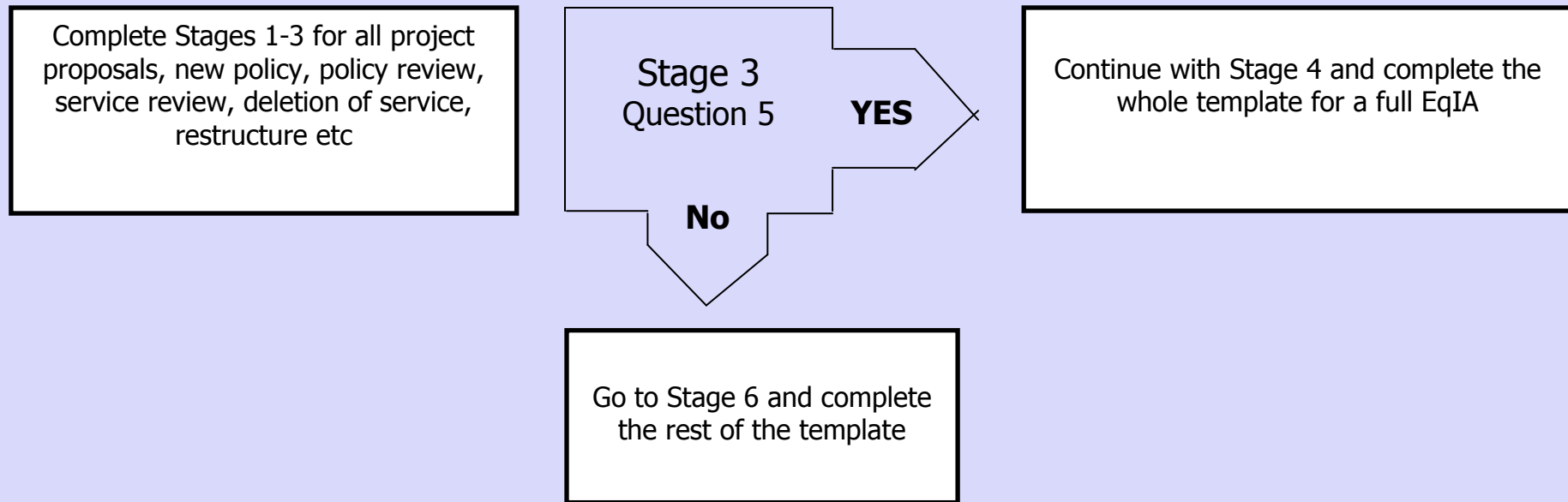


Equality Impact Assessment Template

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)	
Date decision to be taken:							
Value of savings to be made (if applicable):	£500k						
Title of Project:	Sancroft						
Reference:	PA_9						
Directorate / Service responsible:	Adult Social Care						
Name and job title of Lead Officer:	Chris Greenway, Head of Safeguarding Assurance & Quality Services						
Name & contact details of the other persons involved in the assessment:	Donna Edwards, Finance Business Partner Rachel Dickinson						
Date of assessment (including review dates):	5 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 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>Sancroft is a purpose built Residential Care Home and Day Centre facility with 50 single residential beds for elderly residents and two 25 place Day Centres which opened in 1999 in central Harrow.</p> <p>Sancroft is a 25 year Private Finance Initiative (Pathfinder) contract arrangement between LB Harrow and Catalyst Communities Housing Association (In 2006 the Association changed its name from Ealing Family Housing Association). The service commencement date was the 31st December 1999 and continues for a period of 25 years.</p> <p>Three day care services are provided at Sancroft. These include 'Byron' for older people with dementia, 'Anjali' and 'Maya' for older Asian people, Asian people with dementia and Asian people with learning disabilities. The day service block contract costs £525,025 (2015/16) including annual uplift (based on GDP deflator percentage change – currently 2.36%).</p> <p>Savings Proposal:</p> <p>Contract Variation will be issued: 31st September 2015 for 50% of the Day Care Capacity as</p>
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current utilisation is only around 46% overall. The Contract only allows a variation (Clause 10.5) to a minimum 25 Day Care Places.

With the reduction of 50% of the current Day Care capacity this should allow one of the two floors used to provide the Day Service to be re-used. We would plan to commission extra Dementia beds. Savings on current external dementia placements will deliver £150k.

The remaining savings will be delivered through PFI contract management e.g. Lifecycle costs. The current building condition is not likely to meet the Chartered Institute of Building Service Engineers (CIBSE), grade A building conditions (the standard for NHS buildings). As the contract states that the Contractor should make arrangements to ensure that it has machinery and equipment in order to carry out the service a recurrent refund is likely to be achieved.

- Reduction of Day Care Places from 50 to 25 per day to achieve £250k saving over 2016/17 (£166k part year) and 2017/18 (£84k)
- Reconfiguration of Service to create 5 to 6 Dementia Beds £150k 2017/18
- PFi Contract Management £100k 2017/18

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:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

Catalyst Communities Housing Association is the Council's Pfi Partner
 Freemantle Trust deliver the care services at Sancroft (sub-contract to Catalyst)
 Joint overall responsibility between the Council and Catalyst
 Discussions have taken place with Catalyst about options

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)	106 (88%) are currently over 65 (older People) Evidence from Frameworki Case Management System	Negative Impact – Implications for existing clients attending the Day Centre is limited but there will be an overall reduction in the Community for Older People’s Day Care by 125 places
Disability (including carers of disabled people)	Evidence from Frameworki Case Management System	Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Gender Reassignment	None identified Male 30 Female 91 Evidence from Frameworki Case Management System	None of the users are identified as being gender reassigned Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Marriage / Civil Partnership	Evidence from Frameworki Case Management System	Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Pregnancy and Maternity	Evidence from Frameworki Case Management System	Neutral Impact – the reduction of Older People Day Care Places will not adversely impact this protected characteristic over another group
Race	14 (12%) White, 100 (83)% Asian, 4 (3)% Black, 3 (2%) Other Evidence from Frameworki Case Management System	Negative Impact – The reduction of Day Centre places will adversely impact this protected characteristic over another group. The majority of service users are from Asian background

Religion and Belief	Catholic	4	Evidence from Frameworki Case Management System	<p>Negative Impact – The reduction of Day Centre places will adversely impact this protected characteristic over another group.</p> <p>The majority of service users identified Hinduism as their religion and belief. Other service users included Islam, Jainisim, Sikh and Other religions.</p>
	Christian (all denominations)	16		
Hinduism	71			
Islam	13			
Jainism	1			
Not Stated	5			
Other Religion	1			
Sikh	4			
(blank)	6			
Grand Total	12			
Sex / Gender	Male 30 (25%) Female 91 (75%)	Evidence from Frameworki Case Management System	<p>Negative Impact – The reduction of Day Centre places will adversely impact this protected characteristic over another group.</p> <p>The majority of service users are Female</p>	
Sexual Orientation	Evidence from Frameworki Case Management System	Neutral Impact – It is not believed that the closure of the Bridge will not adversely impact this protected characteristic over another group.		

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

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	What measures can you take to mitigate the impact or advance equality of opportunity?

	✓	Minor ✓	Major ✓	occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7	E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
Age (including carers of young/older people)		✓		There will be a reduction in Day Care places for Older People in the Borough	Alternative provision and choice is available through MyCeP
Disability (including carers of disabled people)				Low / Neutral Impact	None required
Gender Reassignment				Low / Neutral Impact	None required
Marriage and Civil Partnership				Low / Neutral Impact	None required
Pregnancy and Maternity				Low / Neutral Impact	None required
Race		✓		There will be a reduction in Day Care places for Asian people in the Borough	Alternative provision and choice is available through MyCeP

Religion or Belief		✓		There will be a reduction in Day Care places for people who practice Hinduism and other religions in the Borough	Alternative provision and choice is available through MyCeP		
Sex		✓		There will be a reduction in Day Care places for Females in the Borough	Alternative provision and choice is available through MyCeP		
Sexual orientation				Low / Neutral Impact	None required		
<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 one of many proposals across the Council, the connection between a reduction in mental health day care provision is likely to have an impact on the protected characteristics.</p> <p>In particular; National changes to welfare benefits, other unrelated reductions in service provision included but not limited potential reduction in funding allocated to the voluntary sector.</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>In particular; National changes to welfare benefits, other unrelated reductions in service provision included but not limited potential reduction in funding allocated to the voluntary sector.</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	Alternative provision and choice is available through MyCeP	Monitoring through MyCeP	Chris Greenway	
Race	Alternative provision and choice is available through MyCeP	Monitoring through MyCeP	Chris Greenway	
Religion	Alternative provision and choice is available through MyCeP	Monitoring through MyCeP	Chris Greenway	
Sex	Alternative provision and choice is available through MyCeP	Monitoring through MyCeP	Chris Greenway	

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

Further assessment are required to manage Equity in provisions with the constraints of the budget pressures to minimise risks

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	