

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):	£800k						
Title of Project:	Roxborough and Bedford House						
Reference:	PA_15						
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						
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 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>Roxborough is a registered 8 bedded residential unit which provides specialist care services for people with severe learning disabilities and autism. The service is accredited with the National Autistic Society and achieved a 'Good' CQC rating. The building is located at 62 Roxborough Park, is old and has limited wheelchair access; there is a small lift which provided access to other floors.</p> <p>The recent Fire Service review identified significant failings in the current building in the event of a fire. The home is rented from Genesis Housing Association and there are a number of issues in regard to the maintenance of the building and the level of service received.</p> <p>All 8 service users at Roxborough have lived there for a number of years, the residents are aged 25years and upwards. The current service users are high on the autistic spectrum with behaviours that challenge the service, some require 24 hour support and intervention.</p> <p>Bedford House residential unit is an 11 bed unit for people with Learning disabilities (some with severe physical disabilities) and challenging behaviour. The service supports people aged 25years and upwards. The service provides 24 hour care and support.</p> <p>Bedford House also provides 7 respite beds for people with learning disability.</p>
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Bedford House has CQC registration for 20 beds. The building is owned by Harrow Council and following the closure of the day service in 2013 the building has large areas of unused space. The site also benefits from an established “Friends of Bedford House” voluntary group who have made significant donations of money and time in the past.

Savings Proposal:

The proposal is to close Roxborough and transfer the 8 service users to Bedford House residential services. The proposal would require a reduced respite Service (1 bed) to allow the expansion of the residential service.

The proposal will make savings of £150,000 in 2016/17 and £650,000 in 17/18, which delivers a total saving of £800k.

The new budget for the “new Bedford House” service will be £665k with £100k transferred to the Community budget for Respite provision.

To achieve a merged service the layout of the home would require some capital works.

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:

- 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.

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: 39.5 across the 3 units Age range 38-72 Service users – 25 across the 3 units Age range -27-71	The age profile of service users and staff does not suggest that a particular age group is likely to be disproportionately affected
Disability (including carers of disabled people)	Staff – this information is not available Service users Learning disability and sensory support- 16 Physical disabilities -9	All service users have a disability and will therefore all be affected by this proposal.
Gender Reassignment	Information is not available	Data will be collected during further consultation
Marriage / Civil	Information not available	As above

Partnership		
Pregnancy and Maternity	Information not available	As above
Race	<p>Staff</p> <p>Black/ Black British -7</p> <p>White/White British – 16</p> <p>Asian/Asian British – 9</p> <p>Mixed Background – 3</p> <p>Other ethnic group - 2</p> <p>Service Users</p> <p>Black/ Black British -5</p> <p>White/White British – 8</p> <p>Asian/Asian British – 7</p> <p>Mixed Background – 2</p> <p>Other ethnic group - 2</p>	<p>The service user profile does not suggest that any particular group is likely to be disproportionately affected.</p> <p>The majority of staff are from white/White British back backgrounds therefore there is likely to be a disproportionate impact on this staff group</p>
Religion and Belief	<p>Staff</p> <p>Islam -3</p> <p>Christianity – 11</p> <p>Others – unknown</p> <p>Service users</p>	<p>Incomplete data available therefore difficult to analyse impact – Further information will be gathered at the consultation stage, however initial information shows that the majority of service users impacted by the proposals are Hindu, while 11 of the staff are Christian. Meaning that these two religions are impacted more than other religions.</p>

	Hinduism – 6 Islam – 4 Others - Unknown	
Sex / Gender	Staff – information unavailable Service users Male-13 Female -12	Incomplete staff data available therefore difficult to analyse impact – Further information will be gathered at the consultation stage The service users are almost equally split with only 1 additional male service user. Therefore, the proposal impacts both genders in a very similar way.
Sexual Orientation	Staff -90% heterosexual Service users – information not available	Incomplete staff data available therefore difficult to analyse impact – Further information will be 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)				Little / no impact	n/a
Disability (including carers of disabled people)		✓		All service users impacted by this proposal have a disability, and as such are more likely to be adversely impacted by the proposal.	Measures to be taken to reduce the potential impact would be to ensure careful care management and sensitive transfer of service users between services to ensure that any potentially harmful damage is limited and to ensure that service users are regularly reviewed to ensure the impact of movement or change is not damaging.
Gender Reassignment				Little/ No information	Information to be gathered from staff and service users at the point of moving or transferring staff or service users.
Marriage and Civil Partnership				Little/ No information	Information to be gathered from staff and service users at the point of moving or transferring staff or service users.
Pregnancy and Maternity				Little/ No information	Information to be gathered from staff and service users at the point of moving or transferring staff or service users.

Race		✓		<p>The service user profile does not suggest that any particular group is likely to be disproportionately affected.</p> <p>The majority of staff are from white/White British back backgrounds therefore there is likely to be a disproportionate impact on this staff group</p>	<p>Detailed consultation with staff will need to be undertaken if this proposal is accepted, liason with unions where appropriate may also help to limit any adverse impacts caused by the acceptance of the proposal.</p>			
Religion or Belief				<p>Incomplete data available therefore difficult to analyse impact – Further information will be gathered at the consultation stage, however initial information shows that the majority of service users impacted by the proposals are Hindu, while 11 of the staff are Christian. Meaning that these two religions are impacted more than other religions</p>	<p>Detailed consultation with staff will need to be undertaken if this proposal is accepted, liason with unions where appropriate may also help to limit any adverse impacts caused by the acceptance of the proposal.</p>			
Sex				Little/ No impact	n/a			
Sexual orientation				Little/ 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 one of many proposals across the council impacting on people with disabilities. This is one of a number of proposals to reduce in house residential provision. As such it may have a cumulative impact on people with disabilities.</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? If yes, what is the potential impact and how likely is it to happen?	Yes	✓	No	
	Other connected proposals, will see an overall reduction in residential placements. The option for it has been reduced, and this in turn may have knock on impacts to Care Management and Social Work staff.			

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
All Protected Characteristics	Detailed consultation, to gather additional information	Survey results	Jonathan Price	On-going
All Protected Characteristics	Monitoring of Service users who are moved, and those who may be impacted by the people that move to the services	Outcome monitoring, Service user surveys and 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: <ol style="list-style-type: none"> 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 	All efforts will be made following assessment to ensure that potential disproportionate effects are reduced.
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groups	
3. Foster good relations between people from different groups	

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.	
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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.	✓
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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)	
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12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.	
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Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	
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Signed: (Lead officer completing EqIA)		Signed: (Chair of DETG)	
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Date:		Date:	
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Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	
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