

## 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**

Innage Lane Day Services and Oak Farm Day Services

### **Aims of the service change and description**

Proposal to close the current day service at Innage Lane and relocate into the existing Youth Service building.

Redevelopment of the current day service building to provide supporting living accommodation

To find an organisation to run and develop the services at Innage Lane and Oak Farm in line with the Council's wish to no longer be a provider of services

Particularly in relation to Oak Farm:

To attract investment and grants into the service which the Council is not in the best position to access.

To assist the service to become more self sustaining, to ensure the trading account is in surplus and to develop products and markets.

To widen target service user group, offer vocational qualifications and training and enable people to move to more open employment or training.

Innage Lane is a day service for 22 adults with a learning disability and Oak Farm is day services for 48 adults with learning disabilities.

### **Intended audiences and target groups for the service change**

Day service users,  
Innage Lane staff  
Oak Farm staff  
Advocacy organisations  
Families of Service Users  
Carers of Service Users

### **Evidence used for screening of the service change**

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

Consultation which has included meetings, email correspondence, letters, telephone calls and easy read documents which are attached at Appendix 1.

Group advocacy meetings for ALD clients facilitated by Taking Part.

Shropshire Council estates have carried out a survey of the Youth centre building and identified work which would need carrying out to improve access, i.e. enlargement of entrance lobby and automatic doors.

Those features of Innage Lane building which service users feel are important and necessary to provide the service they require, i.e. sensory/quiet room and fully accessible care room and an accessible garden area have been surveyed and costed out to be replicated at The youth centre.

Taking Part (Advocacy organisation) have held regular meetings at Innage Lane and Oak Farm and 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.

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 support to the service and users from the local community and neighbourhood would remain as the Youth Centre buildings is approximately 500 metres from the Innage Lane Day Centre and may be enhanced through new developments

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

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**

Gavin Bayliss, Day service manager informed staff at Innage Lane of the proposals Wednesday 20 May 2015.

Consultation Meeting for service users, parents/carers and advocacy groups held at Youth Centre on Thursday 4 June 2015. The meeting was attended by 41 people, minutes for the meeting were sent out on 15 June 2015. The letter included a date for a further consultation meeting which was due to be held on Thursday 6 August from 10.00 – 12.00.

Regular Carers Forum held on 1<sup>st</sup> July 2015 at St James Church Hall, Bridgnorth was also used by carers to comment on the proposal.

Consultation Meeting held at Youth Centre Thursday 13 August 10.30 – 12.00 attended by 23 service users, parent carers and staff from Innage Lane and Oak Farm Day Service, 3 members Bridgnorth Town Council, 2 representatives from OSCA/Taking Part Advocacy Groups. This was a rearrange meeting from the 6<sup>th</sup> August in relation to parent comments that the 6<sup>th</sup> August clashed with an important local event (Burwarton Show) attended by many service users and their families.

Consultation meeting held with the service users at Bridgnorth Town Hall on Monday 28 September

## **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

<b>High Negative</b>	Significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
<b>Medium Negative</b>	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
<b>Low Negative</b>	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.

<b>Protected Characteristic groups and other groups in Shropshire</b>	<b>High negative impact</b> <i>Part Two ESIIA required</i>	<b>High positive impact</b> <i>Part One ESIIA required</i>	<b>Medium positive or negative impact</b> <i>Part One ESIIA required</i>	<b>Low positive or negative impact</b> <i>Part One ESIIA required</i>
<b>Age</b> (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 are for people of all ages including young people in transition if appropriate.
<b>Disability</b> (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)			The services are primarily for adults with learning disabilities. Currently 48 adults attend Oak Farm and 22 adults attend Innage Lane. There is the opportunity in the future for other groups of people to attend, e.g. NEETS and people with mental health needs	
<b>Gender re-assignment</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				These services are available to all users.
<b>Marriage and Civil Partnership</b> (please include associated aspects: caring responsibility, potential for bullying and harassment)				These services are available to all users.
<b>Pregnancy and Maternity</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				These services are available to all users subject to the appropriate risk assessment.
<b>Race</b> (please include: ethnicity, nationality, culture, language, gypsy, traveller)				These services are available to all users regardless of race.

<p><b>Religion and belief</b> (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)</p>				<p>These services are available to all users regardless of religion and belief.</p>
<p><b>Sex</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)</p>			<p>There are currently 20 females and 28 male users at Oak Farm and 11 females and 11 male users at Innage Lane</p>	<p>These services are available to all users regardless of sex.</p>
<p><b>Sexual Orientation</b> (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)</p>				<p>These services are available to all users regardless of sexual orientation.</p>
<p><b>Other: Social Inclusion</b> (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)</p>			<p>This service provides a support service in a rural community. It provides employment opportunities for staff and service users. The service provides support to families and carers as daytime respite.</p> <p>Oak Farm provides employment for 2 male and 5 female staff, Innage Lane provides employment for 1 male and 5 female staff. some of whom work part-time. Staff will be protected by a TUPE transfer.</p>	

## 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**

The Youth centre building would be adapted, improved and added to, to ensure that facilities for providing the service are as good or better than those at Innage Lane.

Measures would be put in place to ensure that the car park area at the youth building is not used by parents dropping off at adjacent school.

Procurement process to focus on obtaining a provider that has an excellent track record and experience of developing employment and task focussed services and also experience with vulnerable people; and in particular a learning disability client group.

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.

The provision of supported living at Innage Lane would enable people with a learning disability, many who live with older carers to become tenants of quality accommodation in the local area.

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 Innage lane and Oak farm, 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

<b>Names</b> (list those involved in carrying out assessment)	<b>Job titles</b>	<b>Contact details</b>
Gavin Bayliss	Day service Manager	
Date commenced	4 June 2015	
Date updated	13 August 2015	
Date transferred to ESIIA	30 September 2015	
Internal Scrutiny by	Ruth Houghton	

## Scrutiny at Part One screening stage

<b>People involved</b>	<b>Signatures</b>	<b>Date</b>
<i>Lead officer carrying out the screening</i>	Ruth Houghton	4 June 2015
<i>Any internal support</i>		
<i>Any external support</i>	Advocacy organisation Taking Part OSCA	
<i>Head of service</i>	Ruth Houghton	

## Sign off at Part One screening stage

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



## Appendix 1

Telephone call by Ruth Houghton to JE, informing him of proposals Wednesday 20 May 2015

Letter outlining the proposals and inviting people to attend a consultation meeting sent to service users and parents/ carers Wednesday 20 May.

Telephone call by Ruth Houghton to JE to explain Shropshire Council cannot share everyone's contact details with JE but offered to share his contact information with everyone.

Email received from GK 26 May 2015, who is unable to attend the meeting, her concerns are security, parking, suitability of layout and the building requires refurbishing.

Response by Ruth Houghton to GK to email 26 May 2015 confirming points raised will be included within the meeting.

Telephone call from MC on 1 June, she is unable to attend the meeting on 4 June.

Confirmation of planned attendance of consultation meeting received from - MW, CR, ML, DE and GH.

Apologies not able to attend the consultation meeting received from PR.

Easy read document produced by Taking Part - Innage Lane consultation – Our Future, June 2015

Letter dated 22 June from JE enclosing a letter he had left at Innage for people to sign. Issues raised in the letter were the previous unsuccessful supported living, the suitability of the Youth Building and smooth running of the current building, the letter was signed by 18 people

There were 2 comments attached to the list of signatures on JE letter, one from GK raising concerns regarding locking away items when the building is used by the youth service in the evening. The other comment was anonymous it raised concerns about the suitability of the building, traffic noise and the amount of money required to make the building suitable.

Letter dated 14 July 2015 from Ruth Houghton in response to JE letter of 22 June, confirming no decision has been made, the consultation will last for approximately 3 months and answering the issues raised in his letter. The letter also suggested that both JE and Ruth's response could be made available at the meeting on 6<sup>th</sup> August.

Letter postponing 6 August meeting and informing everyone of new date sent 27 July 2015

Email postponing 6 August meeting and information everyone of new date sent 31 July 2015

Minutes for the consultation meeting held on 13 August were sent out on 3 September 2015

Letter dated 10 September from AH, regarding the unsuitability of the youth building, and the information gathered by Taking Part. He suggested that houses are built behind the youth building, demolition of the youth building, construction of a new multi-use centre and conversion of existing day centre into respite or supported living.

Email received from AH 14 September, requested all names of attendees are included in the minutes of 13 August.

Names added to minutes and distributed 18 September

Telephone call from Mrs L (parent/carer) on 23 September 2015 to Gavin Bayliss informing him of her concerns regarding road safety outside youth centre.

Letter to AH from Ruth Houghton dated 28 September responding to points raised by AH and confirming his letter has been shared with Shropshire Councillors from the Bridgnorth area.

Email received from AH received 1 October 2015 enquiring why the service users were having a meeting without the presence of parents/carers and why the meeting was not held at the Youth Centre.

Email response from Ruth Houghton to AH sent 1 October 2015

Letter from Ruth Houghton dated 2 October sent to all parent/carers/service users enclosing a copy of AH letter dated 10 September and Ruth response dated 28 September.

Easy Read document produced by Taking Part – Innage lane minutes 6<sup>th</sup> October. A record of Taking Part's meeting with service users following service user consultation meeting 28<sup>th</sup> September.

DRAFT