

Equality Impact Assessment Form

Revised September 2010



(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

1.1 What is being assessed

Introduction of Personal Budgets (PBs) for all adult social care customers

1.2 Officer(s) and section or service responsible for completing the assessment

Vicky Jones, Louise Biggs

People involved in preparing the EIA:

Louise Biggs – Policy Officer

Vicky Jones – TASC Programme Manager

Annette Domoney – Team Manager, Physical Disability and Learning Disability Team

Michael Redshaw – Team Manager, Older Person's Team

Jeff Connolly – Team Manager, Dementia Team

Eileen Verstraeten, Care Manager

Marlane Parkes, Care Manager

1.3 What is the main purpose or aims of the service, policy, procedure, practice or project

To assess the equality impact of introducing PBs across adult social care.

Traditional Services

Previously, individuals eligible for social care were assessed and a care plan was drawn up that identifies the services required to meet their needs. Subject to a financial assessment the Council then either purchased the services for the individual or offered them a Direct Payment to purchase the services themselves. The value of the Direct Payment was based upon the cost of the services required.

Personal Budgets

Under the new system, the customer completes a Shared Assessment Questionnaire (SAQ) and can be helped to do so by a carer, care manager, friends or relatives. This SAQ is used to generate an initial budget – known as an indicative allocation.

From this an individual can then develop their support plan, that identifies the support they require to meet their eligible social care needs, either on their own or with the help of the Council, through the adult social care department. Once the support plan is agreed support can be purchased in the traditional way through a Managed Account or the individual can purchase the support themselves using a Direct Payment.

It is the individual's choice how they spend the money but their Personal Budget must be spent on meeting the needs and achieving the outcomes agreed in the support plan.

Personal Budgets are only available to meet community support needs and cannot be used to purchase traditional Residential Care.

1.4 Who is affected by the service, policy, procedure, practice or project? Who is it intended to benefit and how?

All customers of adult social care

1.5 Has the service, policy, procedure, practice or project been promoted or explained to those it might affect directly or indirectly?

PBs have been introduced and discussed at a number of meetings and events. Care Managers have discussed PBs on an individual basis with customers.

1.6 How does the service, policy, procedure, practice or project contribute to better community cohesion?

Both *Putting People First (2007)* and more recently *Think Local act Personal (2010)* encourage the move towards social care customers being valued members of their local communities. PBs encourage the use of less traditional services and can help people to access and be more included within their local community.

1.7 How does the service, policy, procedure, practice or project fit in with the council's wider aims?

The Government, in its Vision for Adult Social Care: Capable Communities and Active Citizens (2010) has set Councils the target that all customers eligible for ongoing social care should be provided with a personal budget, preferably as a direct payment, by April 2013. The council is aiming to achieve this by April 2012.

1.8 What is the relevance of the aims of the service, policy, procedure, practice or project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

All customers will receive a PB, regardless of equality group. This aims to give all customers greater choice and control over their social care.

The same Resource Allocation system (RAS) is used across all client groups to ensure that calculations of PBs are fair and transparent.

1.9 How is, or how will the service, policy, procedure, practice or project be put into practice and who is responsible for it?

The Head of Adult Social Care Commissioning, through all staff in adult social care

How is, or how will the scheme be put into practice and who is responsible for it?

PBs will be discussed with all customers at review, if not before.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

SWIFT information and discussion with team managers

2.2 Equalities profile of users and beneficiaries

SWIFT data:

- Out of a total 3795 customers:
 - 844 were aged 18 – 64
 - 401 were aged between 65-74
 - 151 between 75 – 84
 - 2399 were aged 85+
- The client groups making up the highest proportion of total customers was 'elderly frail' (36%), physical and sensory disabilities / frailty (26%), physical disability (permanent) (13%) and Learning Disability (11%)
- 97% of customers are white British
- 41% are Church of England, 41% were not recorded. 7% stated that they had no religious beliefs.

2.3 Evidence of complaints against the practice on the grounds of discrimination

None received

2.4 What does the consultation, research and/or data indicate about the negative impact on the practice.

An individual's choices for delivery of a Personal Budget may be influenced by their level of disability or mental capacity. Individuals who do not have capacity to make decisions may not have the same involvement in the process as those who do.

A PB is designed to cover eligible need, but not necessarily in a traditional way. Therefore some customers could receive less money, compared with their traditional services, when assessed for a PB.

2.5 What does the consultation, research and/or data indicate about the positive impact on the practice.

- The process for allocating resources is more transparent and more equitable across client

groups.

- Individuals have more choice and control over how their social care is delivered
- The marketplace will develop as more people have PBs and exercise their choice over providers of services.

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

**3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics)
(please refer to the guidance for additional information)**

Protected Characteristics	Negative	Neutral	Positive	Comments
Age		✓		
Disability	✓		✓	
Gender Reassignment		✓		
Marriage & Civil Partnership		✓		
Pregnancy & Maternity		✓		
Race		✓		
Religion / Belief		✓		
Sex (male / female)		✓		
Sexual Orientation (LGB&T)		✓		

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (Please refer to the guidance for additional information)

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

Yes

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.

- Individuals who lack capacity would be assisted to complete the SAQ and the manage their PB and may wish to use a third party to manage the budget on their behalf (e.g. OSEL)
- The council will encourage the marketplace to develop to ensure that there is sufficient choice for people to use their PB as creatively as possible.
- The Council will develop sources of information and advice for people on how they can spend their PB.

4.3 If there is no evidence that the practice promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

N/a

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

Ongoing development of the provider marketplace will help to improve choice for PB holders.

4.5 How will any service, policy, procedure, practice or project be implemented?

4.6 As 4.5 above please identify training requirements.

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the service, policy, procedure, practice or project comply with equalities legislation?

5.2 What are the main areas requiring further attention?

5.3 Summary of recommendations for improvement

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

5.5 When will the amended service, policy, procedure, practice or project be reviewed?

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age					
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion / Belief					
Sex (male or female)					
Sexual Orientation					
Geographical location					
All of the above					

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council's website. Please access the Work tab of the council's intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment

Officer's name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

Age	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>