

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- Welsh Language*

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

A greener place
Man gwyrddach

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.



THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Review of internally provided Day Services to achieve a budget reduction of 6%
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Jo Williams
DATE FOR NEXT REVIEW OR REVISION	February 2020

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>To achieve a saving of 6% on the internal day services budget .All of these savings could be achieved through a re-design of services including phased closure of a day base namely Twyncarn in Risca with little impact on service users. e.g. Service users could receive a similar service but in a different location.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Currently 31 people attend the service over 5 days attendance varies from 1 to 3 days per week , these are older people or people with a learning disability who have been assessed as requiring day services by assessment care management . The service is provided by 1 FT senior officer and 6 day care assistants with various contracted hours of employment</p>

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Social Services actively promotes anti discriminatory practice and nobody is treated differently in relation to protected characteristics. All individuals are subject to an individual strengths based assessment to identify their outcomes and agreement as to how these outcomes will be met.</p> <p>Individuals will be subject to review and service could continue to be provided in an establishment which could be nearer to their home or a more specialist centre or in an alternative way</p>
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4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
	Protected Characteristic	Positive, Negative, Neutral
		Relevance of the Policy or Practice
	Age	Neutral
	Disability	Neutral
	Gender Reassignment	Neutral
	Marriage & Civil Partnership	Neutral
	Pregnancy and Maternity	Neutral
	Race	Neutral
	Religion & Belief	Neutral
	Sex	Neutral
	Sexual Orientation	Neutral

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>No effects the active offer is promoted</p>
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INFORMATION COLLECTION

6 Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)

All attendance is based on the outcome of an individual assessment there is no relationship with protected characteristics

Below illustrates attendance levels for 2018, on average 60% of capacity is taken up and there are no outstanding referrals (A = actual attendance P = possible attendance)

Days	Diagnosis	April		May		June		July		Aug		Sept		Overall	
		A	P	A	P	A	P	A	P	A	P	A	P	A	P
M, TH	2 COPD/Arthritis/HBP	7	8	5	7	8	8	9	9	9	9	8	8	6	0
T, TH	2 Early stage dementia	8	8	6	8	8	8	8	8	7	0	7	8	3	0
W, F	2 MS/Diplopia/HBP	5	8	5	8	6	8	3	8	8	0	7	8	4	0
M, W	2 Leftside paralysis, Speech impairment following RTA.	8	8	6	6	8	8	7	8	9	9	8	8	4	4
M, W, F	3 History of heart disease, arthritis, Alzheimers	10	1	7	8	2	2	2	3	4	4	2	2	6	7
TH	1 Stroke 2012, HBP, some incontinence, HC, Art hritis	4	4	4	4	3	4	2	4	5	5	3	4	2	2
TU	1 Arthritis, Cellulitis, Diabetes, Heart problem.	4	4	4	4	4	4	6	6	5	5	2	4	2	2
Th	1 Osterporosis, Diabetes, hearing impairment, swollen legs.	3	7	2	6	6	8	7	8	6	9	4	8	8	6
F	1 Athritis, Stroke, CVA, Bells Paulsey, Divorticillitis, ITU's	0	0	0	0	0	0	4	4	5	5	3	4	1	1
M, TH	2 Registered Blind, HC, HBP, Osteoarthritis in knees.	7	7	6	6	6	7	8	8	9	9	6	8	4	4
M, TH, F	3 LD and Autism, Epilepsy, HC.	11	1	8	0	1	2	2	2	1	5	2	2	6	7
W	1 MH issues	4	4	4	4	4	4	4	4	4	5	4	4	2	2
M, W, Th	3 Poor short term memory, Angina, cellulitis	7	8	4	8	4	8	8	8	8	0	4	8	4	5
W	1 Polio, curvature of spine, general health deterioration	4	4	4	4	4	4	4	4	5	5	4	4	2	2
TU, F	2 Elderly/frail	8	8	8	8	3	8	8	8	0	0	5	8	4	5

M,W, F	3	Cerebral palsy, HBP, mild LD	9	1	9	0	2	2	1	2	3	4	8	2	6	7
TU,T H	2	assistance with personal care, Dementia and diabetes	3	5	0	0	8	8	5	8	0	2	0	8	2	5
M,W	2	Sight loss, diabetes, early onset dementia	7	7	6	6	5	8	5	8	3	9	2	8	2	4
TU, W	2	Limited speech and hearing, epilepsy Dementia	5	8	8	8	8	8	8	8	2	2	8	8	4	5
M, W,F	3	Cerebral palsy, athritis, Asthma, PKU	6	1	4	8	0	2	9	2	2	3	6	2	4	6
TU,T H,F	3	Registered blind, diabetic, Bi-Polar	7	8	1	1	0	2	2	2	2	5	8	2	6	7
M,W, TH	3	Alzheimers ulcerated legs,	8	1	8	8	9	2	2	2	4	4	2	2	6	6
M TU, F	1 2	arthritis Vascular Dementia, OCD,Depression	0	0	0	0	3	4	4	4	9	2	5	8	2	2
Tu, W, F	3	Short term memory Loss	0	0	0	0	0	0	2	2	4	5	0	2	3	3
TU, W	2	Glaucoma, Alzeimers - ST memory poor Heart by-pass	1	8	6	8	8	8	8	8	9	0	8	8	4	5
M	1	CVA's, Vacular Dementia, Registered Blind,	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TU,T H	2	Thrombosis, history of falls Stomach Cancer	0	8	6	8	5	8	6	8	3	0	3	8	2	5
M,TH	2	Dementia knee replacements, deaf,	7	7	7	7	8	8	8	8	6	9	6	8	4	4
TU,F	2	glaucoma,Eczyma History of low	7	8	8	8	8	8	8	8	0	0	8	8	4	5
M,TH , F	3	moods, memory loss, Diabetes. ST memory loss,	7	7	9	9	1	2	2	2	4	4	2	2	6	6
M,TU , TH	3	dementia diagnosis, hearing loss	1	1	0	0	2	2	1	2	3	4	3	2	5	6
			1		1	2	2	2	2	2	2	3	1	2		
			6	21	7	0	0	3	3	5	5	1	8	5		
			8	1	5	2	4	5	3	6	9	3	8	6		

LD - 3
Dementia/Alzeimers
-11
MH - 3
Elderly/Frail - 13
Other - 3

Above illustrates attendance by client group

CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Meetings were held with managers , HR and finance to review occupancy levels Demand for the service and associated staffing and non staffing costs to develop these proposals .</p> <p>All service users have been written to regarding the proposals and will be advised of the public consultation/engagement phase that will commence post cabinet .</p> <p>Staff meetings have been held , we will continue to engage with staff regrading posts for them to transfer to utilising HR policies and 1:1 meetings as required.</p> <p>Proposal will be presented to Health Social Care and Well-Being Scrutiny committee on the 6th December 2018.</p>
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Individuals will reviewed at least annually or sooner should their circumstances change to ensure their outcomes are met</p> <p>Budgets will be monitored monthly re expenditure on staffing and non staffing costs. Seniors and managers will monitor attendance and use of transport</p> <p>Staffed will be communicated with regularly, 1:1 meetings held regarding redeployment opportunities.</p> <p>Any comments compliments or complaints received are recorded by equalities categories</p>
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9	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Assessment care Management will undertake individual reviews/reassessments . Day service staff will undertake personal plan reviews</p>
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10	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
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11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Not Applicable</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be appendix to cabinet and scrutiny reports</p>
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13	If any adverse impact has been identified, please outline any mitigation actions.
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Sue Wright
Date:	6 th November 2018
Position:	Service Manager
Name of Head of Service:	Jo Williams