

Shropshire Equality and Social Inclusion Impact Assessment (ESIIA)

Contextual Notes 2014

The What and the Why:

The Equality and Social Inclusion Impact Assessment (ESIIA) tool replaces the Equality Impact Needs Assessment (EINA) tool previously in use by Shropshire Council. It is a tool to help us to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

What we are now doing is broadening out such assessments to consider social inclusion. This is so that we are thinking as carefully and completely as possible about all groups and communities in Shropshire, including people in rural areas and people we may describe as vulnerable, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age, eg Gender Reassignment. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services, such as through a new policy or a change in procedure. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010 to have what is called *due regard* to the three equality aims in our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

The How:

The assessment comprises two parts: a screening part, and a full report part.

Screening (Part One) enables energies to be focussed on the service changes for which there are potentially important equalities and human rights implications. If screening indicates that the impact is likely to be positive overall, or is likely to have a medium or low negative or positive impact on certain groups of people, a full report is not required. Energies should instead focus on review and monitoring and ongoing evidence collection, enabling incremental improvements and adjustments that will lead to overall positive impacts for all groups in Shropshire.

A **full report (Part Two)** needs to be carried out where screening indicates that there are considered to be or likely to be significant negative impacts for certain groups of people, and/or where there are human rights implications. If you are not sure, a full report is recommended, as it enables more evidence to be collected that will help you to reach an informed opinion.

Shropshire Council Part 1 ESIIA: initial screening and assessment

Please note: prompt questions and guidance within boxes are in italics. You are welcome to type over them when completing this form. Please extend the boxes if you need more space for your commentary.

Name of service change

The Meres day centre

Aims of the service change and description

- 1) To develop the Meres as a community hub to include library services and customer service point in addition to continuing to provide a day service for older people and those with learning disabilities and offering rooms that can be hired by the local organisations and the community.
- 2) To find an organisation to run the services at The Meres day centre in line with the Council's wish to no longer be a provider of services.

A total of 34 adults currently access The Meres, 24 are Older People 10 are male and 14 female and there 10 are adults with learning disabilities 5 are male and 4 are female.

Intended audiences and target groups for the service change

Day centre users with a learning disability
Day centre users – older people
Meres day service staff
Families of Service Users
Carers of Service Users
Local Library users
Local customer service point users
Any local people or groups who may use the Meres building

Evidence used for screening of the service change

Library services to conduct separate screening and consultation of library users.

Appendix 1 has details of correspondence, emails, telephone calls and easy read documents pertaining to this consultation

Consultation meetings – see below

Group advocacy meetings for ALD clients facilitated by Taking Part (Advocacy organisation)
Taking Part have kept people informed of how changes in the Council and in adult social care

may affect them including the recommissioning of services.

Accessible documents produced by Taking Part, reflecting the views and wishes of the service users attending the two services and showing the things that were most important to them.

Shropshire Council estates department have produced an estimated proposal of building work and changes to the layout of the Meres to enable best use of the building by all groups concerned.

The support to the service and users from the local community and neighbourhood would be enhanced as there would be greater opportunity for interaction due to library users using the building.

The development of the services could see an extension of the service offer to other vulnerable groups e.g. mental health clients, NEETS

Overall continuity of care would remain for existing users with the same staff group and key working staff as the staff team would transfer to a new provider.

The existing workforce will have terms and conditions of employment protected through a transfer to the preferred bidder under TUPE regulations.

The preferred bidder will bring additional expertise, diversity and choice to the care sector in Shropshire.

Specific consultation and engagement with intended audiences and target groups for the service change

Library services are conducting their own separate consultation and engagement.

Appendix 1 has details of correspondence, emails, telephone calls and easy read documents pertaining to this consultation

Consultation held at the Meres day centre on Tuesday 3 June 2015 10.30 – 12.30, attended by 9 service users, 4 Parent/carers, staff from Meres day centre and 1 representative from Taking Part advocacy group.

Comment book placed at The Meres 6 June 2015

Group advocacy meetings for ALD clients facilitated by Taking Part held in June 2015.

Regular Carers Forum held on 1 July 2015 at Council Chambers, Castle View, Oswestry attended by 3 carers.

Consultation meeting held on Monday 27 July 2015 1.30 – 3.00 attended by 1 Service user and 5 Parent/carers and a representative from Taking Part

Draft layout plan displayed at The Meres 12 October 2015.

Monday 26 October 2015 final consultation held at The Meres on Monday 26 October from 11.00 -12.30, this meeting was attended by 3 parents/carers, 1 service user and representative from Taking Part.

Potential impact on Protected Characteristic groups and on social inclusion

Guidance notes on how to carry out the initial assessment

Using the results of evidence gathering and specific consultation and engagement, please consider how the service change as proposed may affect people within the nine Protected Characteristic groups and people at risk of social exclusion.

1. Have the intended audiences and target groups been consulted about:
 - their current needs and aspirations and what is important to them;
 - the potential impact of this service change on them, whether positive or negative, intended or unintended;
 - the potential barriers they may face.
2. If the intended audience and target groups have not been consulted directly, have representatives been consulted, or people with specialist knowledge, or research explored?
3. Have other stakeholder groups and secondary groups, for example carers of service users, been explored in terms of potential unintended impacts?
4. Are there systems set up to:
 - monitor the impact, positive or negative, intended or intended, for all the different groups;
 - enable open feedback and suggestions from a variety of audiences through a variety of methods.
5. Are there any Human Rights implications? For example, is there a breach of one or more of the human rights of an individual or group?
6. Will the service change as proposed have a positive or negative impact on fostering good relations?
7. Will the service change as proposed have a positive or negative impact on social inclusion?

Guidance on what a negative impact might look like

High	Significant potential impact, risk of exposure, history of complaints, no mitigating
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Negative	measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
Medium Negative	Some potential impact, some mitigating measures in place but no evidence available how effective they are: would be beneficial to consult with customers, general public, workforce
Low Negative	Almost bordering on non-relevance to the ESIIA process (heavily legislation led, very little discretion can be exercised, limited public facing aspect, national policy affecting degree of local impact possible)

Initial assessment for each group

Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column.

Protected Characteristic groups and other groups in Shropshire	High negative impact <i>Part Two ESIIA required</i>	High positive impact <i>Part One ESIIA required</i>	Medium positive or negative impact <i>Part One ESIIA required</i>	Low positive or negative impact <i>Part One ESIIA required</i>
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg young person with disability)				These services will meet the needs of people of all ages
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)			The day services are for people with learning disabilities and older people.	
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				The day service is available to all users
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				The day service is available to all users
Pregnancy and Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				The day service is available to all users subject to the appropriate risk assessment
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				The day service is open to all users regardless of race
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				The day service is open to all users regardless of religion or belief
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)			There are currently 19 female service users and 15 male users at	The day service is open to all users regardless of sex

			The Meres.	
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				The day service is open to all users regardless of sexual orientation
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people you consider to be vulnerable)			The Meres provides employment for 1 male and 11 female staff, some of whom work part time. Staff would be protected by TUPE transfer.	

Decision, review and monitoring

Decision	Yes	No
Part One ESIIA Only?	Yes	
Proceed to Part Two Full Report?		No

If Part One, please now use the boxes below and sign off at the foot of the page. If Part Two, please move on to the full report stage.

Actions to mitigate negative impact or enhance positive impact of the service change
<p>Building work would be undertaken at the Meres to ensure that all areas of the building are accessible, light and appropriate to be used by vulnerable people.</p> <p>Improvements to some rooms would allow space dedicated to activities which could be enjoyed by day service users and local people.</p> <p>Pedestrian access would be improved in order that people and cars were separated more effectively.</p> <p>Overall continuity of care would remain for existing users with the same staff groups and key working staff as the staff teams would transfer to a new provider.</p> <p>Social inclusion will improve due to library users sharing building with older people and those with a learning disability. Opportunity for day centre users to assist in running of library and for public of Ellesmere to become involved in activities at the Meres.</p> <p>The volunteering opportunities which the café offers would be greatly enhanced by an increase in customers due to the library moving into the building.</p>

Dedicated areas within building for different activities and client groups will allow space for people who don't wish to interact outside of their peers group.

The existing workforce will have terms and conditions of employment protected through a transfer to the preferred bidder under TUPE regulations.

The services will continue to contribute to the local rural economy.

The service will continue to provide daytime respite for carers and families.

Actions to review and monitor the impact of the service change

Quarterly Learning disability Service user forums and quarterly learning disability carers/family forums are held which will provide continued opportunity for feedback on social care services.

Following any change in provider for The Meres, Taking Part, a local advocacy organisation, will continue to talk to the service users on a regular basis and provide feedback to the Council on the quality of the service.

Activity at Part One screening stage

Names (list those involved in carrying out assessment)	Job titles	Contact details
Gavin Bayliss	Day service manager	
Date commenced	03/06/2015	
Date updated		
Date transferred to ESIIA	10/11/2015	
Internal Scrutiny by	Ruth Houghton	

Scrutiny at Part One screening stage

People involved	Signatures	Date
<i>Lead officer carrying out the screening</i>	Ruth Houghton	
<i>Any internal support</i>		
<i>Any external support</i>		
<i>Head of Service</i>	Ruth Houghton	

Sign off at Part One screening stage

Name	Signatures	Date
<i>Lead officer's name</i>	Ruth Houghton	
<i>Head of service's name</i>	Ruth Houghton	

Appendix 1

22 May 2015 telephone conversation between a parent of a service user who accesses the ALD service and the manager of The Meres. Will the carers be the same, will meals still be provided and will the transport continue?

If there was new carers would they be able to deal with epilepsy and administer midazolam. Would her daughter be safe with members of the public coming in and out?

Comment book contained statements from 3 people dated 10 June 2015, requesting a date when the plans would be available

Letters responding to the 3 comments sent by RH on 19 June 2015 apologising that the proposed draft plans for the building were not available to view...

In June 2015 representatives from Taking Part met with the ALD service users and produced a feedback document and an 'easy read' document titled 'The Meres Part of Ellesmeres Community' also produced by Taking Part in June 2015.

Letter dated 11 June enclosing minutes of meeting and invitation to a further meeting on 27 July.

Points raised at the Carers forum -

The plans are not yet available. It is difficult to comment without seeing the plans

The room at the back of the building is dark and uninviting.

The Meres provide respite for family/carers

Letter dated 8 October informing everyone the plans are available for viewing from 12 October onwards and invitation to the final consultation meeting.

Minutes of consultation meeting held on 26th October 2015.

Letter dated 21st January confirming portfolio holders decision and plan to transfer library and go out to tender to seek a new provider.