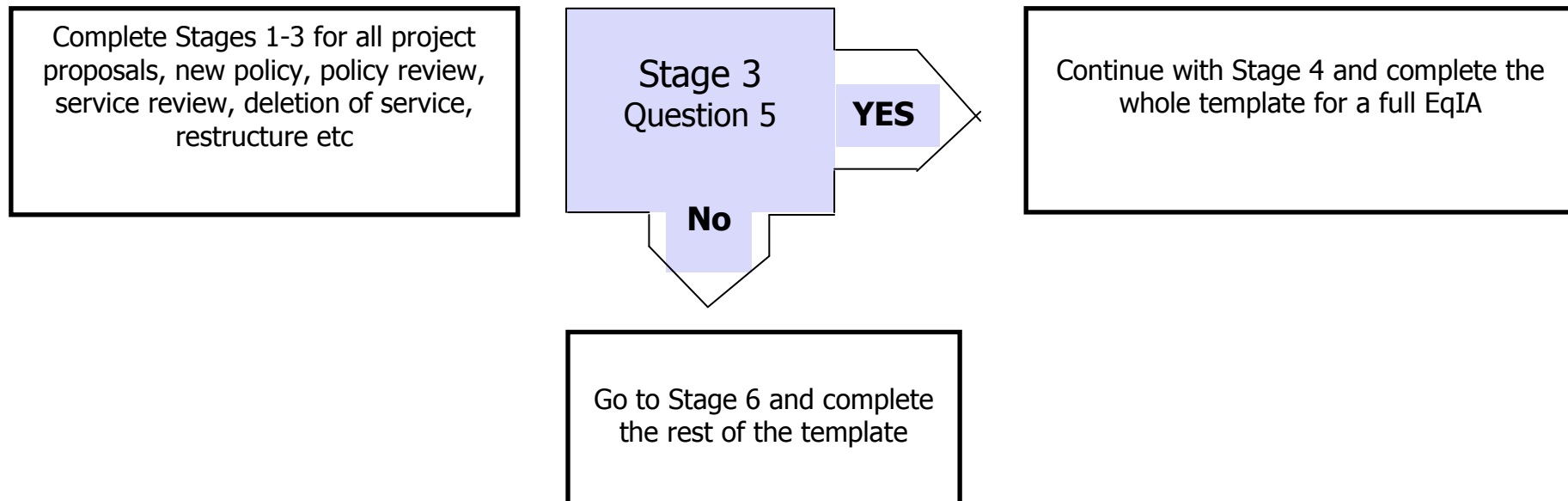


## Equality Impact Assessment Template

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>	✓	Cabinet		Portfolio Holder	✓	Other (explain)	
Date decision to be taken:	September 2015						
Value of savings to be made (if applicable):	£228,000						
Title of Project:	7 Kenton Road						
Reference:	PA_16						
Directorate / Service responsible:	People / 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):	19 <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>7 Kenton Road is a small 6 bedded step down residential care home registered with CQC to provide accommodation and personal care for up to six people with mental health needs.</p> <p>The service provides rehabilitation support for people to recover from their mental health problems and to regain the skills and confidence to live in the community. People using the service are supported and encouraged to study vocational skills, seek employment and move onto live independently in the community.</p> <p>The service currently provides short term residential accommodation for 6 people at a time. The service users are having their needs reviewed, with options to move to alternative accommodation service no longer meets their need.</p> <p><b>Savings Proposal:</b></p> <p>This proposal is to change the registration of the service to provide accommodation with supported living services to residents provided by staff at 14/15 Kenton Road. The saving will be achieved as there will be no staffing permanently based or resident on site at 7 Kenton Road This proposal would deliver a saving of £228k in 17/18.</p>						
<p><b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that</b></p>	Residents / Service Users	✓	Partners	✓	Stakeholders	✓	
	Staff	✓	Age		Disability	✓	

apply)	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:

- 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.

**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)	Service user profile: 25-64: 6 65+: 2 Staff profile: All staff are of working age	The staff age profile does not indicate a disproportionate impact on any particular age group.
Disability (including carers of disabled people)	Service user profile:	All service users have a disability and will be affected by the proposal. The service users will remain under review to

	<p>All service users have a disability.</p> <p>Staff profile:</p> <p>No staff members have declared a disability.</p>	<p>ensure that this service or alternatives adequately meet their needs to ensure there is not a disproportionate impact on service users with 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 profiles</p> <p>Staff profile:</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>
Marriage / Civil Partnership	<p>Service user profile</p> <p>Staff profiles</p>	<p>We have no evidence of a differential impact on this group at this time</p>
Pregnancy and Maternity	<p>Service user profiles</p> <p>Staff profiles</p> <p>.</p>	<p>We have no evidence of a differential impact on this group at this time</p>
Race	<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>All Staff and Service users have declared a variety of different religions and beliefs</p>	<p>This proposal has an impact on a mix of staff of different religions and beliefs, and we have no evidence of a differential impact on this group at this time</p>
Sex / Gender	<p>There is a relatively even split between male and female service users and staff.</p>	<p>This proposal has an impact on a mix of both male and female staff and service users, and we have no evidence of a differential impact on this group at this time</p>

Sexual Orientation	Staff and Service user records	We have no evidence of a differential impact on this group at this time
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**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
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)		✓		The people impacted by the proposal are working age adults.	The proposal is not expected to create an adverse impact on the staff or service users involved, but we will work closely with the users, staff, their families and carers to mitigate any disproportionate impact.
Disability (including carers of disabled people)		✓		All service users impacted by the proposal have a learning disability, and as such the proposal impacts specifically on this protected characteristic.	The proposal is not expected to create an adverse impact on the staff or service users involved, but we will work closely with the users, staff, their families and carers to mitigate any disproportionate impact.
Gender Reassignment					

Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					
Religion or Belief					
Sex					
Sexual orientation					
<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	✓	No		
	This proposal is one of many proposals across the council impacting on people with disabilities. This is one of a number of proposals to reduce in house residential provision. As such it may have a cumulative impact on people with disabilities.				
<b>9. Any Other Impact</b> – Considering what else is happening within the	Yes	✓	No		

<p>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>	<p>Other connected proposals, will see an overall reduction in residential placements. Although it has been identified that the places not fully utilised. The option for it has been reduced, and this in turn may have knock on impacts to Care Management and Social Work staff.</p> <p>There is a risk that clients with learning disabilities may be disproportionately impacted if the scheme struggles to cope with additional demand, or if there is a waiting time, caused by additional office workload triggered by additional demand to the scheme or a waiting time caused by reduced availability of paid carers on the scheme.</p>
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### 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	Review and monitoring of impacted clients, to ensure adverse impact is mitigated	Ongoing monitoring and engagement activity	Care Management	On-going
Disability	Review and monitoring of impacted clients, to ensure adverse impact is mitigated	Ongoing monitoring and engagement activity	Care Management	On-going



<b>Stage 7: Public Sector Equality Duty</b>			
<b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to: <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>		This proposal aims to prevent unlawful discrimination, harassment and victimisation by encouraging increased independence for service users. All efforts will be made following assessment to ensure that potential disproportionate effects will be reduced.	
<b>Stage 8: Recommendation</b>			
<b>11.</b> 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.			
<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.			✓
<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>			
<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.			

<b>Stage 9 - Organisational sign Off</b>			
<b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?		Harrow Legal Services	
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	