



Equalities Impact Assessment (EqIA)

EqIAs make services better for everyone and support value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for service users and staff¹. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010². They help us make good decisions and evidence how we have reached them.³

An EqIA needs to be started as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. A full EqIA must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.

You should first consider whether you need to complete this full EqIA⁴.

Other key points to note:

- Full guidance notes to help you are embedded in this form – see the End Notes or hover the mouse over the numbered notes.
- Please share your EqIA with your Equalities Champion and the final/updated version at the end of the project.
- Major EqIAs should be reviewed by the relevant Head of Service.
- Examples of completed EqIAs can be found on the Equalities Hub

1. Responsibility for the EqlA	
Title of proposal ⁵	Strength based reviews of Older Adults and people with Physical Disabilities (A&S13)
Name and job title of completing officer	Sameen Zafar, Improvement Consultant
Head of service area responsible	James Mass, Director of Adult Social Care
Equalities Champion supporting the EqlA	Will Hammond, Head of Transformation
Performance Management rep	Appy Reddy
HR rep (for employment related issues)	N/A
Representative (s) from external stakeholders	N/A

2. Description of proposal	
<p>Is this a: (Please tick all that apply)</p> <p>New policy / procedure <input type="checkbox"/></p>	<p>Review of Policy /strategy / function / procedure / service <input checked="" type="checkbox"/></p>
<p>Budget Saving <input checked="" type="checkbox"/></p> <p>If budget saving please specify value below:</p> <p>£160k</p>	<p>Other <input type="checkbox"/></p> <p>If other please specify below:</p>
<p>This is predominantly a reviewing project which intends to ensure that reviews for all people who receive community-based services are offered a range of community-based options which promote prevention and increase independence and wellbeing. This focus on strengths-based practice, prevention wellbeing and choice are in line with the legislative framework of The Care Act 2014. These options include:</p> <p>1. We will ensure that residents, service users and carers have access to clear information and advice at the first point of contact. This will include the provision of independent advice and support. Where appropriate people will be signposted to preventative community alternatives.</p>	

2. We will continue to develop community-based options which promote independence, including:

- Increased use of telecare as a preventative measure and an alternative to home care visits
- Increased use of occupational therapy assessments, telecare, aids and equipment to support residents to live at home as an alternative to traditional care, or home care visits
- Use of a range of community-based respite care models to support carers, without necessarily moving the service user into a respite residential care placement

3. Any changes for individuals will be based on an assessment of their needs, which they will be fully involved in, and their views will be considered. We will not make any changes that do not meet these assessed needs. We will seek to ascertain the “Ordinary Residence” of those clients who are in residential placements out of borough before exploring any changes to their support plans.

Through these measures, we expect to minimise the use of traditional care and long-term residential placements.

The key stakeholders who may be affected by the policy or proposal are:

- Service users
- Service users’ families
- Carers of people from the above groups
- Providers
- Staff

This proposal is as a positive next step in our promotion of personalisation and the implementation of strengths-based practice. However, there are some risks and some potentially difficult impacts for some people:

- Residents who have been in traditional residential placements for a long period may find a move to a community-based service difficult.
- The success of the changes will depend on their being a suitable range of services available for all user groups. This is particularly challenging for younger adults with disabilities
- Carers may feel that the reduced use of residential placements put increased pressure on them
- People remaining in their own homes supported by using equipment and adaptations as opposed to home care visits may feel more isolated.

This equality impact assessment considers these impacts on the above user groups and the social care staff who work with these sections of the community. Where necessary actions to mitigate have been identified in *Sections 4 and 14*.

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3. Supporting evidence

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected group	What does the data tell you⁶? <i>Provide a summary of any relevant demographic data about the borough's population from the <u>Joint Strategic Needs Assessment</u>, or data about the council's workforce</i>	What do people tell you⁷? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles, correspondence etc.</i>												
Age ⁸	<p>Current LBB service users in receipt of OAPD services by Age:</p> <table border="1"> <thead> <tr> <th>Age Group</th><th>Number</th><th>Proportion</th></tr> </thead> <tbody> <tr> <td>18-64</td><td>1002</td><td>20%</td></tr> <tr> <td>65+</td><td>4033</td><td>80%</td></tr> <tr> <td>Grand Total</td><td>5035</td><td>100%</td></tr> </tbody> </table> <p>There are more older adults using the service and therefore will be more impacted by this proposal.</p> <p>Some very elderly & frail adults may prefer and feel safer living within a residential placement rather than in the community with support. Elderly people supported using equipment and adaptations as opposed to home care visits may feel more socially isolated.</p>	Age Group	Number	Proportion	18-64	1002	20%	65+	4033	80%	Grand Total	5035	100%	None
Age Group	Number	Proportion												
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65+	4033	80%												
Grand Total	5035	100%												
Disability ⁹	The majority of people impacted by this change will have a form of disability.	None												

	While some service users may be less satisfied if they receive less formal / traditional forms of support, overall, this should have a positive impact on people's quality of life and levels of independence. Negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.																												
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Marriage and Civil Partnership¹¹	Data not held	None																											
Pregnancy and Maternity¹²	Data not held	None																											
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	Grand Total	5035	100%	
	Females are disproportionately represented in this cohort.			
Sexual Orientation ¹⁶	Data not covered in latest MTFS report			None
Other relevant groups ¹⁷	<u>Carers (discrimination by association)</u> Many of the people impacted by this proposal will have informal carers. Carers may feel that they are under more strain than if the cared-for person was using traditional services, as their support is considered in the assessment and overall support plan.			None

4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁸?

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	

<p>Age</p>	<p>Adults of all ages may be impacted by this proposal, although based on the current demographic of adults with mental health conditions in receipt of services, it is likely that this will affect a disproportionate number of Adults aged 65+. While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life. Negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.</p> <p>Each service user will have their case individually reviewed and assessed as to their needs. Changes to support plans will only be made following negotiation and agreement with the service user and relevant family / carers. Risk assessments will be carried out to mitigate all risks. Those carrying out assessments and support planning will consider social needs and identify other ways in which these needs can be met.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disability</p>	<p>Most of the people impacted by this proposal will have some form of disability. While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life. Negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.</p> <p>Each service user will have their case individually reviewed and assessed as to their needs. Changes to support plans will only be made following negotiation and agreement with the service user and relevant family / carers. Risk assessments will be carried out to mitigate all risks. Those carrying out assessments and support planning will consider social needs and identify other ways in which these needs can be met.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gender reassignment	We do not report on whether clients who have reassigned genders, and there is no reason to suspect that this group will have a disproportionate number of people with this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	We do not report on whether clients who have reassigned genders, and there is no reason to suspect that this group will have a disproportionate number of people with this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	We do not report on whether clients who have reassigned genders, and there is no reason to suspect that this group will have a disproportionate number of people with this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race/ Ethnicity	<p>Adults of all racial and ethnic background may be impacted by this proposal, but based on current demographics of service users, and the profile of this cohort is reflective of the wider borough. While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life. Negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.</p> <p>Culturally appropriate community support and care services will be available to all service users reviewed - for example home carers who understand their cultural background and are able if needed to speak their language if English is not their first language.</p> <p>The assessment and support planning process, which fully involves the service user, will identify particular needs.</p> <p>Staff workforce development and training arrangements will ensure that staff understand and are able to respond to diverse needs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Religion or belief	We do not report on service users' religion or beliefs, and there is no reason to suspect that this group will have a disproportionate number of people with this characteristic. Religious beliefs and cultural requirements will continue to be taken into account in social care reviews and support planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<p>Adults of both genders may be impacted by this proposal, however there is a greater proportion of females in this cohort.</p> <p>While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life. Negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's individual goals and wishes.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	We do not report on service users' sexual orientation, and there is no reason to suspect that this group will have a disproportionate number of people with this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Other key groups Are there any other vulnerable groups that might be affected by the proposal? <i>These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed</i>	Positive impact	Negative impact		No impact
		Minor	Major	

Key groups	Whilst Carers are not a specified group under the Equality Act 2010, they are protected from discrimination by association. Carers may feel that they are under more strain than if the cared-for person was using traditional services, as their support is considered in the assessment and overall support plan.				
	We will continue to carry out carers assessments to identify the needs of the carer and the impact of the service users support plan on them. Risks assessments will be done as part of the overall assessment of the customer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	We will explore alternative, community-based options for respite. Carers may receive a Direct Payment, enabling them to choose and control respite support.				

6. Cumulative impact¹⁹

Considering what else is happening within the council and Barnet could your proposal contribute to a cumulative impact on groups with protected characteristics?

☒ Yes No ☐

This proposal should have a positive impact on people aged 65+, people with disabilities, women, and carers. This is because these groups are overrepresented in this cohort and overall, reviews should have a positive impact on people's quality of life.

7. Actions to mitigate or remove negative impact

Only complete this section if your proposals may have a negative impact on groups with protected characteristics. These need to be included in the relevant service plan for mainstreaming and performance management purposes.

Group affected	Potential negative impact	Mitigation measures ²⁰ <i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	Monitoring ²¹ <i>How will you assess whether these measures are successfully mitigating the impact?</i>	Deadline date	Lead Officer
Various	Dissatisfied with the lower level of care and support as an outcome of review	All reviews and care package provision should be strengths based and person centred; and are subject to approval through ASC panel.	All care package changes are subject to audit and assessment through Social Worker and Care Coordinator supervision. MTFS review and care package outcomes are also regularly discussed at MTFS project board and service level monthly meetings.	Ongoing	James Mass

8. Outcome of the Equalities Impact Assessment (EqIA)²²

Please select one of the following four outcomes

☒ **Proceed with no changes**

The EqIA has not identified any potential for a disproportionate impact and all opportunities to advance equality of opportunity are being addressed

☐ **Proceed with adjustments**

Adjustments are required to remove/mitigate negative impacts identified by the assessment

☐ **Negative impact but proceed anyway**

This EqlA has identified negative impacts that are not possible to mitigate. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below

☐ **Do not proceed**

This EqlA has identified negative impacts that cannot be mitigated, and it is not possible to continue. Outline the reasons for this and the information used to reach this decision in the space below

Reasons for decision

Overall, this EqlA suggests that while some people with protected characteristics will be disproportionately affected, on balance this will be a positive impact as social care needs will continue to be met while supporting the independence and recovery of these people.

Sign-off

9. Sign off and approval by Head of Service / Strategic lead²³

Name

James Mass

Job title

Director Adult Social Services

☒ Tick this box to indicate that you have approved this EqlA

Date of approval: 12/11/20

☒ Tick this box to indicate if EqlA has been published

Date EqlA was published:

Embed link to published EqlA:

Date of next review: 12/11/21

Footnotes: guidance for completing the EqlA template

¹ The following principles explain what we must do to fulfil our duties under the Equality Act when considering any new policy or change to services. They must all be met or the EqlA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness:** the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and must influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf complies with the equality duty.
- **Review:** the equality duty is a continuing duty – it continues after proposals are implemented/reviewed.
- **Proper Record Keeping:** we must keep records of the process and the impacts identified.

² Our duties under the Equality Act 2010

The council has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (see end notes 9-19 for details of the nine protected characteristics). This applies to policies, services (including commissioned services), and our employees.

We use this template to do this and evidence our consideration. You must give 'due regard' (pay conscious attention) to the need to:

- **Avoid, reduce or minimise negative impact:** if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
- **Promote equality of opportunity:** by
 - Removing or minimising disadvantages suffered by people with a protected characteristic
 - Taking steps to meet the needs of these groups
 - Encouraging people with protected characteristics to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who don't:** e.g. by promoting understanding.

³ EqlAs should always be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive data – EqlAs are public documents. They are published with Cabinet papers, Panel papers and public consultations. They are available on request.

⁴ When to complete an EqlA:

- When developing a new policy, strategy, or service

-
- When reviewing an existing service, policy or strategy
 - When making changes that will affect front-line services
 - When amending budgets which may affect front-line services
 - When changing the way services are funded and this may impact the quality of the service and who can access it
 - When making a decision that could have a different impact on different groups of people
 - When making staff redundant or changing their roles

Wherever possible, build the EqlA into your usual planning and review processes.

Also consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people who will be affected?

If there are potential impacts on people but you decide not to complete an EqlA you should document your reasons why.

⁵ **Title of EqlA:** This should clearly explain what service / policy / strategy / change you are assessing.

⁶ **Data & Information:** Your EqlA needs to be informed by data. You should consider the following:

- What data is relevant to the impact on protected groups is available? (is there an existing EqlA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate.
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

⁷ **What have people told you about the service, function, area?**

- Use service user feedback, complaints, audits
- Conduct specific consultation or engagement and use the results
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read LBB [Consultation and Engagement toolkit](#) for full advice or contact the Consultation and Research Manager, rosie.evangelou@barnet.gov.uk for further advice

⁸ **Age:** People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

⁹ **Disability:** When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment),

visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

¹⁰ **Gender Reassignment:** In the Act, a transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

¹¹ **Marriage and Civil Partnership:** consider married people and civil partners.

¹² **Pregnancy and Maternity:** When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and 'keeping in touch' days.

¹³ **Race/Ethnicity:** Apart from the common ethnic groups, consideration should also be given to Traveller communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

¹⁴ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical beliefs.

¹⁵ **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

¹⁶ **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

¹⁷ **Other relevant groups:** You should consider the impact on our service users in other related areas.

¹⁸ **Impact:** Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake of a service among different groups? Which, and to what extent?
 - Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims?
- Do the effects amount to unlawful discrimination? If so the plan **must** be modified.
- Does it relate to an area where equality objectives have been set by LBB in our [Barnet 2024 Plan](#) and our [Strategic Equality Objective](#)?

¹⁹ **Cumulative Impact**

You will need to look at whether a single decision or series of decisions might have a greater negative impact on a specific group and at ways in which negative impacts across the council might be minimised or avoided.

²⁰ **Mitigating actions**

- Consider mitigating actions that specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce or remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a 'level playing field'?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

²¹ **Monitoring:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further monitoring, equality assessment, and consultation are needed.

²² **Outcome:**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

²³ **Sign off:** You will need to ensure the EqIA is signed off by your Head of Service, agree whether the EqIA will be published, and agree when the next review date for the EqIA will be.