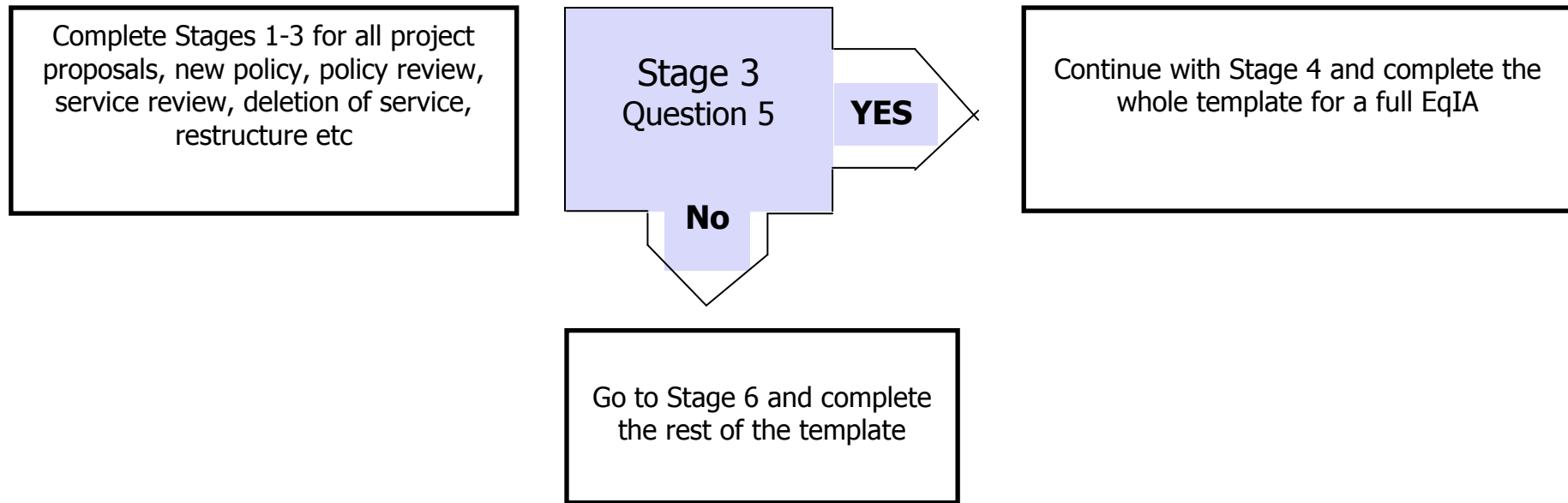


Equality Impact Assessment Template

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 ✓	✓	Cabinet		Portfolio Holder	✓	Other (explain)	MTFS
Date decision to be taken:	February 2016						
Value of savings to be made (if applicable):	£50,000 – 2016/17; £50,000 2017/18						
Title of Project:	Commercialisation of Wiseworks						
Reference:	PA_3						
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):	4 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 of a package of savings proposals to be delivered.</p> <p>Wiseworks is a day centre for people who have severe and enduring mental health problems. The centre is a few minutes' walk from the Civic Centre and local transport networks. There are currently 74 service users attending the service. The service users are referred by CNWL (Central and North West London NHS Foundation Trust) and may be on CPA (Care Programme Approach). The Wiseworks centre offers vocational, educational and work programmes. There is an Employment specialist based at the centre who is able to offer a range of voluntary and paid work for service users within their horticultural and printing services and in the wider community. The centre has a lottery grant to support its 'Wiseacre' horticultural project which is currently half way through a three year programme.</p> <p>In 2011/12 Wiseworks returned to the Council from our Mental Health (MH) provider, CNWL. Since that time the service has been successful in establishing Wiseacre a market garden and social area, attracting lottery funding and helping drive the Council's MH employment figures. The staffing has been restructured and a business plan has been developed to promote Wiseworks services. This financial year the unit will take over the Council's print contract and maintenance requirements for in-house services.</p> <p>The service is also creating additional capacity to accommodate further internal and external referrals from other services eg. The Bridge</p>
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	Savings Proposal: <p>The proposal is to utilise the capacity and potential of Wiseworks to create additional commercialisation opportunities and to be self-financing by the end of the MTFs period 2018/19. The saving will be achieved by a reduction in running costs and the generation of sufficient surpluses through income generation and grant funding. The income generated in 2014/15 was £92,000 and the staff along with the “service user committee” believe further income can be gained through working alongside the Council’s Procurement and Commercialisation team. The income targets will be £50k 2016/17, £69k in 2017/18 and £56k in 2018/19.</p>			
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2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	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			

3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	Responsibility for this proposal is with Adult Social Care however it will require input from Procurement and liaison with other boroughs.
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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)	All Service users are aged between 18 and 24	The majority of service users are working age. There are unlikely to be any adverse impacts on this group as the

		service will continue to operate.
Disability (including carers of disabled people)	All service users present with a mental health condition, with some service users also presented with Learning and Physical Disabilities.	All service users have a disability however there is unlikely to be any adverse impact on this group as the service will continue to operate.
Gender Reassignment	This information is not available.	The service will continue and is unlikely to have any adverse impact on this group.
Marriage / Civil Partnership	The majority of service users are single.	It is unlikely that there will be any adverse impact on this group as the service will continue to operate.
Pregnancy and Maternity	This information is not available.	It is unlikely that there will be any adverse impact on this group as the service will continue to operate.
Race	The majority of service users are White/White British, with a number of other service users identifying as Asian, Black, Caribbean, or mixed.	It is unlikely there will be any adverse impact on this group as the service will continue to operate.
Religion and Belief	The service user group is made up of a mix of Christian, Church of England, Hindu, Jewish and Muslim service users.	It is unlikely there will be any adverse impact on this group as the service will continue to operate.
Sex / Gender	The majority of service users are male	More service users are male than female however It is unlikely that there will be any adverse impact on this group as the service will continue to operate.
Sexual Orientation	The majority of service users identify as Heterosexual.	A majority of service users have identified themselves as heterosexual however it is unlikely that there will be any

adverse impact on this group as the service will continue to operate.

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
The Service User Development Group has been informed and consulted on these proposals. Meetings take place on a bi-monthly basis.	The Service User Development group is supportive of the proposals. The group is actively involved in discussions around commercialising activities and	The Service User Development Group will continue to have a key role in developing plans for Wiseworks.

The Service User Development Group has also met with the wider service user group on the proposals.	fundraising. The group meets regularly and develops ideas about new activities that could be offered as well as ideas for creating more employment opportunities for service users.	

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)	✓			The majority of service users are of working age. As the service will continue to operate there is unlikely to be any adverse impact on this group. There is a potential for a positive impact as the development of more commercial opportunities could generate additional employment opportunities for service users.	The Service User Development group will continue to be involved in the planning of activities at Wiseworks. By utilising the capacity at Wiseworks with the inclusion of additional service users from other services eg. The Bridge this is also likely to lead to the introduction of new activities which will increase the range of services available to all users.
Disability (including carers of disabled people)	✓			All service users have a disability. As the service will continue to operate it is unlikely that there will be any adverse impact on this group.	By utilising the capacity at Wiseworks with the inclusion of additional service users from other services eg. The Bridge this is also likely to lead to the introduction of new activities which will increase the range of services available to all users.
Gender Reassignment				No impact identified	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to

					undertake equalities monitoring to monitor usage across all protected characteristics.			
Marriage and Civil Partnership				No impact identified.	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to undertake equalities monitoring to monitor usage across all protected characteristics.			
Pregnancy and Maternity				No impact identified.	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to undertake equalities monitoring to monitor usage across all protected characteristics.			
Race				No impact identified.	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to undertake equalities monitoring to monitor usage across all protected characteristics.			
Religion or Belief				No impact identified.	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to undertake equalities monitoring to monitor usage across all protected characteristics.			
Sex				The majority of service users are Male however there is unlikely to be any adverse impact on this group as the service will continue to operate.	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to undertake equalities monitoring to monitor usage across all protected characteristics.			
Sexual orientation				No impact identified.	The service will continue to operate in its current format with the opportunity to offer additional activities for service users. It will continue to undertake equalities monitoring to monitor usage across all protected characteristics.			
8. Cumulative Impact – Considering what else is happening within the					Yes	✓	No	

<p>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>	<p>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.</p>			
<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	
<p>Wiseworks operates to support people with employment skills to increase their employability and assist them in re-joining the labour market. This in turn contributes to the achievement of positive health and well-being outcomes and increases their ability to live independently within the community.</p>				

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	Development of additional employment opportunities	Service monitoring; monitoring of individual outcomes.	Jonathan Price / Wiseworks team	April 2016 onwards
Disability	Development of increased range of activities based on service user feedback	Service monitoring; monitoring of individual outcomes	Jonathan Price / Wiseworks team	April 2016 onwards
All groups	Equal opportunities monitoring of service users	Service monitoring; monitoring of individual outcomes	Jonathan Price / Wiseworks team	April 2016 onwards

Stage 7: Public Sector Equality Duty

10. How do your proposals meet the Public Sector Equality Duty	The proposal meets the Public Sector Equality Duty by ensuring the continuity and
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<p>(PSED) which requires the Council to:</p> <ol style="list-style-type: none"> 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 	<p>sustainability of the service. There is an active service user group at the centre who work closely with staff to ensure that the views and needs of service users help shape the service. The user group will continue to play an active role in the future developments of the service.</p>
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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)

<p>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.</p>	<input checked="" type="checkbox"/>
<p>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>	<input type="checkbox"/>
<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>	<input type="checkbox"/>

<p>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</p>	
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Stage 9 - Organisational sign Off

<p>13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>	<p>People's Directorate Equalities Task Group</p>		
<p>Signed: (Lead officer completing EqIA)</p>	<p>Jonathan Price</p>	<p>Signed: (Chair of DETG)</p>	<p>Johanna Morgan</p>
<p>Date:</p>	<p>07/01/2016</p>	<p>Date:</p>	

Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	
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