

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	✓	Cabinet		Portfolio Holder		Other (explain)
Date decision to be taken:						
Value of savings to be made (if applicable):	£359k					
Title of Project:	Milmans					
Reference:	PA_4					
Directorate / Service responsible:	Adult Social Care					
Name and job title of Lead Officer:	Jonathan Price					
Name & contact details of the other persons involved in the assessment:	Maureen Leonard – service manager					
Date of assessment (including review dates):	5 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 as one part of a package of savings proposals to be delivered.</p> <p>Milmans Neighbourhood Resource centre is an in-house day service which provides 4 days per week day care for older people with Dementia and learning disabilities and 1 day dedicated drop in dementia clinic. The centre also runs the remaining Meals on Wheels provision (35 clients).</p> <p>The service is located in Pinner. Although not a PFi contract the building has a Covenant on it which means services specifically for older people should be provided.</p> <p>Savings Proposal:</p> <p>The proposal, in line with the ‘Minimising Adults’ and ‘Community Wrap’ workstream will see the service transferred to the Community with community management in 2017/18. The proposal is to transfer the service as is to a community partner, by tendering the service.</p> <p>The proposal will deliver a saving in 17/18 of £175k and a further saving in 18/19 of £184k. The saving is to allow for the transfer of the service to the community whilst minimising TUPE liability.</p> <p>Adults working alongside the Council’s Procurement and Commercialisation team will explore how tenders</p>
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can be developed with the Community sector for mutual benefit.

2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	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? 	Adult social care has overall responsibility for this service.
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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)	Staff – nos 9.5 Age range – 39-75 Service users dementia support – approx.52 Age : all within the older people age group - age range	The data suggest that staff and service users are in the older people age group. The proposal will therefore disproportionately affect this age group

	65-91	
Disability (including carers of disabled people)	<p>Staff</p> <p>This information is not available</p> <p>Service Users: dementia support including:</p> <ul style="list-style-type: none"> • Learning disabilities • memory and cognition • mobility • visual impairment • Physical support • Physical/mobility support 	<p>Unable to analyse impact – information not for staff. Further information will be gathered at the consultation stage</p> <p>Largest proportion are dementia services, therefore this group will be disproportionately impacted by this proposal</p>
Gender Reassignment	Information not available	Unable to assess, information will be gathered should consultation be necessary
Marriage / Civil Partnership	Framework I information	<p>Of the 86 service users:</p> <p>12: single</p> <p>19: did not declare</p> <p>4: divorced</p> <p>21: married</p> <p>27: widowed</p> <p>1: separated</p>

		1: cohabiting The majority of service users are therefore married or widowed
Pregnancy and Maternity	As above	As above
Race	<p>Staff</p> <p>7 – white English 1- Black caribbean 1- Black African</p> <p>Service users 54– white British 11 – Asian or Asian British 13 -Black/ Black British 6 –other 1 - mixed 1- unknown</p>	<p>Data incomplete for staff but will be gathered at consultation stage.</p> <p>Of the 86 service users, the majority of service users are White British, and as such this user group is most likely to be impacted by the proposal.</p>
Religion and Belief	Information not available	Unable to assess -, further information will gathered at the consultation stage
Sex / Gender	<p>Service users :</p> <p>59 Female</p> <p>26 Male</p>	Of the service users that use Milmans, the majority are female, and as such are likely to be impacted more than the male service users.
Sexual Orientation	Information not available	Unable to assess -, further information will gathered at the consultation stage

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
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)		✓		The data suggest that staff and service users are in the older people age group. The proposal will therefore disproportionately affect this age group	Consultation with impacted staff and service users should help to reduce potential inequalities. Options for staff will be reviewed in light of any potential redeployment opportunities.
Disability (including carers of disabled people)		✓		The existing service is provided to people with disabilities, and a focus on people with dementia. The building has a restrictive covenant on it which means that the building must be used to provide support for older people. It would be desirable, in light of demand and availability of dementia services in Harrow that the new provider would continue to provide dementia specific support	Negotiations with the new provider
Gender Reassignment				No information to assess	Additional information to assess the potential impact should be gathered at consultation stage
Marriage and Civil Partnership		✓		The majority of service users are either married or widowed, and as such it is not likely that any protected characteristic is impacted by these proposals	Ensuring that the impact is monitored throughout the process, will prevent the adverse impact on married or widowed service users
Pregnancy and Maternity				No information to assess	Addition information to assess the potential impact should be gathered at consultation stage

Race		✓		54– white British 11 – Asian or Asian British 13 -Black/ Black British 6 –other 1 - mixed 1- unknown The majority of current service users are white british, and as such are likely to be impacted by the proposals	Service provision should not cease with the proposal, and as such day care provision for the existing clients should continue. Meaning that the impact is more focused around change, than ceasing provision.
Religion or Belief				No information to assess	Additional information to assess the potential impact should be gathered at consultation stage
Sex		✓		Of the service users that use Milmans, the majority are female, and as such are likely to be impacted more than the male service users.	Service provision should not cease with the proposal, and as such day care provision for the existing clients should continue. Meaning that the impact is more focused around change, than ceasing provision.
Sexual orientation				No information to assess	Additional information to assess the potential impact should be gathered at consultation stage

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	
	This proposal is part of a package of proposals aimed at reducing the budget within adults. With many other proposals linked to the community tendering of day centre provision it is likely that this proposal will have a cumulative effect on protected characteristics. Particularly age and disability.			
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, Race, disability, sex,	Sensitive tendering, to ensure that protected characteristics are not unnecessarily impacted upon	Quality Assurance methods with new providers and care management conducting regular reviews of impacted service users	Jonathan Price/ Care Management	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

The proposal should not see a reduction in service, and as such continues to meet the PSED

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