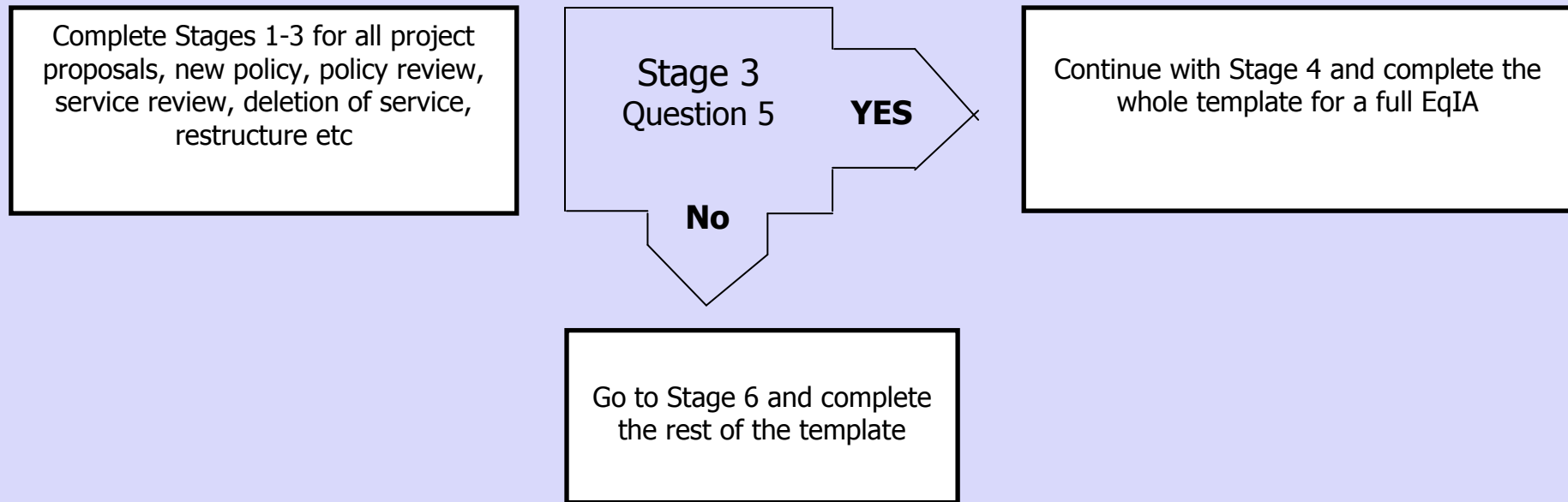


# Equality Impact Assessment Template

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):	£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 Maureen Leonard Noreen Coppin						
Date of assessment (including review dates):	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 Transforming Adults Social Care workstream under 'Project Infinity' and as such should not be viewed in isolation but instead as 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 comprises of :-</p> <ul style="list-style-type: none"> <li>• 11 bus fleet routes</li> <li>• 2 private hire taxi routes</li> </ul> <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><b>Savings Proposal:</b> The proposal, in line with the 'Transforming Adults Social Care' work streams will</p>
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see route reductions in line with changes to services in the following day centres; New Bentley NRC, Milmans, Sancroft and Kenmore NRC beginning in 2016/17. This proposal is an on-going plan to reduce the number of routes currently provided whilst maintaining transport to those that need it.

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.

Individual service user needs will be reviewed and options for the provision of transport will be identified. Those who are able to travel independently will be enabled to do this. In line with current practice the council will continue to provide transport to those people who require it through the needs assessment process.

<b>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b>	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?

Adults SNT share this facility with Children’s Service, however this proposal relates to Adult Social care clients.

**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)	<p>Of the 248 service users (over the last 12 months)</p> <p>18-24: 7</p> <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 age bracket. Individual service reviews and moving to independent travel will help mitigate any adverse impacts for this group. In line with current practice the council will continue to provide transport to those people who require it through the needs assessment process.</p>
Disability (including carers of disabled people)	<p>All 248 service users have a disability.</p>	<p>All service users have a disability. This group is disproportionately impacted by the proposal however individual service reviews and moving to independent travel will help mitigate any adverse impacts. In line with current practice the council will continue to provide transport to those people who require it through the needs assessment process.</p>
Gender Reassignment	<p>Information unavailable</p>	<p>Unlikely to be impacted by these proposals</p>
Marriage / Civil Partnership	<p>Of the 248 service users surveyed:</p> <p>Divorced: 5</p> <p>Married/Civil Partnership/Cohabiting: 33</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. This group is unlikely to be impacted by these proposals</p>

Pregnancy and Maternity	Information unavailable	Unlikely to be impacted by these proposals
Race	Information unavailable	No current information available to assess the impact on this group however individual service reviews and moving to independent travel will help mitigate any adverse impacts for all service users. In line with current practice the council will continue to provide transport to those people who require it through the needs assessment process.
Religion and Belief	<p>Of the 248 service users surveyed:</p> <p>Sikh: 5</p> <p>Not stated: 13</p> <p>Athiest: 2</p> <p>Islam: 32</p> <p>Hindu: 90</p> <p>Christian: 91</p> <p>Buddhism: 2</p> <p>Other:4</p>	<p>A larger proportion of service users are Hindu and Christian and this is in keeping with the percentage differences in religion and belief of the Borough profile.</p> <p>Individual service reviews and moving to independent travel will help mitigate any adverse impacts for all service users. In line with current practice the council will continue to provide transport to those people who require it through the needs assessment process.</p>
Sex / Gender	<p>Of the 248 service users surveyed:</p> <p>Male: 90</p> <p>Female: 158</p>	<p>A larger proportion of service users are female.</p> <p>Individual service reviews and moving to independent travel will help mitigate any adverse impacts for all service users. In line with current practice the council will continue to provide transport to those people who require it through the needs assessment process.</p>

Sexual Orientation	Information unavailable	Unlikely to be impacted by these proposals
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### 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
The proposal will require care management		Those unable to travel independently will be

reviews to be undertaken of individual service users, to identify those able to travel independently		supported to access transport services via Personal Budgets

## 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)		✓		The majority of service users impacted by these proposals are older people, with a number of service users in the working age group.	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 however, this will be mitigated by the individual review of clients to ensure that those who need the service continue receiving it.  In order to ensure that the older people using the service are not disproportionately impacted, care management will review the impact on service users and explore alternative options with them and their families.  Where possible, younger adults may be provided with travel training  In line with current practice transport will continue to be provided to those people who require it through the needs assessment process.
Disability (including carers of disabled)		✓		All 248 service users have a disability.	In order to ensure that the disabled people using the service are not disproportionately impacted, care management will review service users and explore alternative options with them and their families.  In line with current practice transport will continue to

people)					be provided to those people who require it through the needs assessment process.
Gender Reassignment				Low impact	Unlikely to be an impact.
Marriage and Civil Partnership				Low impact	Unlikely to be an impact
Pregnancy and Maternity				Low impact	Unlikely to be an impact
Race				Low Impact	Unlikely to be any disproportionate impact. Care management will review service users and explore alternative options with them and their families.  In line with current practice transport will continue to be provided to those people who require it through the needs assessment process.
Religion or Belief				Low Impact	Unlikely to be an impact
Sex		✓		Of the 248 service users surveyed:  Male: 90  Female: 158  More service users are female than male	There is potential that the proposal has a greater impact on female service users than male. As such extra caution will need to be exercised when reducing 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.  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



					<p>socially isolated however, this will be mitigated by the review of clients to ensure that those who need the service continue being provided it.</p> <p>Where possible, younger adults may be provided with travel training</p> <p>In order to ensure that the older people / disabled people using the service are not disproportionately impacted, care management will review impact service users and explore alternative options with service users and their families.</p>			
Sexual orientation				Low impact	unlikely to be an impact			
<p><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?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>					Yes	✓	No	
					<p>A number of proposals under Transforming Adult Social Care will impact Adult social care service users in particular those with a disability and older clients who could experience a number of changes to the way they currently receive services from the Council.</p> <p>There is also a connection between this proposal and the proposal to transfer Kenmore NRC to community management.</p> <p>There may also be additional demand for Taxi cards and other travel schemes aimed at people with disabilities.</p>			
<p><b>9. Any Other Impact</b> – Considering what else is happening within the</p>					Yes		No	✓

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?

### 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	Care management reviews and equalities monitoring.	Completion of care management reviews and equalities monitoring data	Jonathan Price/ Care Management	March 2016 onwards
Sex	Care management reviews and equalities monitoring.	Completion of care management reviews and equalities monitoring data	Jonathan Price/ Care Management	March 2016 onwards
Disability	Care management reviews and equalities monitoring.	Completion of care management reviews and equalities monitoring data	Jonathan Price/ Care Management	March 2016 onwards

### Stage 7: Public Sector Equality Duty

<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:</p> <ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</li> <li>2. Advance equality of opportunity between people from different groups</li> <li>3. Foster good relations between people from different groups</li> </ol>	<p>The proposals meet the Public Sector Equality Duty through the continued provision of transport options to those with assessed needs. The impact of these proposals on particular protected characteristics will be kept under regular review, during the care management review process to ensure that the PSED is met.</p>
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## 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