

Equality impact assessment form for quick COVID 19 decisions only

Directorate	People Services
Service area	Bonsall View – in house respite service
Proposal	To re-open after closing due to COVID 19
Reason for proposal	To support disabled customers who have been without this service
Sign off (Director/Head of Service)	Kirsty McMillan/Sharon Green
Date of assessment	28 Sept 2020

Please read the support notes before completing your assessment that are set out in Appendix 1.

The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

The assessment team or name of individual completing this form

Team leader's name and job title – Jackie Costello, Lead Commissioner

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Michelle Payne	Bonsall View Manager	DCC	Operational management of the service

Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side-tracked.

1. What are the main aims, objectives and purpose of the decision you want to make?	Aim: To safely open an inhouse respite service for disabled adults requiring this social care service Objective: To open the service within the next week and receive both existing and new customers Purpose: To provide support to disabled adults and a break for their families especially those which have had to increase their caring input during this time
2. Why do you need to make this decision?	To prevent family crisis/breakdown and contribute to the well being of disabled people using the service
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	The in house service will manage and facilitate the re-opening in liaison with relevant Health and Safety and Facilities Management colleagues
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	Disabled adults referred through the Social Care system, their families/representatives, staff and formal carers

Step 2 – collecting information and assessing impact

<p>5. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.</p>	<p>Parents of the customers using the service – contacted by phone. Staff operating the service: 1 Assistant Manager, 3 residential social care workers and 2 care assistants – contacted by phone.</p> <p>Parents feedback was that overall the service provides excellent support and there are no real concerns around its approach to supporting individuals and whatever needs they may have. They all advised that they have great contact with the service and could comfortably raise any issues they had. One parent did highlight that perhaps more communication on the support they could offer regarding some of the characteristics eg pregnancy and maternity might be beneficial but also said that they were aware of specific support being put in such as interpreters and training. All felt the culture and approach of the service gave them confidence that the service would work hard and collaboratively to address any needs that arose from a person having a protected characteristic.</p> <p>The above was mirrored in discussions with staff where they felt they had good relationships with customers and their family members. All customers are individually assessed and have person centred plans as well as separate COVID 19 plans to ensure their individual needs (support and diversity) are supported. These are 'living' documents which can be amended should this be necessary to ensure the safety and wellbeing of customers. They also wanted to highlight that, because of the level of learning disability and complexity of the customers, the majority may not necessarily recognise their gender identity or sexual orientation.</p> <p>Note the service is specialist in nature and cannot be open to all but for those disabled adults who meet the criteria and are referred the above will ensure diversity needs are met. See the Statement of Purpose attached.</p>
<p>6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.</p>	

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Age – older and younger people	The service is available to adults aged 18-65yrs	√	The service cannot be open to all ages as it is registered under the Care Quality Commission for a specific age range	No mitigation – CQC registration is for 5 adults aged 18 to 65 yrs
Disability – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments	<p>The service supports disabled adults with a range of significant impairments and needs.</p> <p>We know from the recent report from the Office for National Statistics that disabled people make up the majority of people who have died from Covid 19</p> <p>It has also been hard to explain to customers with Learning Disabilities about the changes needed to help protect people from COVID 19.</p> <p>However, staff do already wear PPE to undertake support for a number of customers so this is not a shock.</p>	√	<p>The service has a referral criteria given the nature of support it is designed to deliver – see attached admission document.</p>	<p>No mitigation given the size of the service and its purpose to support disabled adults with the most significant and complex needs</p> <p>The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs</p> <p>Signs and symbols have been put up for customers with Learning Disabilities to advise on some COVID measures but these are limited as also have to ensure customers with Autism are not overwhelmed by too much signage.</p>
Gender identity - trans and those people who don't identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender	The service will support any diversity needs through its individual assessment	√		The Service has updated its pre-admission assessment form to take into consideration and respond

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
and those who are questioning their gender or non-gendered identity.	and support planning processes			to individual COVID 19 related needs
Marriage and Civil Partnership		✓		The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers		✓		The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs
Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	We know that minority ethnic people are at much higher risk of Covid 19 and so if they are disabled people as well, this risk is even higher	✓		The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues		✓		The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs
Sex - the effects on both men and women and boys and girls		✓		The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality		✓		The Service has updated its pre-admission assessment form to take into consideration and respond to individual COVID 19 related needs

Important - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the proposal to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the proposal despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

Outcome 1 The feedback from those who have been consulted shows that the service has good relationships between staff and customers/families, and agreed personalised approaches and tools to ensure that individual needs are discussed and supported which includes ways of supporting those with protected characteristics. This is further assisted by the improvements made to the pre-admission process to take into account any additional requirements due to COVID 19. The specialist nature of the service should be noted.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Appendix 1 Equality impact assessment form for quick decisions concerning COVID 19 – please read this section first before you do the assessment

We've adapted our usual equality impact assessment form so you can use it for quick decisions needed concerning COVID 19. Remember it needs to be completed **before** that decision is made, but we hope it will just act as a reminder that we still need to 'pay due regard to equality' under our **Public Sector Equality Duty** as this is still very much in force. The Equality and Human Rights Commission are keeping an eye on examples of discrimination and collecting evidence so it's important we still check for equality impact.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. Protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.
Prosimy o kontakt: Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਤੁਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸ਼ਾਹਿਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫ਼ੋਨ ਮਿਨੀਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقہ، انداز اور زبان میں میرا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براؤ کرم
نمبر 01332 640666 پر ہم سے مکاتبہ کریں۔



Derby City Council The Council House Corporation Street Derby DE1 2FS
www.derby.gov.uk

- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people – this also involves taking account of disabled people's barriers and may involve treating some people more favourably than others to achieve this
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

We usually ask for teams to complete Equality impact assessments, but we realise this is not helpful for quick decisions to do with COVID 19 so you can complete them yourself, if you can't get a team together. Please ask Ann Webster, our Lead on Equality and Diversity for help and advice if you're not sure about something. You'll need to pull together all the information you can about how your proposal affects different groups of people so you can check whether they will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact and what action you will take.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It's a public document so make it easy to understand and no jargon please.

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk Tel 01332 643722 Mobile 07812301144