

Equalities Impact Assessment Template – Appendix 2

<p>Aim of Policy / Scope of Service</p>	<p>The day activities commissioning plan will review current activity, and consult around what service users need for day activity in the short and medium term. Consultation will incorporate a range of stakeholders, including those using services at present, those who may be eligible in the future and carers. The service areas that are included in this commissioning plan are older people, dementia, learning disabilities and physical disabilities. There are savings targets attached to the plan.</p> <p>Consultation will be undertaken in stages, the first stage will link with the Adult Care and Health Committee on 25th June</p>
<p>Approach to the Impact Assessment</p>	<p>This EIA will outline how the consultation process ensures that all groups covered under the Equality Act are consulted with as part of the commissioning plan. Findings from the consultation will be outlined in this EIA at its second stage and actions to minimise impacts across relevant groups will be taken forward as part of the service design element of the commissioning plan.</p> <p>Those consulted will also be asked how savings could be realised. Ultimately what services could be re-provided and what could be tendered through a contract/prospectus must be identified and form part of the commissioning plan.</p> <p>This EIA aims to ensure that issues identified as part of the consultation process will be incorporated into the commissioning plan. It will ensure that on-going and future providers will have robust equalities policies in place and will best placed to address and meet the needs identified in this EIA</p> <p>The consultation process itself will consist of:</p> <ul style="list-style-type: none"> • Survey sent to a sample of users • Semi-structured interviews with sample of current users • Advocacy provided when necessary for interviews • Focus groups at day centres • Carers events at appropriate times • Future users – a full Needs Assessment is being undertaken • On-line survey for key stakeholder including professionals- GP's, district nurses, care managers • Discussions with current and potential providers (and Unions if appropriate) <p>Note: Some service users have been consulted extensively over the last few years (some Council provided day services) so care will be taken to consult in a proportionate way.</p>

Scope of the Assessment

Different groups included in scope	Data ¹ that you have	Community engagement exercises or mechanisms ²	Impacts identified (actual and potential) ³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations
Community Cohesion	<p>A full Needs Assessment is being written and work undertaken with the Performance, Analysis & Research team</p> <p>Information taken from:</p> <ul style="list-style-type: none"> ○ the BHLIS website http://www.bhlis.org/ ○ Joint Strategic Needs Assessment ○ client database – CareFirst ○ Public Health ○ Health commissioners ○ Commissioning Support (Contracts) ○ Providers themselves 	<p>Consultation Process</p> <p>Survey sent to a sample of users</p> <p>Semi-structured interviews with sample of current users</p> <p>Advocacy provided when necessary for interviews</p> <p>Focus groups at day centres</p> <p>Carers events</p>	<p>Consultation Process:</p> <p>The consultation aims to target all users groups across all communities. Adult Social Care day activities are provided across all user groups in the city including the most vulnerable of residents. It is not anticipated in the first stage of this process that any community cohesion issues will be identified. The consultation process will target a wide range of</p>	<p>Consultation Process:</p> <p>Ensure that all service user groups are included in the consultation. Meet with representatives of users with physical disabilities, learning disabilities, Sensory impairment, HIV, LGBT, Substance Misuse, and Asylum Seekers. Ensure appropriate advocacy</p> <p>Identify community groups across religious and ethnic groups in the city and ensure that all are invited into the</p>

¹ 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

² These may be ongoing links that you have with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

³ If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.

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	<ul style="list-style-type: none"> ○ POPPI website ○ PANSI website ○ Embrace (new website in development) <p>Equalities Act 2010</p> <p>Carers Survey 2009</p>	<p>Future users- Needs Assessment to determine detail</p> <p>On-line survey for key stakeholders</p> <p>Discussions with current and potential providers</p>	<p>community groups as specified in the previous column.</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: <i>To be added</i></p>	<p>consultation to express needs.</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: <i>To be added</i></p>
Age (people of all ages)	<p>As above</p> <p>Information from local Age UK including: Well-being in old age: findings from participatory research</p> <p>http://www.brighton.ac.uk/sass/older-people-wellbeing-and-participation/Full-report.pdf</p>	<p>The exercises described above will involve consulting with those currently using the day activities provided in the city and those who may be eligible who choose not to access them and carers.</p> <p>Others consulted included future users and their carers.</p>	<p>Consultation Process: There is the potential for some groups of older people to miss the opportunity to engage in the consultation due to, for example, remaining at home, no online access</p> <p>Anxiety: Some service users, possibly older users, may be anxious about a change in provider or loss of particular service.</p>	<p>Consultation Process: Ensuring that a representative group of users are involved through tout the process</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Ensure that robust policies and measures are in place to deal with incidents of discrimination</p> <p>Ensure relevant commitments and milestones are included in commissioning plan and any</p>

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			<p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Potential improved provision for vulnerable older people</p>	future prospectus/tender exercise
<p>Disability (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)</p>	<p>As above in Community Cohesion section</p> <p>Information on specific disability from specific Health commissioners and Learning Disability commissioners</p>	<p>The exercises described above will involve consulting with people with disabilities and their carers.</p> <p>Care will be taken to provide information in appropriate formats eg use of specific language tools such as Pictures or Makaton</p>	<p>Consultation Process: Access to venues</p> <p>Transport issues</p> <p>Communication needs- translations, deaf etc</p> <p>Availability of advocates</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: <i>To be added</i></p>	<p>Consultation Process: Ensure that all venues in the consultation process have disabled access</p> <p>Ensure venues are across the city</p> <p>Where possible provide venues that are near to good public transport</p> <p>Communication tools will be provided on request</p> <p>Explore all options available for advocacy</p>

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				<p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Ensure that robust policies and measures are in place to deal with incidents of discrimination</p> <p>Ensure relevant commitments and milestones are included in commissioning plan and any future prospectus/tender exercise eg accessible buildings/space</p>
<p>Gender reassignment (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does <u>not</u> need to be under medical supervision to be</p>	<p>As above in Community Cohesion section</p> <p>Count me in Too http://countmeintoo.co.uk/</p>	<p>Ensure that transgender users/groups are included in the consultation. Monitoring information regarding transgender service users is not collected and therefore it is not known if there is a significant number of transgender users (some anecdotal info regarding B&H large</p>	<p>Consultation Process: Potential that transgender users may fear being identified through consultation process</p> <p>Take care to involve carers in the consultation</p> <p>Commissioning Plan:</p>	<p>Consultation Process: Be aware of issues of confidentiality</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Ensure that robust policies and measures are in place to deal with incidents of discrimination</p> <p>Ensure relevant commitments</p>

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protected)		LGBT./transgender population)	<i>To be added</i>	and milestones are included in commissioning plan and any future prospectus/tender exercise
Pregnancy and maternity (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)	With regards the consultation itself this section is not applicable.	N/A	N/A	N/A
Race (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)	As above in Community Cohesion section	The exercises described above will involve consulting with people from different communities	Consultation Process: If appropriate arrange for Interpreter to attend focus groups with specific groups to ensure communication Consultation Findings:	Consultation Process: <i>To be added</i> Consultation Findings: <i>To be added</i> Commissioning Plan: Any tender/prospectus documentation to include sections on customer service,

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			<p>Commissioning Plan: Potential for smaller BME communities to be positively or negatively impacted</p> <p>Potential for providers not to respect and understand cultural differences</p>	<p>diversity, community regeneration and added value including specific reference to supporting BME organisations, workforce diversity and cultural awareness</p> <p>Ensure relevant commitments and milestones are included in commissioning plan and any future prospectus/tender exercise (e.g. policies on discrimination, workforce monitoring, support for BME businesses, documents in different languages and access to interpreting)</p>
<p>Religion or belief (religion includes any religion with a clear structure and belief system. Belief means any religious or</p>	<p>As above in Community Cohesion section</p>	<p>The exercises described above will involve consulting with people from different religious/belief communities</p>	<p>Consultation Process: Consider consulting with specific religious groups where there are current service users, to find out how the service impacts on their religious needs/</p>	<p>Consultation Process: <i>To be added</i></p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Ensure relevant commitments and milestones are included in</p>

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philosophical belief. The Act also covers lack of religion or belief.)			<p>practice-any issues etc</p> <p>Work sensitively in religious spaces eg in Church Halls where day activities are currently being delivered</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: <i>To be added</i></p>	<p>commissioning plan and any future prospectus/tender exercise (e.g. polices on discrimination and cultural awareness training)</p> <p>Ensuring that a representative group are involved through the consultation process</p>
Sex (both men and women are covered under the Act)	As above in Community Cohesion section	The exercises described above will involve consulting men and women	<p>Consultation Process: <i>To be added</i></p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: <i>To be added</i></p>	<p>Consultation Process: Target men only groups due to traditional under representation as service users</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Ensure relevant commitments and milestones are included in commissioning plan and any future prospectus/tender</p>

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				exercise (e.g. works in occupation method statement, code of conduct and equalities policy)
Sexual orientation (the Act protects bisexual, gay, heterosexual and lesbian people)	As above in Gender Reassignment section Run report based on Sexual orientation question which is now incorporated into BICA		Consultation Process: Take care to involve carers in the consultation Consultation Findings: <i>To be added</i> Commissioning Plan: <i>To be added</i>	Consultation Process: <i>To be added</i> Consultation Findings: <i>To be added</i> Commissioning Plan: <i>To be added</i>
Marriage and civil partnership (only in relation to due regard to the need to eliminate discrimination)	As above in Community Cohesion section	The exercises described above will involve consulting men and women	Consultation Process: <i>To be added</i> Consultation Findings: <i>To be added</i> Commissioning Plan: <i>To be added</i>	Consultation Process: <i>To be added</i> Consultation Findings: <i>To be added</i> Commissioning Plan: Any tender/prospectus documentation to include an Equalities clause to ensure there is no potential for service users in civil partnership to be discriminated against -equal access, staff training etc

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<p>Other relevant groups, e.g.: Carers, people experiencing domestic violence, substance misuse, homeless people, looked after children etc</p> <p>Self funders</p>	<p>As above in Community Cohesion section</p>	<p>The exercises described above will involve consulting with Carers, self funders. and those currently using direct payments</p>	<p>Consultation Process: <i>To be added</i></p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: <i>To be added</i></p>	<p>Consultation Process: A range of times and venues are being used in the consultation</p> <p>If people are not available in the offered times then the opportunity to be consulted in other ways eg on the phone, via emails will be provided</p> <p>Consultation Findings: <i>To be added</i></p> <p>Commissioning Plan: Ensuring that other relevant groups are involved as appropriate.</p>

Consultation

What consultation has been used or taken?	Date	Methods used	Findings

Action Plan

Agreed action	Timescale	Lead officer	Review date

Sign Off / Approval

Lead Equality Impact Assessment Officer:

Date:

Departmental Equalities Lead:

Date:

Head of Delivery Unit / Lead Commissioner:

Date:

Corporate Equalities & Inclusion Team:

Date:

(NB: Actions must now be transferred to service or business plans)

Equality Impact Assessment Summary Template

Name of review:	
Period of review:	
Date review signed off:	
Scope of the review:	
Review team:	
Relevant data and research:	
Consultation: indicate who was consulted and how they were consulted	
Assessment of impact, outcomes and key follow up actions:	
Name and contact details of lead officer responsible for follow-up action:	
For full report contact:	