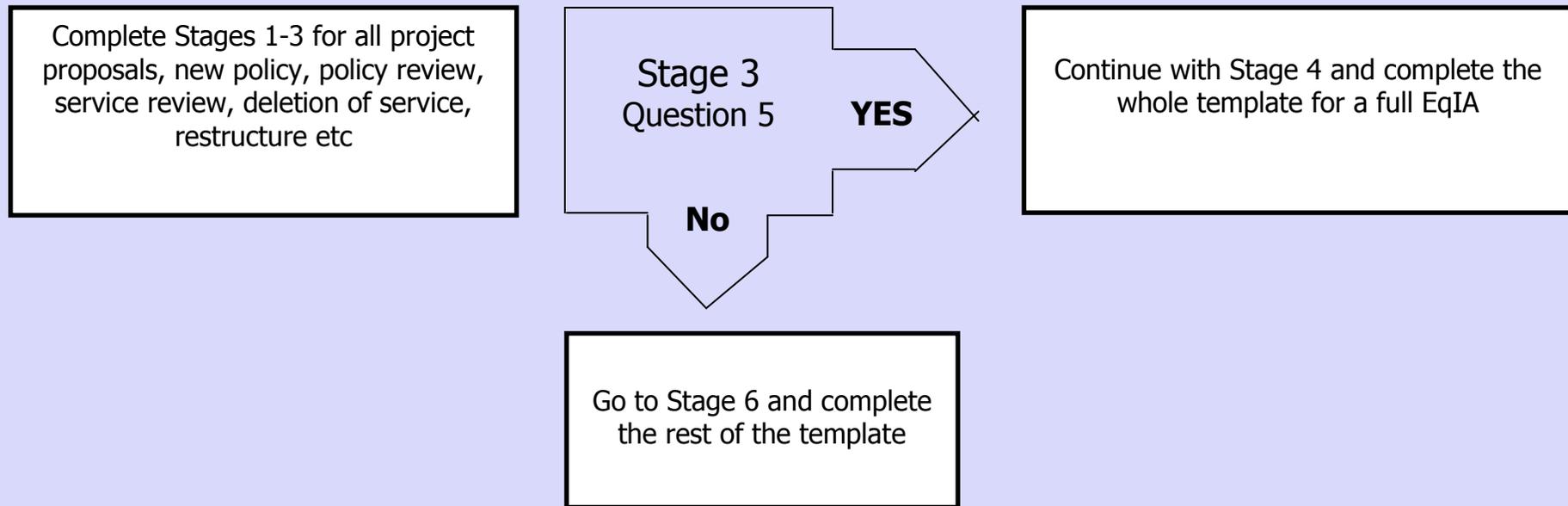


# Equality Impact Assessment Template

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>	✓	Cabinet		Portfolio Holder		Other (explain)	
Date decision to be taken:	February 2016						
Value of savings to be made (if applicable):	£276k						
Title of Project:	Supporting People – The Bridge						
Reference:	PA_2						
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 <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 recommends the closure of the Mental Health services at the Bridge and the transfer of Care Act eligible clients to the Council run Wiseworks Day Service.</p> <p>The number of Care Act eligible service users attending the Bridge has reduced significantly in recent years against the capacity of the service. Rethink have estimated that less than 20% of the current attendees at the centre would be eligible for statutory support under the Care Act. A review of CNWL clients referred to the Bridge suggest only around 28 CNWL clients are in need of Care Act eligible services ie. longer term (more than six months) support. The reduction is due to a number of factors linked to personalization and alternative options available in the community for people using personal budgets. For example, people are choosing adult learning courses and gym membership over attending the Bridge as well as preferring to attend Wiseworks for pottery, art, IT and desktop publishing, photography and gardening courses.</p> <p>The majority of groups and courses currently being delivered at the Bridge are volunteer led services provided by Community Groups. The largest attendance figures are currently for non- Mental Health services such as the Harrow Community Choir and Needlecraft groups.</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	✓	Partners	✓	Stakeholders	✓	
	Staff	✓	Age	✓	Disability	✓	
	Gender Reassignment	✓	Marriage and Civil	✓	Pregnancy and		

			Partnership		Maternity	
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	✓	Other	✓	Mental Health	✓

**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?

Overall responsibility is with Adult Social Care working in partnership with Bridge user groups such as Rethink and Mind in Harrow.

## 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)	The majority of service users at the Bridge (84 %) are under age 65.	A majority of users are of working age. There is potential for an adverse impact on this group.
Disability (including carers of disabled people)	181 Mental Health users of the Bridge Evidence from Q4 2014_15 Monitoring Spread-sheet	All service users have a disability. There is potential for an adverse impact on this group.
Gender Reassignment	At present, none of the service users at the Bridge are recorded as having undergone gender reassignment.	It is unlikely that this proposal will adversely impact this group.
Marriage / Civil Partnership	Evidence from Q4 2014_15 Monitoring Spread-sheet	It is unlikely that this proposal will adversely impact this group.
Pregnancy and Maternity	Evidence from Q4 2014_15 Monitoring Spread-sheet	It is unlikely that this proposal will adversely impact this group.
Race	56% White, 32% Asian, 5% Black, 6% Mixed, 3% Other	A large proportion of service users are White. There is potential for an adverse impact on this group.

	Evidence from Q4 2014_15 Monitoring Spread-sheet	
Religion and Belief	No information available.	It is unlikely that this proposal will adversely impact this group.
Sex / Gender	Male 85 (47%) Female 96 (53%)	It is unlikely that this proposal will adversely impact this group.
Sexual Orientation	No information available.	It is unlikely that this proposal will adversely impact this 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	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 <b>Stage 3</b> ?		
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
Service users of The Bridge as well as other stakeholders including voluntary sector organisations will be consulted on this proposal. Consultation methods to include; face to face meetings, information in hard copy and electronic format; options to give views via email, letter, phone and in person.		

### 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.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
		Minor ✓	Major ✓		
Age (including carers of young/older people)				There is potential for a differential impact on mental health service users of working age.	Measures to mitigate the impact include;  Some service users will have an option to transfer to Wiseworks or other community based provision.  Working with the Voluntary sector to develop alternative provision.  Provision of information and advice to users to help them find alternative support arrangements.

Disability (including carers of disabled people)				All service users have a disability. There is potential for a differential impact on those with a disability and their carers.	Measures to mitigate the impact include;  Some service users will have an option to transfer to Wiseworks or other community based provision.  Working with the Voluntary sector to develop alternative provision.  Provision of information and advice to users to help them find alternative support arrangements.
Gender Reassignment				Low / Neutral impact	Measures to mitigate the impact include;  Some service users will have an option to transfer to Wiseworks or other community based provision.  Working with the Voluntary sector to develop alternative provision.  Provision of information and advice to users to help them find alternative support arrangements.
Marriage and Civil Partnership				Low / Neutral Impact	Measures to mitigate the impact include;  Some service users will have an option to transfer to Wiseworks or other community based provision.  Working with the Voluntary sector to develop alternative provision.  Provision of information and advice to users to help them find alternative support arrangements.
Pregnancy and Maternity				Low / Neutral Impact	Measures to mitigate the impact include;  Some service users will have an option to transfer

					<p>to Wiseworks or other community based provision.</p> <p>Working with the Voluntary sector to develop alternative provision.</p> <p>Provision of information and advice to users to help them find alternative support arrangements.</p>
Race				A larger proportion of service users who are White. There is potential for a differential impact on this group.	<p>Measures to mitigate the impact include;</p> <p>Some service users will have an option to transfer to Wiseworks or other community based provision.</p> <p>Working with the Voluntary sector to develop alternative provision.</p> <p>Provision of information and advice to users to help them find alternative support arrangements.</p>
Religion or Belief				Low / Neutral impact	<p>Measures to mitigate the impact include;</p> <p>Some service users will have an option to transfer to Wiseworks or other community based provision.</p> <p>Working with the Voluntary sector to develop alternative provision.</p> <p>Provision of information and advice to users to help them find alternative support arrangements.</p>
Sex				Low / Neutral impact	<p>Measures to mitigate the impact include;</p> <p>Some service users will have an option to transfer to Wiseworks or other community based provision.</p> <p>Working with the Voluntary sector to develop</p>

					alternative provision. Provision of information and advice to users to help them find alternative support arrangements.
Sexual orientation				Low / Neutral Impact	Measures to mitigate the impact include; Some service users will have an option to transfer to Wiseworks or other community based provision. Working with the Voluntary sector to develop alternative provision. Provision of information and advice to users to help them find alternative support arrangements.

<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	
	A number of proposals under Transforming Adult Social Care will impact Adult social care service users in particular those with a disability who could experience a number of changes to the way they currently receive services from the Council.			

<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	✓

### 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
Vulnerable Adults over 18	Transfer of eligible clients to Wiseworks or alternative provision. Provide User Groups with alternative venues to continue operating. Consultation with Staff & Service Users.	Continuous monitoring and reviewing of existing service users, performance and PIs	Chris Greenway	16/17
Disability/ gender	Transfer of eligible clients to Wiseworks or alternative provision. Provide Groups with alternative venues to continue operating. Consultation with Staff & Service Users.	Through continuous monitoring and Business intelligence Surveys	Chris Greenway	16/17
Age	Transfer of eligible clients to Wiseworks or alternative provision. Provide Groups with alternative venues to continue operating. Consultation with Staff & Service Users.	Through continuous monitoring and Business intelligence Surveys	Chris Greenway	16/17

### 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

This is a preliminary assessment that has identified a need for further consultation to manage Equality in provisions with the constraints of the budget pressures to minimise risks. All proposals will have a final Impact Assessment undertaken upon mobilisation in order to eliminate the potential for unlawful discrimination.

### Stage 8: Recommendation

<b>11.</b> Please indicate which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)	
<b>Outcome 1</b> – 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.	
<b>Outcome 2</b> – 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.	
<b>Outcome 3</b> – 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. <b>(Explain this in Q12 below)</b>	
<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	

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	