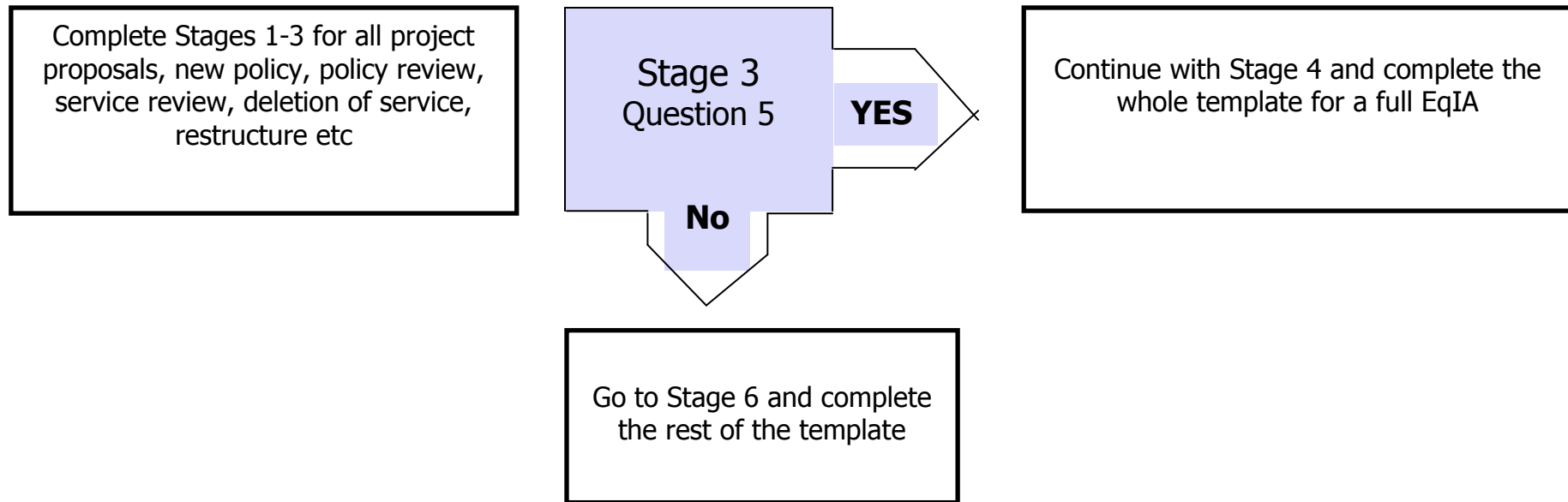


# Equality Impact Assessment Template

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>	<input type="checkbox"/>	Cabinet	<input type="checkbox"/>	Portfolio Holder	<input checked="" type="checkbox"/>	Other (explain)	MTFS
Date decision to be taken:	September 2015						
Value of savings to be made (if applicable):	£50,000 – 2016/17; £150,000 2017/18						
Title of Project:	Commercialisation of Shared Lives						
Reference:	PA_14						
Directorate / Service responsible:	Community Health and Well-Being / Adult Social Care						
Name and job title of Lead Officer:	Jonathan Price						
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):	4 <sup>th</sup> August 2015						

## 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>This proposal is one of the projects falling within the minimising adults workstream under ‘Project and as such should not be viewed in isolation and instead as one part of a package of savings to be made by Adults.</p> <p>The Shared Lives scheme offers an alternative to traditional day or residential care by placing adult social care clients in the homes of paid Carers. These Carers are paid a weekly fee for providing both the residential and care needs of eligible clients. As some of the costs are met by Housing Benefit the weekly cost to the Council is significantly lower than the weekly cost of providing traditional residential care.</p> <p>Harrow runs a very successful Shared Lives scheme and has significantly increased the number of paid Carers recruited in recent years. The proposal is to continue this expansion and offer the scheme to other London boroughs.</p> <p><b>Savings Proposal:</b></p> <p>The proposal is to develop and expand the Shared Lives scheme to operate commercially and generate income from trading services to other Local Authorities.</p> <p>The proposal is to generate £50,000 in 2016/17 and £150,000 in 2017/18.</p>						
<p><b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b></p>	Residents / Service Users	<input checked="" type="checkbox"/>	Partners	<input checked="" type="checkbox"/>	Stakeholders	<input checked="" type="checkbox"/>	
	Staff	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	
	Gender Reassignment	<input type="checkbox"/>	Marriage and Civil	<input type="checkbox"/>	Pregnancy and	<input type="checkbox"/>	

		Partnership		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 however it will also require input from the Procurement and Communications teams.

## 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)	<u>Service user profile:</u> Under 16 years: 0 16 – 24 years: 11 25-44 years: 11 45 – 64 years: 16 65 years and over: 0 <u>Staff profile:</u> Under 16 years: 0	The proposals will not affect current service users or staff as the service will continue without disruption.

	<p>16 – 24 years: 0</p> <p>25-44 years: 3</p> <p>45 – 64 years: 0</p> <p>65 years and over: 0</p>	
Disability (including carers of disabled people)	<p><u>Service user profile:</u></p> <p>38 service users have a disability</p> <p><u>Staff profile:</u></p> <p>No staff have declared a disability.</p>	The proposals will not affect current service users or staff as their service will continue without disruption.
Gender Reassignment	<p><u>Service user profile:</u></p> <p>This information is not available.</p> <p><u>Staff profile:</u></p> <p>This information is not available.</p>	The proposals will not affect current service users or staff as their service will continue without disruption.
Marriage / Civil Partnership	<p><u>Service user profile:</u></p> <p>This information is not available.</p> <p><u>Staff profile:</u></p> <p>This information is not available.</p>	The proposals will not affect current service users or staff as their service will continue without disruption.
Pregnancy and Maternity	<p><u>Service user profile:</u></p> <p>This information is not available.</p> <p><u>Staff profile:</u></p>	The proposals will not affect current service users or staff as their service will continue without disruption.

	2 members of staff are married.	
Race	<p><u>Service user profile:</u></p> <p>White English: 23</p> <p>White Irish: 2</p> <p>Black Caribbean: 3</p> <p>Black African: 1</p> <p>Asian Indian: 3</p> <p>Any other Asian background: 4</p> <p>Mixed background White / Asian: 1</p> <p><u>Staff profile:</u></p> <p>Asian Indian: 1</p> <p>Black African: 1</p> <p>White Other: 1</p>	The proposals will not affect current service users or staff as their service will continue without disruption.
Religion and Belief	<p><u>Service user profile:</u></p> <p>This information is not available.</p> <p><u>Staff profile:</u></p> <p>Christian: 2</p> <p>Hindu: 1</p>	The proposals will not affect current service users or staff as their service will continue without disruption.
Sex / Gender	<u>Service user profile:</u>	The proposals will not affect current service users or staff as their service will continue without disruption.

	<p>Male: 19</p> <p>Female: 19</p> <p><u>Staff profile:</u></p>	
Sexual Orientation	<p><u>Service user profile:</u></p> <p>This information is not available.</p> <p><u>Staff profile:</u></p> <p>This information is not available.</p>	The proposals will not affect current service users or staff as their service will continue without disruption.

### 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. <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
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	✓
<b>9. Any Other Impact</b> – 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	
				<b>The proposal, if there is take up of the service within other Boroughs. The impact to the wider community is likely to be positive. With increased demand for paid carers, and additional places created for people assessed as suitable for shared lives support.</b>			
<b>Stage 6 – Improvement Action Plan</b>							
List below any actions you plan to take as a result of this Impact Assessment. These should include:							
<ul style="list-style-type: none"> <li>Proposals to mitigate any adverse impact identified</li> <li>Positive action to advance equality of opportunity</li> <li>Monitoring the impact of the proposals/changes once they have been implemented</li> </ul>							

- 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

### Stage 7: Public Sector Equality Duty

**10.** How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people from different groups
- Foster good relations between people from different groups

The expansion and development of the Shared Lives service offers adult social care clients additional choice and control over the care setting that best suits their needs. The matching process ensures that the cultural, language and other specific needs of service users will be met. These schemes place or retain clients in a safe and secure home setting thereby providing opportunities for them to develop/retain their social and community networks.

### 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)**

<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	
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**Stage 9 - Organisational sign Off**

<b>13.</b> 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	