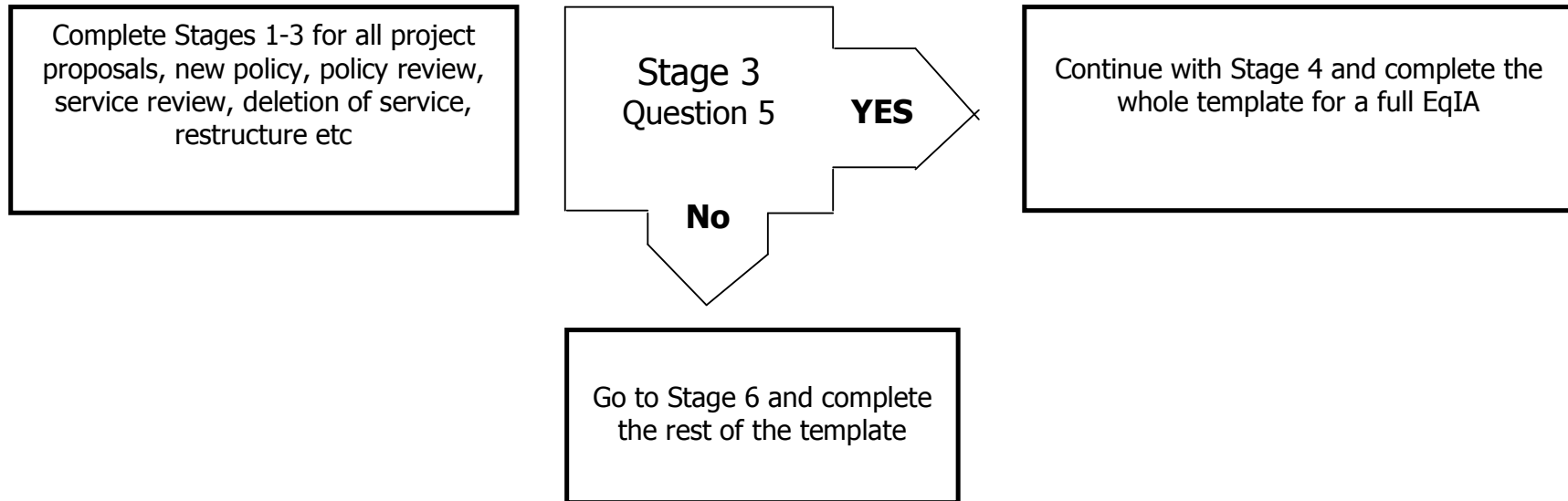


Confidential Initial - Equality Impact Assessment Template

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.
- Legal will NOT accept any report 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:	14 th September 2016
Value of savings to be made (if applicable):	£127k
Title of Project:	PA_04 Management
Directorate / Service responsible:	People Directorate: Adult Social Services
Name and job title of Lead Officer:	Bernie Flaherty: Director of Adult Social Services
Name & contact details of the other persons involved in the assessment:	Bernie Flaherty 2611 Rachel Dickinson 2359
Date of assessment (including review dates):	6 th September 2016

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>The Adults Senior Management Team are responsible for £54m controllable budget (2015/16), more than 14,000 service users and 3,000 Carers.</p> <p>The team's function in respect of adult social services include:</p> <ul style="list-style-type: none"> • Overall accountability for Safeguarding vulnerable adults; • Converting policy direction and statutory plans into cross cutting strategy and action; • Ensuring consistent and rigorous compliance with statutory requirements; • Managing the department's budget ensuring tight financial control; • Oversee compliance with the Care Act 2014 responsibilities and the requirements of other statutory provisions relating to vulnerable adults; • Accountability for assessing local needs and ensuring availability and delivery of a full range of adult social services; • Professional leadership, including workforce planning; • Leading the implementation of standards; • Representing Adults services at an internal, local, regional and, national level; • Ensuring elected members are appropriately briefed and engaged in operational and change activities; • Protecting the Confidentiality of service-user information and enabling appropriate information sharing (Caldicot Guardian); • Management of major commercialisation projects; • Managing a team of over 300;
---	--

	<ul style="list-style-type: none"> • Developing Service plans that underpin, and that is in support of, the corporate plan; • Managing cultural change; • Promoting and driving partnership working; • Ensuring close, proportionate alignment to the Adults, Children’s, Health, Public Health and Health commissioning agendas by maintaining strategic coherence, budgets and performance; • Delivering an integrated whole systems approach to supporting communities; • Promoting social inclusion and wellbeing; • Ensuring effective community and user engagement including the commissioning of services and evaluation of existing services; • Managing risks and resolving issues that may have significant impact on the Council, including financial and political; • Proactively manage performance of the Adults service and taking timely remedial action where necessary; • Overseeing Complaints for Adult Social Care <p>Savings Proposal:</p> <p>Further reduction in strategic management function, reducing by 1FTE (Head of Service) from 4FTE down to 3FTE ie; DASS plus 2 Heads of Service</p> <p>The proposal is to delete one Head of Service post. This would deliver a saving of £127k.</p> <p>A restructure would reassign the remaining responsibilities to the remaining two Head of Service.</p>					
<p>2. Who are the main groups / 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			
<p>3. Is the responsibility shared with another directorate,</p>						

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? 	Role was responsible for Adults and Children’s Commissioning
--	--

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 should 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 Records	n/a – last post holder interim
Disability (including carers of disabled people)	Staff Records	n/a – last post holder interim
Gender Reassignment	Staff Records	n/a – last post holder interim
Marriage / Civil Partnership	Staff Records	n/a – last post holder interim
Pregnancy and Maternity	n/a	n/a – last post holder interim
Race	Staff Records	n/a – last post holder interim
Religion and Belief	Information not recorded	n/a – last post holder interim
Sex / Gender	Staff Records	n/a – last post holder interim
Sexual Orientation	Staff Records	n/a – last post holder interim

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	x	x	x	x	x	x	x	x	x

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, complete a FULL EqIA.

- **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
n/a – last post holder interim		

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)				No impact	n/a
Disability (including carers of disabled people)				No impact	n/a
Gender Reassignment				No impact	n/a
Marriage and Civil Partnership				No impact	n/a
Pregnancy and				No impact	n/a

Maternity					
Race				No impact	n/a
Religion or Belief				No impact	n/a
Sex				No impact	n/a
Sexual orientation				No impact	n/a

<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	
	<p>This proposal is likely to impact on the residents of Harrow in the sense that the adults service may be diluted; as the functions of the staff will need to be absorbed by the remaining Head of Social Care and DCS.</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	

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
No impact	n/a			

Stage 7: Public Sector Equality Duty

10. How do your proposals meet the Public Sector Equality Duty (PSED) 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	No impact	n/a
--	-----------	-----

Stage 8: Recommendation

11. 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 included in the Action Plan to be addressed.	
Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities	

<p>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 Cabinet Briefing (if required)</p>		<p>Signature of DETG Chair (following Cabinet Briefing if relevant)</p>	