	✓	✓	✓	✓	✓
<p>YES - If there is a risk of disproportionate adverse Impact on any ONE of the Protected Characteristics, continue with the rest of the template.</p> <ul style="list-style-type: none"> ▪ 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			
If these proposals are accepted, the need for Consultation will be assessed at the point of acceptance and mobilisation.			Consultation will aim to ensure the impact on different groups/ Protected Characteristics						

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)		✓		Low / Neutral Impact as savings based only on Contract efficiencies – Service Users should not be impacted	None required
Disability (including carers of disabled people)		✓		Low / Neutral Impact as savings based only on Contract efficiencies – Service Users should not be impacted	None required
Gender Reassignment		✓		Low / Neutral Impact	None required
Marriage and Civil Partnership				Low / Neutral Impact	None required

Pregnancy and Maternity				Low / Neutral Impact	None required
Race		✓		Low / Neutral Impact	None required
Religion or Belief		✓		Low / Neutral Impact	None required
Sex		✓		Low / Neutral Impact	None required
Sexual orientation				Low / Neutral Impact	None required

<p>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?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	Yes		No	✓
	Low / Neutral Impact as savings based only on Contract efficiencies – Service Users should not be impacted			
<p>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?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	Yes		No	✓
	Low / Neutral Impact as savings based only on Contract efficiencies – Service Users should not be impacted			

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	Not known until negotiations are completed and assessed			
Disability	Not known until negotiations are completed and assessed			

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

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>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)</p>	
<p>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</p>	

Stage 9 - Organisational sign Off

<p>13. 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>	