

DERBY CITY COUNCIL – Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to help you do the assessment or contact the Lead Officer for Equality and Diversity if you need some support or advice.

Subject		DAYTIME SUPPORT FOR ADULTS WITH A LEARNING DISABILITY	
EqlA Ref No:		Younger Adults/AHH/Q2/2012 (council cabinet item 10 on 15/8/12) Date Published 06/08/12 Updated 30/10/2012 Updated 13/11/2012 Updated 20/11/2012 Updated 21/11/2012	
Date EqlA conducted		15/07/2012 (updated throughout course of consultation)	
Assessment Team	Name	Position	Organisation
Owner	Jenny Pitts	Programme Lead	Derby City Council
Members	Nav Rai	Strategic Commissioner	Derby City Council
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If this EqlA has been triggered in response to a change in legislation or policy or relates to a Full Council or Delegated Decision – identify the source/s below:

The Council Cabinet was asked on August 15th 2012 to consider a proposal for formal public consultation on plans to modernise the way it provides daytime support to customers with a learning disability. This assessment will attempt to measure the impact if the proposals outlined in the cabinet paper are agreed.

1 Briefly describe the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?

The Council Cabinet paper states the following proposals for the future of how day support is to be provided for people with learning disabilities in Derby:

- **The Council ceases to provide a service at the Wetherby Centre, and the building will close;**
- **The Council develop alternative facilities for people with profound and multiple disabilities who currently use Inspire, keeping the existing unit open until such an alternative is in place; and**
- **the Council will continue to ensure people with eligible needs are supported during the**

DERBY CITY COUNCIL – Equality impact, needs and requirements assessment form day by giving everyone a Personal Budget. People will be supported to choose the activities they wish to pursue that achieve outcomes around work and community engagement, and to ‘pool’ their Personal Budgets if they wish to enable people to continue to share support with friends and those with a shared interest.

- **As part of the consultation, officers explore the feasibility of the Council continuing to provide daytime support that meets desirable outcomes for people, if people choose it, and which is affordable within people’s Personal Budgets.**

2 Briefly state; who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – including any outside organisations who deliver under procurement arrangements

The Wetherby Day Centre forms part of the day service for adults with learning disabilities that is provided by Derby City Council. 60 staff members work at the Wetherby Centre and its community bases (St Albans – Chaddesden, Sunnyhill Community Centre and Alvaston Baptist Church. The three community bases operate from rented properties and are accessed by customers within the geographical area. Situated within the Wetherby Centre, in a separate annex is the Inspire Unit which caters for people with profound and multiple impairments. A number of multi agency staff (e.g. Occupation Therapists, Physiotherapists) work with some of the customers at Wetherby, especially those with health needs.

The annual budget for the Wetherby Centre (including the community bases) for 2012/13 is £1,291,693 and for the Inspire Unit is £491,428. A further breakdown of the costs for the community bases and Wetherby is provided below:

Wetherby: £696, 586

St Albans: £249.060

Alvaston Baptist Church: £166,677

Sunnyhill Community Centre: £188,370

3 Using your professional judgement, indicate which of the protected characteristics is the subject of the assessment likely to impact in an unequal way upon?

Age	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or Belief/Non-Belief	<input checked="" type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Pregnancy and Maternity	<input type="checkbox"/>	None	<input type="checkbox"/>

4 Data Collection

a What existing information, statistical data or evidence-based research is there to help identify how this policy, function or service might affect people from protected groups differently? What does this tell you?

According to the 2011 census estimates, Derby City had a population of 248,700. The current census data does not tell us what proportion of the local population is under 18, which makes it

4 Data Collection

difficult to ascertain accurate prevalence rates of learning disabilities in the adult population.

We currently know that there are 833 people aged 18+ with a learning disability known to adult services in Derby. This does not include the number of people that Health know or are working with, unless they are also known to the local authority. Based on the Fair Access to Care (FACS) assessments completed, the number of customers in each category are highlighted below:

FACS (23/10/12)

Critical Eligibility (highest level of need) – 358

Substantial Eligibility – 374

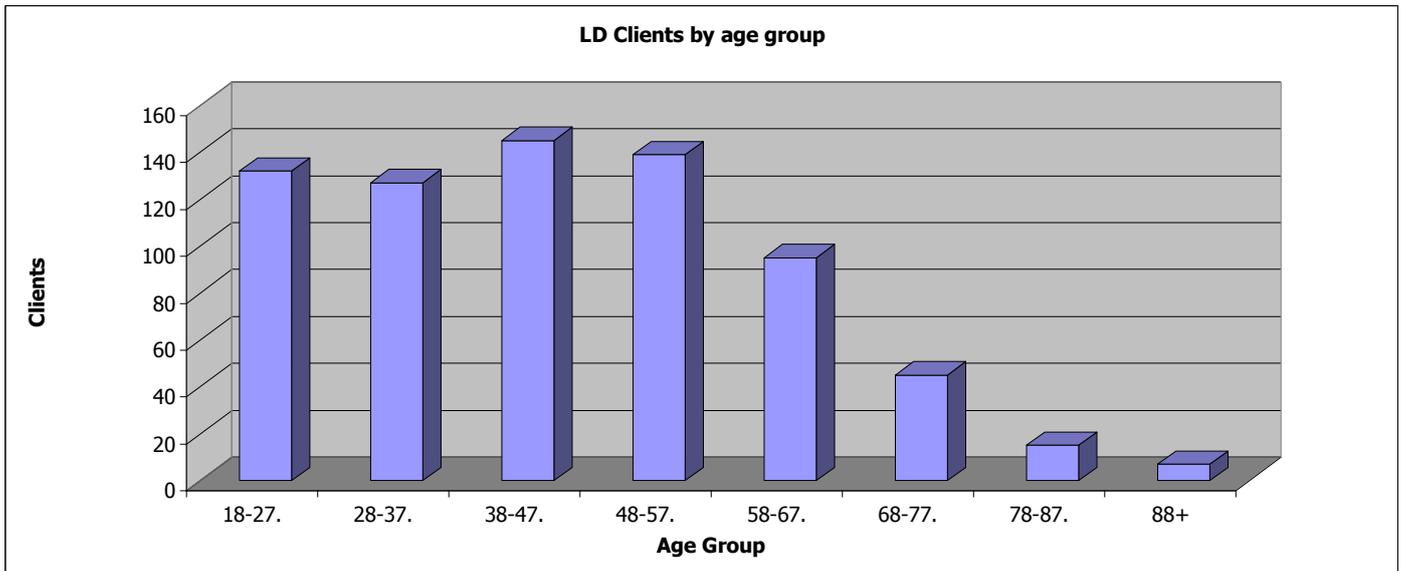
Moderate Eligibility – 44

Low Eligibility – 12

Not recorded – 44

Total - 833

These figures are below the national estimates. However, the overall prevalence rate of people with learning disabilities, suggested by Emerson and Hatton (2008)*, includes people who have mild learning disabilities, low level needs and are coping independently or within families that are supporting them. Many of these people will require help with services such as housing or benefit advice in the future, so it is important that we estimate the overall prevalence rate in order to understand the possible total population of people with learning disabilities in Derby City. Using Emerson and Hatton’s research findings, for Derby, this figure could be in the region of 5,638 people.



The age profile of people with learning disabilities in Derby City shows a high number of younger people in line with national research and evidence. Many people with learning disabilities are also living with older carers aged over 60. In Derby City, there are currently 98 known people with a learning disability living with older carers.

As these carers age it is likely that the need for services for their relatives will increase in order to give them more of a break. For this carer group there are interdependencies noted between those who use traditional day care services as a form of respite and short breaks services. The proposals to change day care provision may have an impact on carers requesting more respite from their caring role. As many of these households use day care as their only form of respite; if these changes are reductions, a further increase may be noted in the need for respite.

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4 Data Collection

The Wetherby Day Centre, which includes the Inspire Unit, is a large building located on an industrial estate in Alvaston. Originally accommodating over 200 adults with learning disabilities during the day, it now serves 89 people directly and a further 61 indirectly in the 3 community bases. These figures include 34 people who use the service and live in residential care or supported accommodation.

The total breakdown of the number of customers per base (including the 34 who do not live with family carers), is highlighted below:

Wetherby Day Centre - 68
 Inspire - 21
 St Albans Church Hall - 29
 Alvaston Baptist Church - 19
 Sunnyhill Community Centre – 14

Based on the current usage (5/11/12) of Council run day services the ethnic origins of the customers can be broken down by service area:

	Wetherby	Alvaston	St. Albans	Sunnyhill	Inspire	Total
White British	59	16	28	7	16	126
White Irish	1	1		1		3
White Other	2		1		1	4
British Asian (Indian)	1			4		5
British Asian (Pakistani)	2				2	4
Black African/ Caribbean	4			2	1	7
Other					1	1

Approximately 17% of the known adult learning disability population in Derby attends a Council run day service. Many other people are supported during the day in the community, in adult learning and some in supported employment.

The Social Care Institute for Excellence states that in many day service modernisation programmes, people with complex impairments are often 'left behind', mainly using special buildings; yet it stresses that those people have the right to the same opportunities as everyone else¹. Research² states that local authorities should ensure that they continue to provide somewhere which can be used as a base from which adults with profound learning and multiple disabilities can go for different activities during the day, ideally in a place used by a wider range of people providing more opportunities for social interaction.

The Learning Disability service is working with colleagues in Leisure Services to explore the potential to include facilities for people with profound and multiple impairments within a mainstream leisure development. Any development would offer a base from which other activities can be pursued and will provide facilities for people to have their care needs met during the day.

Given that the timescales for any new development will go beyond the period when it would be desirable to keep the Wetherby Centre open, a proposal is being developed to retain the Inspire unit on an interim basis, keeping it open until customers can use the new facilities. Such an arrangement would avoid disruption for those individuals as well as being the most cost effective interim arrangement. It is estimated that the new facilities will be completed in Summer/Autumn 2015.

¹ 'Community based day activities and supports for people with learning disabilities' SCIE 2007

² 'Raising Our Sights: services for adults with profound intellectual and multiple disabilities' Professor Jim Mansell, Tizard Centre March 2010

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4 Data Collection

All customers who attend the Wetherby Day Centre have had an updated assessment of their needs and received an indicative Personal Budget to enable them to begin the support planning process. Should there be any change to their day support arrangements the impact of this will be assessed on an individual basis, taking into account the needs of their family carers.

*Finding accurate learning disability prevalence figures can be difficult due to variations in definitions used by health and social care. Emerson & Hatton have conducted extensive research in this area which is why their prevalence rates have been quoted.

b What gaps in the information or research have been identified? If there are gaps, what other sources of information can be used?

Data regarding the religion, belief or sexuality information of the customers who use these day services has not been collated as part of the equality impact assessment. Where appropriate, this information is being recorded as part of each individual's Support Plan to look at how their individual needs can best be served. The Support Plan will capture what is important to the person and how they can best be supported, taking into account these factors if appropriate.

The equality information of the employees affected will be collected as part of the EIA for any proposed changes to the staff structure.

5 Engagement and Consultation

a Who have you consulted with? How?

Legal advice on the consultation plan, questionnaire and approach has been obtained and followed. The public consultation commenced on 20th August and finished on 17th November 2012. The 90 day consultation documents were posted out to everyone with a learning disability (800+) known to services.

The following key groups of stakeholders have been proactively communicated with and their input to the consultation process has been intentionally sought:

- Adults with a learning disability supported by Derby City Council and, in particular, those receiving daytime support;
- Family carers of adults with a learning disability supported by Derby City Council;
- Staff members working at the Wetherby Centre and community bases;
- Voluntary organisations, including advocacy groups and charities promoting the rights of adults with a learning disability;
- Independent sector providers of support to adults with a learning disability.
- The NHS (Derbyshire PCT and Mental Health Partnership Trust)
- Unions

Information has been collected in a variety of ways:

- Structured feedback via consultation portal
- Structured and unstructured using questionnaires with closed questions but with opportunities for further detail to be provided.
- Interpretation of discussions summarised by Council representatives with agreement of participants
- Use of summarised discussions compiled by independent organisation.
- Questionnaires completed by telephone conversation (where necessary)

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5 Engagement and Consultation

The self-advocacy group 'Empower' created an easy read leaflet to explain the purpose of the day support consultation, and have facilitated a number of group discussions with customers and met individually with people where requested.

The original EIA was also sent out to relevant stakeholders for further comments.

The following number of questionnaires had been completed:

Online: 409

Hard copy public questionnaire: 179

Easy read questionnaire: 156

Total: 744

This is a high level of completed returns which indicates that there is a significant amount of interest from the public in the outcome of the proposals.

b Please summarise what these people/ groups have said. What were their recommendations? Were their recommendations adopted? If not why not?

The easy read questionnaire was sent to Empower for comments and amendments, and the formal consultation documents were checked by the corporate consultation team. The easy read questionnaires were approved by Empower as fit for purpose and met our legal obligations.

In total there were 588 general questionnaire responses received, comprising 409 online surveys and 179 hard copies. 28% of these were completed by family carers of people with a learning disability and 51% by members of the public. In addition, Council officers and Councillors received written representations from a small number of family carers and people with a learning disability.

26 separate submissions were received via Unison as part of the 'Save Our Services' campaign. 14 of these were from family carers and the remainder from staff, service users, and members of the community. Their comments are included in the overall analysis to provide perspective and a balanced view.

A full analysis of the consultation will be submitted with the Cabinet report. Key themes that have emerged to date, based on feedback from meetings with people with a learning disability, meetings with family carers, emails, letters and the 'Save Our Services' campaign can be summarised as follows:

- There is a strong desire on the part of people with learning disability to be supported in the community with friends and to pursue activities of their choice, including paid and voluntary work; yet a significant proportion of people using the general questionnaire disagree that adults with a learning disability should be supported in this way and do not agree that adults with a learning disability should have choice and control over their daytime support.
- There is strong support from all parties for the proposal that the Council provide alternative facilities for people with profound and multiple disabilities within a mainstream community location;
- There is a strong preference on the part of family carers for the Council to continue to provide services, either at the Wetherby Centre or at smaller day centres within the community. Family carers value the current staff highly and feel their relatives' safety and quality of support will be threatened if there is a move away from Council run services.

Feedback on whether people with a learning disability should have a range of choices in how they are supported during the day and who supports them

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5 Engagement and Consultation

68% of respondents using the general questionnaire stated that they disagreed or strongly disagreed that people should have a range of choices in how they are supported and 75% disagreed or strongly disagreed that people should have a choice in who they are supported by.

Feedback on whether people with a learning disability should have support during the day which encourages community inclusion and includes meaningful activities such as voluntary or paid work

87% of people with a learning disability (133 people) using the easy read questionnaire stated that they agreed that it's good to spend time in the community doing things you enjoy. 77% agreed that people should be supported to find work during the daytime if they wanted to.

By contrast, 53% of people using the general questionnaire stated that they disagreed or strongly disagreed that people should have daytime support that encourages community inclusion and 50% disagreed or strongly disagreed that people should have support which includes meaningful activities such as voluntary or paid work and 55% disagreed or strongly disagreed that people should have a choice in who they are supported by during the day

Feedback on whether the Wetherby Centre should stay open or close.

60% of people with a learning disability stated that they did not want the Wetherby Centre to close, 19% didn't know and 21% felt it should close. 96% of respondents using the general questionnaire stated that they thought the Wetherby Centre should stay open.

Feedback on whether the Inspire Unit should remain open until an alternative is found.

There was overwhelming support for the proposals in relation to the Inspire Unit with 85% of people with a learning disability agreeing with this suggestion and 91% of respondents using the general questionnaire.

Some of this feedback is contradictory and the final recommendations that are presented to Council Cabinet will need to consider the overall picture presented by the feedback. For example, there is a strong message from people with a learning disability that they wish to be supported into work and to take part in activities of their choice within the community; however there is a strong view from other people, including family carers, that people should not be supported in this way and that the preferred support arrangement is in congregate services using specific buildings and that people do not have the right to choose who they spend their day with and how they are supported.

c Is further consultation required? If so who with? (relate to Action Plan)

If the proposal is agreed and there are changes in the staffing at the Wetherby Centre and community bases, there will need to be consultation with those staff affected. Individual customers will be involved in deciding their own Support Plans and considering how they can best be supported in ways that promote their individual rights and citizenship.

6 Assessment of likely impacts

a Does this policy, function or service have the potential to directly or indirectly discriminate against any protected group? If so, who and why?

The Learning Disability service has been working with customers using the Wetherby Centre and its community bases to carry out updated assessments of need and to start to look at their preferences. These will be developed in the coming weeks and months into Support Plans that will detail how they wish to be supported during the day in ways that achieve outcomes related to social inclusion, meaningful activity and greater independence.

People with more profound and multiple impairments should not be discriminated against by denying them opportunities to achieve these same outcomes and it is important that whilst facilities should be

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6 Assessment of likely impacts

provided for those individuals they are still able to engage as part of the community and pursue meaningful activities including work related activities and have opportunities to broaden their social networks.

Staff and managers have been introducing people to new opportunities, including sessions being offered by local micro-providers who have put on 'taster' sessions. People need to know what is available and on offer locally and to support this further, the service will organise a 'market stall' information event in the New Year where a range of organisations, including the Council, can share what is on offer.

If the local market is under developed and the Wetherby Centre closes there is a risk that the customers will be unable to purchase appropriate day time support using their Personal Budget. Therefore any change to the existing services at the Wetherby Centre and the satellite bases would only take place once alternative arrangements were in place for all customers affected and the service would work with customers to identify those alternatives. The development of new social enterprise that offers opportunity for work related activities and increased community involvement has been supported by the Council and this and other initiatives will be promoted at the market stall event.

Through the consultation meetings people with a learning disability have voiced their wish to continue to maintain their existing social networks and to spend time with friends during the day. There is a risk that in pursuing new activities people lose social networks and therefore the support planning needs to include consideration of who people wish to spend time with during the day and what is important to them.

b How does the organisation advance equality through this policy, function or service? How does it better meet the needs of people with a protected characteristic?

The proposal will enable people with a learning disability to pursue socially valued activities geared around their preferences and interests. The key to getting this right will be good support planning and having a range of opportunities for people to access that are affordable.

In the past, people with a learning disability have traditionally spent their time in segregated services and have had little interaction with their communities. This proposal builds on the work to develop more community based support that assists people to positively engage and contribute to those communities. In particular, this needs to include people with more profound and complex impairments for whom positive community participation has been more challenging.

Support plans need to reflect people's preferences about what they want to be doing during the day, who they wish to be with and who they would choose to support them. Implementing these choices will enable people to have much more control over their daily life and should mean that these arrangements reflect their personal preferences, such as whether they wish to be supported by people from their own religious or ethnic community, by people from a specific gender, etc.

The proposal is that those people with profound and multiple impairments be supported at the Inspire Unit until new community facilities are developed as part of the Council's leisure strategy. These facilities will serve as a base from which people can pursue activities in non-segregated community settings.

Transport arrangements for individuals are important to enable them to travel to any base or location for activities. To be socially inclusive people should be supported to use public transport or taxis wherever possible but for those individuals with more profound and multiple impairments this may not be possible. Therefore transport arrangements will need to be made to enable them to travel to any

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6 Assessment of likely impacts

base or activities. If it is agreed to keep the Inspire Unit open until new facilities are available, existing travel arrangements will need to continue for those people.

c Is the proposed policy, function or service likely to affect relations between certain protected groups? Is there an opportunity to promote better understanding between different groups? If so how?

If customers (adults with learning disabilities) who currently access the day services for a significant amount of time during their week are unable to purchase services using their personal budget which match their current level of service, there is likely to be an increase in caring duties for their carers. This may become a significant issue for elderly carers whose caring responsibilities increase if their relative has a reduced service as a result of these proposals and this may affect the relationship between both groups.

It is proposed that those customers who have higher support needs (Inspire customers) will continue to receive a service from the Council. Although it is unlikely, customers whose daytime support arrangements need to change may feel some animosity against those for whom there is no change.

7 Mitigating adverse impacts

a What can be done to reduce any adverse impact?

The quality of the support planning is vital in enabling people to identify and arrange their support and achieve desirable outcomes. Staff currently at the Wetherby Centre who know the individuals well have started this process, helping to capture what is important to people and this needs to include preferences related to protected characteristics. Star Support, an independent organisation, have been assisting and coordinating this process. The Support Planning Hub is also helping to plan with individuals and will be organising the market stall event to raise awareness of local opportunities.

Support plans need to include the travel arrangements for each person that will enable them to participate in the activities of their choice. There are a number of customers who use the main Wetherby centre and the community bases who use the specialist transport to access the day services. It is crucial that this is taken into account when support planning to ensure customers do not become socially isolated or limited to the number of activities they wish to participate in.

In response to people's wish to maintain their existing social contacts people will be supported to plan together where appropriate. The Support Planning Hub will organise planning workshops where people wish to continue to spend time together as a group.

People's knowledge of what is available that they can participate in and who can support them is a vital part of the planning process and the service will seek to raise awareness of local opportunities through the market stall event and in other ways.

The Council Cabinet recently supported the development of a new social enterprise 'Community Links' that will offer a range of opportunities to people across the city. The promotion of Community Links, and other independent sector providers needs to be supported, as well as opportunities that are being offered directly by the Council, such as support through the Shared Lives scheme.

b What are the resource implications, for undertaking the above?

The Support Planning Hub will organise this work as part of their role. External support planning may need to be bought in, in order to ensure that there is enough support available should the proposal going to Cabinet be approved. This will be addressed through the Learning Disability Transformation

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6 Assessment of likely impacts

Board. It is essential that individuals who are responsible for the support planning are aware of the equality issues that may impact on the customers they are planning for.

8 Having considered the potential or actual impact of the policy, function or service which of the following options has been taken?

No major change – the policy, function or service will be maintained in current form:

The EIA demonstrates the policy or practice is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Adjust the policy, function or service:

The EIA identified potential problems or missed opportunities. Adjust the policy or practice to remove barriers or better promote equality.

Continue with the policy, function or service despite known issues:

The EIA identifies the potential for adverse impact or missed opportunities to promote equality. Clearly set out the justification for continuing with the policy or practice. Any justification must be in line with the duty to have due regard.

Stop and remove the policy, function or service:

The EIA shows actual or potential unlawful discrimination. It must be stopped and removed. Please state how the implications of abandoning this activity will be managed.

9 Detail changes that have been made to the policy, function or service, any measures that are to be introduced to mitigate any adverse impact, foster good relations or promote equality of opportunity. Additionally any changes that have been made in response to feedback from consultation.

The draft recommendations to be presented to Council Cabinet on 7th December have taken into account the responses from people with a learning disability and others as part of the consultation to date:

- To close the services supported from the Wetherby Centre and the three satellite bases, with the exception of the Inspire unit, and to support people to identify appropriate alternatives using personal budgets by 1st April 2013.
- To continue to provide the Inspire unit based at the Wetherby Centre that supports people with profound and multiple impairments, whilst also seeking to develop more community based facilities for those individuals.
- To continue to ensure people with eligible needs are supported during the day by giving everyone a Personal Budget. People to be supported to develop plans and choose the activities they wish to pursue that achieve outcomes around work and community engagement, and to 'pool' their Personal Budgets if they wish. To continue to support people through their existing services until such alternatives are agreed and made available for each person.
- To update the assessment of need for each customer, taking into account the impact of any change in day support arrangements on them and their family carers.
- To work in partnership with a diverse range of providers including micro-enterprises to provide

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socially inclusive opportunities to people and to raise awareness of these and other opportunities.

- Following eventual closure of the Wetherby Centre building to reinvest the capital receipt for that and the Ashlea Hostel building into the development of fully accessible facilities within a local leisure development in the city, in partnership with the Neighbourhoods Directorate as part of the re-provision of the Inspire Unit.

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Action Plan - objectives - process, impact or outcome based Please describe your proposed objectives/ targets in this table

Objective/Target:	Ensure as many customers and members of the general public are able to express their views on the proposals
Specific	Formal questionnaires, easy read questionnaires and group discussions have been arranged
Measurable	At least 6 customers sessions to be conducted and all customers and family carers to receive a questionnaire
Achievable	A minimum of 50 completed questionnaires by LD customers and 150 from the general public
Relevant	The outcome will inform the report which goes to cabinet after the consultation
Timed	By 17 th November 2012

Objective/Target:	Ensure 100% of customers who access the main Wetherby centre and satellite bases have a support plan which clearly states how they will spend their day should their current arrangement or service cease
Specific	All customers affected by these proposals to have a Support Plan based on an indicative Personal Budget
Measurable	25% December / 50% January / 75% February 2013 / 100% March 31 st 2013
Achievable	Yes – may require external support as well as assistance from Support Planning Hub
Relevant	Yes – all customers must have a clear plan of how they are to spend their personal budget to achieve their outcomes during the day
Timed	To be completed by March 31 st 2013

Objective/Target:	Ensure 100% of customers who access the main Wetherby centre and satellite bases are aware of opportunities provided by the Council and the independent sector to be supported during the day
Specific	Organise market stall event at the Wetherby Centre in January 2013 for anyone with a personal budget needing daytime support and invite a wide range of providers to take part.
Measurable	Yes - check the quality of the support plans to ensure they reflect the needs and aspirations of the customer
Achievable	Yes – to be organised by the Support Planning Hub
Relevant	Yes – this will assist people to develop a plan setting out how they wish to be supported
Timed	To be completed by January 31 st 2013

Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

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Objective	Planned action	Target performance 2012/13				Responsible lead officer	Reporting cycle, for example, quarterly
		Q1	Q2	Q3	Q4		
Ensure as many LD customers and members of the general public are able to express their views on the proposals	All LD customers and family carers will receive consultation documents. Staff to have the opportunity to provide formal feedback on the proposals			Complete by November 17 th 2012		Nav Rai	Feedback from Consultation team on progress
Ensure 100% of customers who access the main Wetherby centre and satellite bases have a support plan which clearly states how they will spend their day should their current arrangement or service cease	Star Support and Support Planning Hub are liaising with day services staff and working with customers to begin support planning for the future using their personal budgets. The quality of these support plans must be checked to ensure they reflect the needs and aspirations of the customer.				All customers have completed plans before 31 st march 2013	(project lead to be identified)	To report to LD Transformation Board 25% - December 2012 50% - January 2013 75% - February 2013 100% - March 2013
Ensure 100% of customers who access the main Wetherby centre and satellite bases are aware of opportunities provided by the Council and the independent sector to be supported during the day	Organise market stall event at the Wetherby Centre in January for anyone with a personal budget needing daytime support and invite a wide range of providers to take part. The providers must be a good reflection of what is available in the marketplace to ensure customers have true choice.				To have taken place by 31 st Jan 2013	Sarah Stuart	To report to LD Transformation Board
To see if the OBSA form can have the equality protected characteristics added to it	Contact main officer who is responsible for the OBSA template to begin discussions to implement this change				By 31 st December 2013	Olwen Wilson/ Colyn Kemp	To report to LD Transformation Board