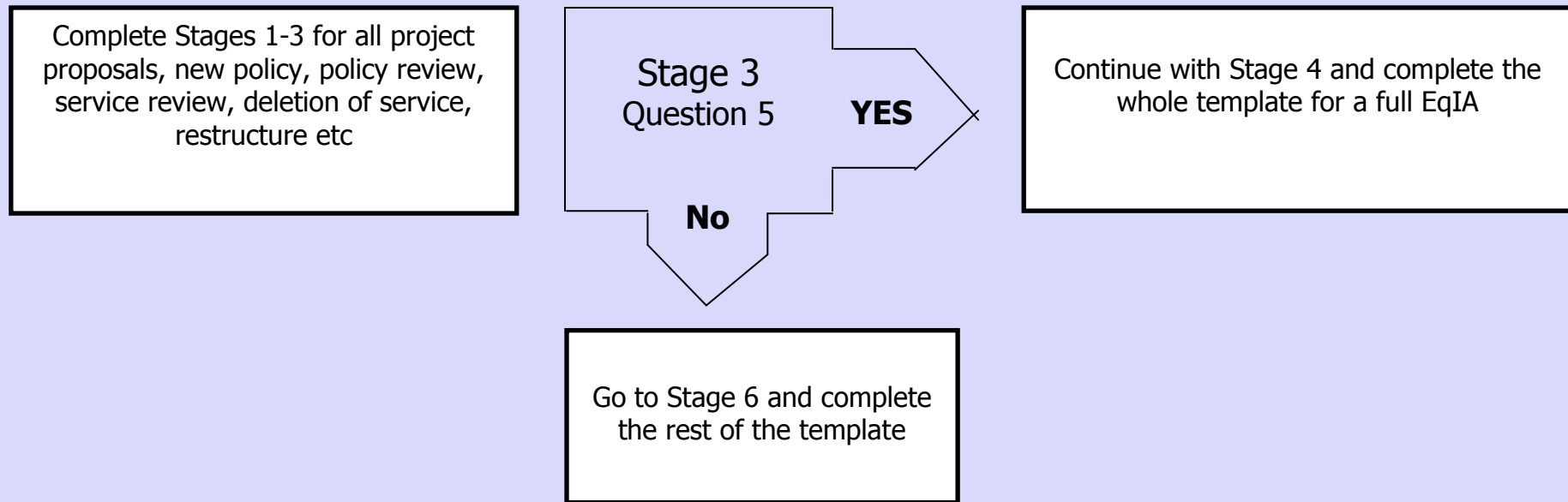


Equality Impact Assessment Template

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):	£750k						
Title of Project:	Transport A - provide transport externally to only the most vulnerable who require specialist transport to meet their statutory needs						
Reference:	PA_10A						
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:	Jonathan Price						
Date of assessment (including review dates):	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 workstream under 'Project Infinity' and as such should not be viewed in isolation but instead as part of a complete package of savings proposals.</p> <p>In the last MTFS £500k of savings were achieved from this budget through re-providing the service through Personal Budgets and the closure of routes. The next stage of Savings looks to build on this and unlock further savings from the budget.</p> <p>As of 2015/16 Special Needs Transport (SNT) service (managed by Children Services) to Adults compromises of :-</p> <ul style="list-style-type: none"> • 11 bus fleet routes • 2 private hire taxi routes <p>The vehicles are leased from Fraikin and the Council is part way through an 8 year contract. Early return of the vehicles will result in the Council incurring an early termination payment. From September 2018 the early termination payment disappears. This is a factor that will need to be managed in conjunction with Children's services and project Phoenix.</p> <p>Savings Proposal:</p> <p>The proposal, in line with the 'Minimising Adults' and 'Community Wrap' workstreams and will see route reduction in line with changes to services in the following day centres; New Bentley</p>
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	<p>NRC, Milmans, Sancroft and Kenmore NRC beginning in 2016/17. This proposal is an on-going plan to reduce a number of the routes currently provided to external and internal day services.</p> <p>The full saving during the course of the MTFs is £750k achieved by reducing internal service requirement for transport which will deliver £200k in 2016/17, £200k in 2017/18 and £350k in 2018/19. The balance (£329k) of the budget will remain to enable re-provision of services for the most vulnerable.</p>					
<p>2. Who are the main people / 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, authority or organisation? If so:</p> <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	<p>Adults SNT share this facility with Children's Service, however the information used here is pulled directly from the adults information available.</p>					

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)	Framework I Service user information	Of the 248 service users (over the last 12 months) 18-24: 7

		<p>25-64: 104</p> <p>65+: 137</p> <p>The majority of service users impacted by these proposals are older people, with a number of service users in the working adult age bracket.</p>
Disability (including carers of disabled people)	Framework I Service user information	All 248 service users have a disability, and as such this group exclusively are impacted by the proposals.
Gender Reassignment	Information unavailable	n/a
Marriage / Civil Partnership	Framework I Service user information	<p>Of the 248 service users surveyed:</p> <p>Civil Partnership: 1</p> <p>Cohabiting: 1</p> <p>Divorced: 5</p> <p>Married: 31</p> <p>Not Recorded: 97</p> <p>Separated: 4</p> <p>Single: 75</p> <p>Widowed: 36</p> <p>The majority of service users have not recorded their marital status, of those that have the impact is greatest of single service users.</p>

Pregnancy and Maternity	Information unavailable	n/a
Race	Framework I Service user information	<p>Of the 248 Service users surveyed:</p> <p>Afghan: 1</p> <p>British: 101</p> <p>Dutch: 1</p> <p>Indian: 1</p> <p>Irish: 3</p> <p>Jamaican: 1</p> <p>Kenyan: 1</p> <p>Nepalese: 1</p> <p>Sri Lanken: 1</p> <p>Turkish: 1</p> <p>Not recorded: 136</p> <p>The impact therefore, is greater on British Service users</p>
Religion and Belief	Framework I Service user information	<p>Of the 248 service users surveyed:</p> <p>Sikh: 5</p> <p>Other: 2</p> <p>Not stated: 13</p> <p>Athiest: 2</p>

		<p>Judaism: 1</p> <p>Jainism: 1</p> <p>Islam: 32</p> <p>Hindu: 90</p> <p>Christian: 80</p> <p>Catholic: 11</p> <p>Buddhism: 2</p> <p>Of the 248 sampled, the greatest impact is on service users who identify as Hindu.</p>
Sex / Gender	Framework I Service user information	<p>Of the 248 service users surveyed:</p> <p>Male: 90</p> <p>Female: 158</p> <p>Meaning that the proposal impacts more on female service users than male</p>
Sexual Orientation	Information unavailable	n/a

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	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)		✓		Of the 248 service users (over the last 12 months) 18-24: 7 25-64: 104 65+: 137 The majority of service users impacted by these proposals are older people, with a number of service users in the	There is a chance that by reducing the transport facilities operated by the Council, people who rely on the service to get out of the home may become socially isolated. With little to no prospect of leaving the house. In order to ensure that the older people using the service are not disproportionately impacted, care management will need to review impact service users and explore alternative options with service users and their families.
Disability (including carers of disabled people)		✓		All 248 service users have a disability, and as such this group exclusively are impacted by the proposals.	In order to ensure that the disabled people using the service are not disproportionately impacted, care management will need to review impact service users and explore alternative options with service users and their families.
Gender Reassignment				Information unavailable	Potential for information to be gathered, should the proposal be accepted and go to consultation stage
Marriage and Civil Partnership				Low impact	n/a
Pregnancy and				Information unavailable	Potential for information to be gathered, should the proposal be accepted and go to consultation stage

Maternity							
Race				Low Impact	n/a		
Religion or Belief				Low Impact	n/a		
Sex		✓		Of the 248 service users surveyed: Male: 90 Female: 158 Meaning that the proposal impacts more on female service users than male	The impact of the proposal is greater on female service users than on male. As such extra caution will need to be exercised when reducing to the service to ensure the impact is minimized. This may require additional care management monitoring and equalities monitoring ongoing to ensure impact is kept to a minimum.		
Sexual orientation				Information unavailable	Potential for information to be gathered, should the proposal be accepted and go to consultation stage		
8. Cumulative Impact – Considering what else is happening within the				Yes	<input checked="" type="checkbox"/>	No	

<p>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>	<p>This proposal is one of many proposals across the Council, the connection between this proposal and the proposals to put the day centres out to tender is strong. This proposal is reliant upon the acceptance of the day centre proposals.</p> <p>With a reduction in council funded transport, there may be additional demand for Taxi cards and other travel schemes aimed at people with disabilities.</p> <p>Also, the additional job role reductions across the Council proposals are likely to limit the opportunity for redeployment of staff who may be at risk of redundancy.</p>
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<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>	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="width: 50px;"></td> <td style="text-align: center;">No</td> <td style="text-align: center;">✓</td> </tr> </table>	Yes		No	✓
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
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Age	Careful planning and management of equalities impact. To ensure people are not disproportionately affected	Client survey/ assessment summaries	Jonathan Price/ Care Management	On-going
Sex	Careful planning and management of equalities impact. To ensure people are not disproportionately affected	Client survey/ assessment summaries	Jonathan Price/ Care Management	On-going
Disability	Careful planning and management of equalities impact. To ensure people are not disproportionately affected	Client survey/ assessment summaries	Jonathan Price/ Care Management	On-going

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	