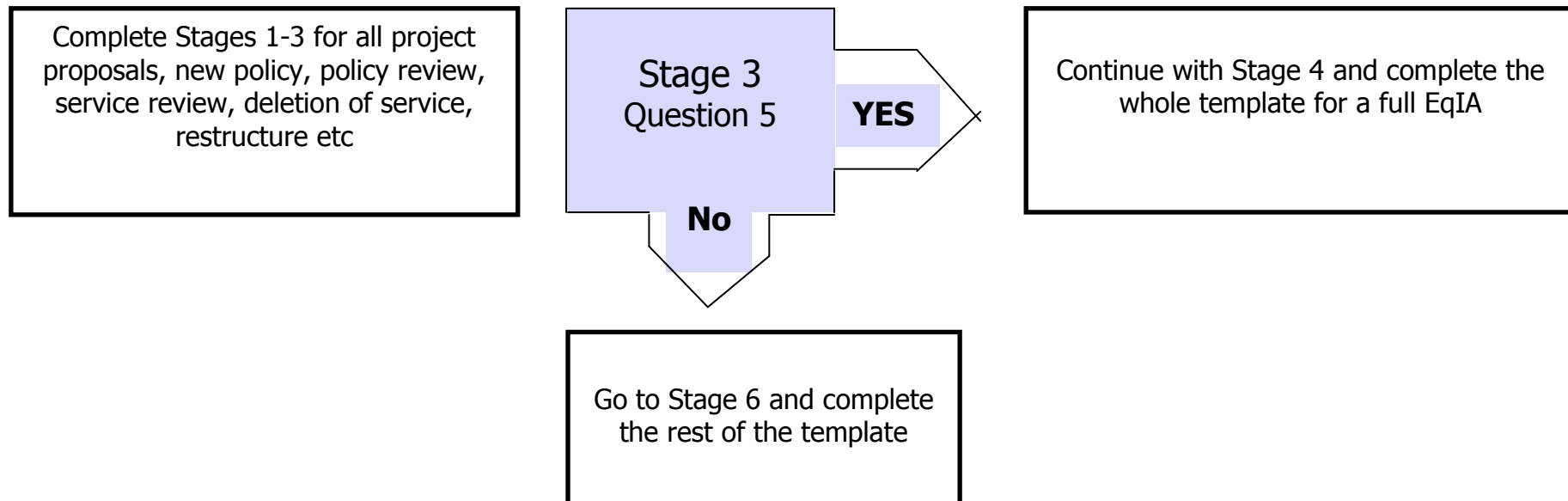


## Equality Impact Assessment Template

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:	16 <sup>th</sup> February 2017			
Value of savings to be made (if applicable):	£100k			
Title of Project:	Vaughan Neighbourhood Resource Centre			
Reference:	PA_6A			
Directorate / Service responsible:	Community Health and Well-Being / Adult Social Care			
Name and job title of Lead Officer:	Chris Greenway – Head of Safeguarding Assurance and Quality Services			
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 Review: 27 <sup>th</sup> January 2017			

## 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>Vaughan Neighbourhood Resource Centre (NRC) is a purpose built day centre service for people with learning disabilities, autism and challenging behaviour. There are currently 56 clients that attend the day centre between 1 and 5 days per week. There are between 40 and 45 clients attending on any one day. Clients participate in a range of physical and social activities.</p> <p><b>Savings Proposal:</b></p> <p>The proposal is to retain the service under Council management whilst achieving efficiencies. The saving of £100k (from a budget of £647k) would be achieved through a review of non-staffing and staffing budgets at Vaughan and across all of the in-house provided services looking at additional efficiencies that could be made in catering, utilities, equipment, consumables and agency spend.</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	<input checked="" type="checkbox"/>	Partners	<input checked="" type="checkbox"/>	Stakeholders	<input checked="" type="checkbox"/>
	Staff	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>
	Gender Reassignment	<input type="checkbox"/>	Marriage and Civil Partnership	<input type="checkbox"/>	Pregnancy and Maternity	<input type="checkbox"/>
	Race	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>	Sex	<input checked="" type="checkbox"/>

	Sexual Orientation		Other	
<p><b>3.</b> Is the responsibility shared with another directorate, authority or organisation? If so:</p> <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)	<p>Service user profile:</p> <p>Frameworkki Data</p> <p>18-24: 5</p> <p>25-64: 42</p> <p>Staff profile:</p> <p>All staff are of working age, between 25 and 64</p>	<p>The majority of the service users impacted by this proposal are of working age, and as such this group is impacted more than other age groups.</p> <p>The age profile of staff does not suggest that a particular age group is likely to be disproportionately affected.</p>
Disability (including carers of disabled people)	<p>Service user profile:</p> <p>All service users have a disability.</p>	<p>All service users affected by the proposals have a disability, therefore this proposal only impacts service users with a disability.</p>

	<p>Staff profile:</p> <p>No staff members have declared a disability.</p>	<p>No Staff have declared they have a disability therefore, we have no evidence of a differential impact on this group at this time.</p>
Gender Reassignment	<p>Service user records</p> <p>Staff records</p>	<p>No staff have declared they have undergone gender reassignment therefore we have no evidence of a differential impact on this group at this time.</p>
Marriage / Civil Partnership	<p>Service user records</p> <p>Staff records</p>	<p>We have no evidence of a differential impact on this group at this time</p>
Pregnancy and Maternity	<p>Service user records</p> <p>Staff records.</p>	<p>There are staff with this protected characteristic. However there is no impact on their legal and statutory rights.</p>
Race	<p>Service user and staff records:</p> <p>All Service users and Staff are from a variety of different racial groups,</p>	<p>This proposal has an impact on a mix of staff and service users from a variety of different racial groups, and we have no evidence of a differential impact on this group at this time.</p>
Religion and Belief	<p>Staff and Service User Records</p>	<p>This proposal has an impact on a mix of staff and service users of different religions and beliefs, and we have no evidence of a differential impact on this group at this time</p>
Sex / Gender	<p>Service user profile:</p> <p>Of the 47 Service users:</p> <p>Female: 25</p> <p>Male: 22</p> <p>Staff profile:</p>	<p>Of the 47 Service users, the gender split is relatively equal and as such there should be no disproportionate impact on either gender.</p> <p>The team impacted by this proposal are predominantly</p>

	Male: 6 Female: 9	female. Therefore this proposal has a slightly stronger impact on female staff than male.
Sexual Orientation	Service user records Staff records	We have no evidence of a differential impact on this group at this time

### 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**?

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
This proposal does not require formal consultation, however we will work closely with service users and their carers to ensure there is no disproportionate impact on any protected characteristic.		

### 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)		✓		Low/ Neutral impact	All staff impacted by the proposal are of working age. It is not intended that any staff will be impacted by the proposals, however this will remain under constant review.
Disability (including carers of disabled people)		✓		All service users at Vaughan currently have a disability, and as such will be disproportionately impacted by these proposals.	In order to ensure that the disabled people using the service are not disproportionately impacted, we will work closely with the service users and their families to include them in any changes made and will ensure that the impact does not negatively impact service users with a disability.

Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					
Religion or Belief					
Sex		✓		<p>Of the 47 Service users, the gender split is relatively equal and as such there should be no disproportionate impact on either gender.</p> <p>In terms of staff however, the majority of impacted staff are female (9 out of 15)</p>	<p>It is not intended that any staff will be impacted by the proposals, however this will remain under constant review.</p>
Sexual orientation					

<p><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?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	Yes	✓	No	
	<p><b>There are many proposals to make efficiencies included within the budget including proposals to reduce voluntary sector support. As such, there may be a cumulative impact on vulnerable people. We will work closely with service users and their families to ensure these do not negatively impact service users and their protected characteristics.</b></p>			

<p><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?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	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, Sex	Continual engagement with service users and their carers/ families to ensure there is no negative impact	Service user and client satisfaction	Chris Greenway	On-going




**Stage 7: Public Sector Equality Duty**

<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:</p> <ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</li> <li>2. Advance equality of opportunity between people from different groups</li> <li>3. Foster good relations between people from different groups</li> </ol>	<p>The proposal does not directly impact on service users or staff and relies on efficiencies within existing service delivery as such the proposals should meet the PSED.</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><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.</p>	✓
<p><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.</p>	
<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>	
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**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>Harrow Legal Services</p>
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Signed: (Lead officer completing EqIA)	Chris Greenway	Signed: (Chair of DETG)	
Date:	3.2.17	Date:	
Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	