



Equality Impact Assessment for Service changes / Budget proposals

WHAT IS AN EIA?

An EIA is a tool which will help you assess whether there are any positive or negative equality impacts on people affected by proposed changes. This EIA form is for use in two circumstances (service changes and budget proposals):-

- (a) Service change involves redesigning or reshaping, (and in some cases the removal of) current service provision – whether directly provided by Council officers or commissioned by the Council for provision by an external provider.
- (b) Budget proposals should arise from service changes that you are considering throughout the year in light of the current financial climate. The EIA for budget proposals should cover the same issues as considered for service changes.

Our public sector equality duty requires us to ensure that we do not discriminate against any protected group or person with protected characteristics (see below) covered by the Equality Act 2010 when taking decisions that affect them. Potential negative impacts that we disregard or ignore could mean discrimination. We also have a duty to actively promote positive impacts that advance equality of opportunity. The protected characteristics covered by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

The EIA template has a series of questions that you need to answer in order to identify any positive or negative equality impacts arising from the work you are doing. If there are negative impacts, this does not mean we cannot go ahead. Decision makers must have “due regard” to the findings and consider (if they do decide to go ahead) whether any mitigating actions can be taken to address negative impacts.

WHY IS AN EIA REQUIRED?

An EIA helps us assess whether we are meeting our public sector equality duty: eliminating discrimination and promoting equality of opportunity.

For example: Providing equality of access to services or other opportunities (such as employment related issues) because of barriers some groups may experience which may not be in place for others (language, information, or location).

The action plan identifies what steps we can reasonably take as a consequence of the EIA findings.

An EIA also enables us to identify where we do not have the data or information necessary to equality impact a decision. The EIA action plan enables us to map out how and when this data gap will be addressed.

WHEN DO WE NEED AN EIA?

The first thing to do is to assess whether there is any equality impact. This can be done by filling in a **screening questionnaire** as soon as you start your project/report. Answer the screening questions in order to determine whether an EIA is needed.

HOW IS AN EIA CARRIED OUT?

Before you start: If you are not sure whether you need to do an EIA, fill in the screening questionnaire to determine whether you need to complete one. The screening questionnaire is not obligatory, but will help.

What to do: When an EIA is required:

Step 1 The proposal

This part is at the start of the planning process. It sets out the service user profile, the proposed change to the service, and potential equality impacts arising as a result of the proposal.

Step 2 Consultation

This part highlights the outcome of consultation with service stakeholders about the service change proposal and likely equality impacts.

Step 3 The recommendation

The final part of the EIA identifies any changes made to the original proposal in Step 2 as a result of consultation and further consideration.

Completing the form requires you to consider the impact on **service users**, with the exception of a single question about staff. In order to assess the equality impact of staffing changes, complete the separate **EIA template for organisational reviews** which presents the 'before' and 'after' staff profiles of services affected.

Equality Impact Assessment for service changes / budget proposals

Name of service	Housing Related Support – Substance Misuse
Lead officer and Contact details	
List of other(s) involved	Equality officer: Irene Kszyk Finance officer: David James

What is this EIA about?

(Please tick✓)

Budget proposal for existing service or service contract to achieve savings	<input type="checkbox"/>
Budget proposal for new or additional service expenditure	<input type="checkbox"/>
Commissioning a new service or service contract	<input type="checkbox"/>
Changing or removing an existing service or service contract	<input checked="" type="checkbox"/>

Step 1: The proposal (how you propose to change the service)**Question 1:**

What is the proposal/proposed change?
<p>To consult on future substance misuse (housing related support) services.</p> <p>The current service provides a 24-bedded accommodation based service at Heathfield House for people experiencing problematic substance misuse. A review of the needs of substance misuse housing related support has been completed, in order to deliver efficiency savings and to provide an improved model of support. At present there are 24 beds at Heathfield house and 6 beds at Evesham House. A consultation has already been completed at Evesham house and the property is currently empty. The consultation proposes to provide a mixed provision of approx. 10 accommodation based beds and floating support. The new model will provide 10 short-term residential places to eligible clients for approx. six months duration and will also provide floating support for approx. 30 eligible clients at any one time. This means that service delivery will be increased and more people supported at a reduced financial cost.</p> <p>The consultation will run from will run from 17th February 2014 to 31st March 2014 and will include current residents at Heathfield House as well as wider stakeholders.</p>
Who will it affect and how will they likely be affected?
It will affect the current and future residents at Heathfield house. The accommodation

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service will change and residents that still require the accommodation element of the new model will need to be transferred to the new project once it has been procured.

Different services collect different types of data and service user information to capture the service they deliver and the outcome service users receive. The aim of the profile below is to capture what you already collect, not to make your information fit a standard template. List the equality profile of your service users. Where you find you do not address a particular characteristic, ask yourself why. You may need to follow up any information gaps as an action point. If this is the case, add it to the action plan at the end of the template.

Question 2:

What is the equality profile of current service users?

Please see below

We have been monitoring the profile of service users over time, and their profile does change in regard to disability, age, gender and to a much lesser extent, ethnicity. The proportion of residents with a mental health disability has been up to 75%; at times the largest proportion of residents has been the younger age group of under 35; women have been residents but at a much reduced level than men – up to 17%; and ethnicity has varied slightly with the proportion of White British residents varying from 71% to 79%, and the proportion of BME residents varying from 12% to 16%.

Do you anticipate any changes to your service user profile as a result of your proposal/proposed change? If yes, how will it change?

This service will be extended and it is likely to reach more people so the profile could also extend. For example, meet needs of more people. this service further and No

Think about the diversity of your service users and the specific needs they may have that you need to address, depending on the service context and user group. An example of service need is school aged children having differing school meal requirements due to their ethnic or religious background; a potential issue could be poverty/low income having adverse impacts on children, women (lone parents), pensioners.

What are the main service needs and/or issues for those receiving the service because of their protected characteristic?

	Service needs and/or issues by protected characteristic
Age	31% under 35 years, 58% 36-49 years, 11% over 55
Disability	31% disabled, 69% non-disabled
Gender reassignment	Not known
Pregnancy and maternity	Not applicable
Race	79% white british, 5% other while, 16% BME
Religion or belief	N/K
Sex (gender)	100% male,
Sexual orientation	95% heterosexual, 5% gay

Question 3:

Will the proposal have an impact on people because of their protected characteristic? Tick the anticipated impact for those likely to be affected and describe that impact in the questions 4 & 5 below.

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	No impact ¹	Positive impact ²	Negative impact ³	Impact not known ⁴
Age	x			
Disability			X	
Gender reassignment	x			
Pregnancy and maternity	x			
Race	x			
Religion or belief	x			
Sex (gender)	x			
Sexual orientation	x			

Question 4:

Where there is a positive impact, describe the impact for each group sharing a protected characteristic. How many people are likely to be affected?

Question 5:

Where there is a negative impact, describe the adverse impact for each group sharing a protected characteristic. How many people are likely to be affected?

The 24 residents at Heathfield House will be affected. There is a possibility that levels of anxiety will be increased by unexpected change being placed on them. The change is that they may have to move out of Heathfield House as the project changes to a different service.

How can the negative impact for each group sharing a protected characteristic be reduced or removed?

We will work with the provider to assess and understand levels of need and where the impact of change may increase any risk of anxiety or where it may affect the residents well-being.

We will write to residents to arrange an individual 1-1 interview and send them a FAQ about the proposal to enable them to understand what is proposed prior to a semi structured interview, which will seek to understand the impacts on them and explain the support which would be available to them.

There will be opportunities for people to speak with the commissioning officer at a range of advertised times at Heathfield House.

People can also make written representations or representations via email.

We will scope out whether individual advocacy needs to be arranged for any service user who lack the mental capacity to participate, and do not have a representative.

In summary we intend to carry out a targeted consultation with those directly affected and will make citizens of Leicester aware of this via the consultation website.

We will aim to maintain a service to all residents.

¹ The proposal has no impact (positive or negative) on the group sharing a protected characteristic.

² The proposal addresses an existing inequality experienced by the group sharing a protected characteristic (related to provision of services or facilities).

³ The proposal disadvantages one or more of the group sharing a protected characteristic.

⁴ There is insufficient information available to identify if the group sharing a protected characteristic will be affected by the proposal.

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Question 6:

Which relevant stakeholders were involved in proposing the actions recommended for reducing or removing adverse impacts arising from the proposal?
We are due to consult with the relevant providers when the consultation goes live between 17 th February to 31 st March 2014.
What data/information/analysis have you used to inform your equality impact findings?
Data provided by the provider.

Supplementary information**Question 7:**

Is there other alternative or comparable provision available in the city? Who provides it and where is it provided?
This is a specific project that addresses substance misuse issues of residents and aids the process of recovery. However, other housing related support provision in the city will cater for people with substance misuse issues also.
Can this alternative or comparable provision help reduce or remove the negative impacts identified in Question 5? If not, why not?
The proposed changes in provision are set up to minimise impacts and ensure that residents continue to receive appropriate care.
Would service users negatively affected by the proposal be eligible to use this alternative or comparable provision? Would it meet their identified needs?
Yes

Question 8:

Will any particular area of the city be more affected by the proposal than other parts of the city? What area and why?
The project is based in Castle Ward but takes in residents from across the city.

For example, Government policies or proposed changes to current provision by public agencies (such as new benefit arrangements) that have an adverse impact on residents; external economic impacts such as the recession/economic downturn; socio-economic factors such as deprivation/low income.

Question 9:

Is it likely that there may be other sources of negative impacts affecting service users over the next three years that need to be considered? What might compound the negative effects of this proposal? Describe any additional negative impacts over time that could realistically occur.
The service could be affected by the current economic climate and challenges regarding efficiencies. Where any further additional negative impacts may occur care will be taken to support people to understand the potential impact this will have on individuals and sensitive support will be given to assist people to cope with the changes.

Question 10:

Will staff providing the service be affected by the proposal/proposed changes? If yes, which posts and in what way?
There are staff that currently work in the projects. There will be TUPE implications

Date completed12th February 2014

Step 2: Consultation on the proposal

Consulting potential service users on the proposal will provide you with an opportunity to collect information from them on the equality impacts they think may occur as a result of the proposed change, positive as well as negative. For negative impacts, this is an opportunity for them to identify how best to mitigate any negative impacts on them that they think may occur.

Question 1:

What consultation on the final proposal has taken place? When, where and who with?

Question 2:

What potential impacts did consultation stakeholders identify?
What positive equality impacts were identified? For people with which protected characteristics?
What negative equality impacts were identified? For people with which protected characteristics?

Question 3:

Did stakeholders indicate how positive impacts could be further promoted? How?
Did stakeholders indicate how negative impacts could be reduced or removed? How?

Date completed

Question 1:

Has your recommended proposal changed from the proposal in Step 1 as a result of consultation and further consideration?

Yes No If 'no', go to Question 2.

If yes, describe the revised proposal and how it will affect current service users?
What are the equality implications of these changes? Identify the likely positive and negative impacts of the final proposal and the protected characteristic affected.
<p>Go back to the initial exercise you carried out at the beginning, on understanding your equality profile. Re-visit each characteristic and what has changed as a result of amending your recommendation. Revise potential positive and negative equality impacts accordingly.</p>
How can any negative impacts be reduced or removed?

Question 2:

Are there any actions⁵ required as a result of this EIA?

Yes No

If yes, complete the action plan on the next page.

Date completed

Step 4: Sign-off

This EIA completed by	Name	Signature	Date
Lead officer			
Countersigned by Equalities Officer			
Signed off by Divisional Director			

Completion - Keep a copy for your records, and **send an electronic copy** of the completed and signed form to the [Corporate Equalities Lead](#) for audit purposes

⁵ Actions could include improving equality information collected or identifying the actions required to mitigate adverse impacts identified in the EIA.
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EIA Action Plan

Please list all the equality objectives, actions and targets that result from the Equality Impact Assessment. These should be included in the relevant service plan for performance management purposes.

Equality Objective	Action required	Target	Officer responsible	By when?
Example: To know equality profile of all service users.	Example: collect monitoring data on disabled users (currently not being provided)	Example: To have data for first performance review	Example: Joe Smith	Example: Start collection of data in April 2013

What to do next?

If this EIA has identified any issues that need to be addressed (such as plugging a data gap, or carrying out a specific action that reduces or removes any negative impacts identified), complete the attached EIA Action Plan to set out what action is required, who will carry it out, and when it will be carried out/completed.

Once your EIA has been completed, (countersigned by the equalities officer/finance officer **and signed off by your Director**) the equality officer will work with you to monitor this action plan.

Officers to contact: Corporate Equalities Lead/Corporate Resources and Support: Irene Kszyk 296303
 Adult Social Care, Health & Housing: Gurjit Minhas 298706 Children's Services: Sonya King 297738
 City Development & Neighbourhoods: Daxa Patel 296674

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