

## Equality Impact Assessment Form

### Part 1: Initial Screening

#### 1. Persons responsible for this assessment:

Name: Dawn Porter	Telephone: 02124 532351
Service: Care Provision	E-Mail: dawn.porter@gloucestershire.gov.uk
Directorate: C&ACD	Date of Assessment: September 2010 Revised: 02/02/2011

#### 2. Name of the policy, service, strategy, procedure or function:

Day Care & Respite Provision staffed by Gloucestershire County Council C &ACD staff  
Is this new or an existing one? Existing

#### 3. Briefly describe its aims and objectives

Day care - currently GCC deliver services to adults with a learning disability, physical disability and older people to provide social and emotional support based in a day care centre 09.00 – 16.00 Monday to Friday

Respite – currently GCC staff provide respite for adults with a learning disability and a physical disability by providing breaks on a weekly basis or 24 hour basis.

The changes to existing services may mean that it is necessary to close some centres where there are reduced numbers or other options available to enable GCC to transfer that funding into other options to maximise value for money or maximise outcomes for the service user.

#### 4. Who is intended to benefit from it and in what way?

All service users. The C&ACD is fully engaged in the transition programme of change to modernise services for the benefit of service users, staff, carers and providers. The council is committed to delivering service users with a choice of how their assessed needs can be met. The council needs to ensure a range of provision is available for them to use their personal budget if they choose to do so. Alongside that we have to be more effective with the way we manage the resources we have. With more people using our services, we want to ensure that the public money is available to everyone who needs care or support and it is shared more fairly.

## 5. What outcomes are expected?

Some centres will close which in turn will allow a wider range of services to be developed, the closures will be balanced by the introduction of support planning and brokerage linked to each service user, giving individuals the opportunity to choose support and services which meet their personal outcomes in a very different way to current service delivery, should they choose to do so

Moving services from GCC relatively high cost provision to more cost effective alternative will mean that an increased number of service users will have access to resources to facilitate support needs.

Service users will have the option to choose a variety ways to meet their needs different value for money solutions will become more widely available.

## 6. Have you consulted on this policy, service, strategy, procedure or function?

Yes

Details of consultation:

This work was initiated during the implementation of the Putting People First programme and therefore consultation has been through wider programme consultation events:

- The consultation and agreement of The Big Plan.
- The Putting People First carers meetings where all receiving a service were invited to attend
- The Putting People First Executive Working Group
- The Putting People First Partnership Management Board
- Learning Disability Locality Meetings
- Learning Disability Partnership Board
- Putting People First Workshops, events and newsletters

In addition to the above we have provided information giving sessions to:

Service Users, providers and carers so they are made aware of the proposed changes, that are proposed in changes and the impact this will have on existing services.

Staff have been part of these sessions but will be asked to give their views around the future shape of the service in separate meetings.

## 7. What evidence has been used for this assessment?

As well as the feedback from above consultation events we have used feedback from the CSCI audit 2007/8 and feedback from staff team meetings, managers meetings and Meeting the Challenge documentation.

**8. Could a particular group be affected differently in either a negative or positive way?**

Please evidence that you have used the Consultation toolkit and planning template <http://staffnet/index.cfm?articleid=5203>

	Negative	Positive	Neutral	Evidence
Age	✓			<p>Reducing available services to support disabled people could lead to increased stress for the carers older people and older carers because of their ageing may need special support.</p> <p>Some service users could be disappointed that they will no longer be able to attend the same establishment as they have attended for a number of years and may miss being part of a group. By encouraging users to seek their own range of options in their own communities it will stimulate a new more person focused market of support and services and will encourage service users to take an active part in decision making and choose more integrated types of activities.</p> <p>An increased number of service users will be able to be provided for if services were reduced or closed.</p>
Disability	✓			
Gender including Transgender			✓	
Race including Gypsy and Traveller	✓			
Religion or Belief			✓	
Sexual orientation			✓	
Other groups Carers	✓			

				<p>support will be unhappy with a change.  Reducing available services to support disabled people will lead to increased stress for the carers of older people. Older carers because of their ageing may need special support.  In order to prepare carers for the potential impact of changes Carers Gloucestershire have been asked to support identified carers through the process and planning for future support need.</p>
Impact on Staff			✓	<p>Detailed staffing implications will be looked at specifically for any establishments which may close.</p>
Community cohesion	<p>Describe how the proposed activity, policy, strategy, service, procedure or functions will contribute to Community Cohesion.  You will need to consider;</p> <ul style="list-style-type: none"> <li>• is there equality between those who will and won't benefit from the proposal</li> <li>• are there strong relationships between groups and communities in the area affected and will the proposed action promote positive relationships</li> <li>• does the proposal bring groups/ communities into increased contact with each other</li> </ul>			<p>The reduction or closure of a centre could mean individual carers or service users feel isolated. The change will help to amalgamate the inequity between people who have chosen in-house day centres and those who have chosen other ways of meeting their needs. This will also support the use of direct payments allowing people to commission a personalised service not a block contract.</p>

9. If you have identified a negative impact in Question 8 complete this section

**Are there any other policies, services, strategies, procedures or functions that need to be assessed alongside this screening?**

**Yes there is – other services that are funded by block contracts or have high unit costs.**

**Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment?**

**Yes – as part of any consultation taking place service users and carers presently using services will need to have an opportunity to provide their views.**

**The impact of closures and the introduction of support planning and brokerage will be monitored and evaluated against the various equality headings as and when the changes are implemented.**

**All potentially negative outcomes are addressed in the attached action plan which will be reviewed and updated in line with feedback from the ongoing monitoring outlined above.**

**If the answer is no please give reasons for this decision**

**Date by which full Equality Impact Assessment is to be completed**

**March 2011**

**Declaration**

**We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function \* (delete those which do not apply) and a full Equality Impact Assessment is / is not required.**

**We understand that the Equality Impact Assessment is required by the County Council and that we take responsibility for the completion and quality of this assessment**

**Completed by: Dawn Porter**

**Date: 24.09.10**

**Role: Putting People First workstream lead**

**Countersigned by Head of Service**



**Date: February 2011**

**Date for Review: February 2011**

**Please forward an electronic copy to the Equalities Team by emailing [equalities@gloucestershire.gov.uk](mailto:equalities@gloucestershire.gov.uk)**

**The original signed hard copy and electronic copy should be kept with your team for audit purposes.**

## Part 2: Full Assessment

### 10. Summarise the negative impacts for each group(s) identified in section 8:

This will be completed as this is about the impact of the actions that we are taking and only completed once all the reassessments are completed and full impact of decision is able to be assessed

Use the Consultation planning template and database to help you to complete this section <http://staffnet/index.cfm?articleid=5203>

### Merge 11 What previous consultation has taken place or will take place with each equality group either externally or internally?

We are committed to going back to the groups that were consulted with as part of this proposal

### 12. Who was consulted and/or what research was carried out?

Consultation meetings were held at the named centres. All carers and all service users were invited to meetings to raise their understanding and concerns. Opportunities were provided for them to contact the centres if further issues needed to be raised or further information provided. EIA questionnaires were handed out in easy read format for service users with learning disabilities and large print documents were also available. Meeting the Challenge documentation and EIA's were also sent out to all service users, carers and stakeholders.

### 13. What does the consultation indicate about the negative impact?

#### 14. Age

What changes do you propose to make to the policy, service, strategy, procedure or function as a result of research and/or consultation?

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments
Day services are an established way of providing support. Many of the current service user groups will have attended day centres for a number of years	As a priority action to arrange for service user groups to be reviewed	Head of Care Provision	February 2011 – March 2011		Capacity in locality, review and Support Planning teams will need to be established	
	Support through advocacy services to be offered.  Regular update meetings to take place	Service manager/ establishment manager	January 2011 – March 2011		Staff time – day services Transport – day services	
	Each service user will have the opportunity to have a social work review which will offer service user an	Service manager/ Commissioner / Operations Lead	February – April 2011		Capacity in locality, review and Support Planning teams will need to be established	

	<p><b>individual budget allowing service user and carer to choose how that is spent to meet their needs.</b></p> <p><b>Service users will also be given the opportunity to complete a support plan with a member of GCC to make different choices if they wish to do so.</b></p>					
<p><b>There are currently limited alternative services available for those people with high end, complex needs</b></p>	<p><b>As a priority action to arrange for service user groups to be reviewed to establish needs and personal budget allocation</b></p>	<p><b>Head of Care Provision</b></p>	<p><b>March 2011- May 2011</b></p> <p><b>January</b></p>		<p><b>Capacity in locality, review and Support Planning teams will need to be established</b></p>	



	<b>Staff in day services to discuss alternative options with service users</b>	<b>Establishment managers / staff</b>	<b>2011 – March 2011</b>		<b>Staff time – day services</b>	
<b>The Community Transport system may not be robust enough to cope with the increased demand for specialist transport</b>	<b>There is currently work taking place to develop Community Transport systems</b>	<b>Integrated Transport Unit, Head of Care Provision</b>	<b>December 2010 to May 2011</b>		<b>Staff time within ITU Head of Care Provision and Service Manager time</b>	<b>This work is part of a large project being undertaken by the Integrated Transport Unit</b>
<b>There could be increased pressure on carers if alternative placements cannot be identified</b>	<b>Support through Carer Services to be offered.  Regular update meetings to take place  As a priority action to arrange for service user</b>	<b>Service Manager / establishment manager</b>	<b>January 2011 – March 2011</b>		<b>Staff time – day services Staff time – carers services  Capacity in locality, review and Support Planning teams will</b>	

	<b>groups to be reviewed to establish needs and personal budget allocation</b>				<b>need to be established</b>	
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## Disability

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments
Day services are an established way of providing support. Many of the current service user groups will have attended day centres for a number of years	As a priority action to arrange for service user groups to be reviewed	Head of Care Provision	February 2011 – March 2011		Capacity in locality, review and Support Planning teams will need to be established	
	Support through advocacy services to be offered.	Service manager/ establishment manager	January 2011 – March 2011		Staff time – day services Transport – day services	
	Regular update meetings to take place					
There are currently limited alternative services available for those people with high end, complex needs	As a priority action to arrange for service user groups to be reviewed to establish needs and personal budget allocation	Head of Care Provision	February 2011 – March 2011		Capacity in locality, review and Support Planning teams will need to be established	

	<b>Staff in day services to discuss alternative options with service users</b>	<b>Establishment managers / staff</b>	<b>January 2011 – March 2011</b>		<b>Staff time – day services</b>	
<b>The Community Transport system may not be robust enough to cope with the increased demand for specialist transport</b>	<b>There is currently work taking place to develop Community Transport systems</b>	<b>Integrated Transport Unit, Head of Care Provision</b>	<b>December 2010 to May 2011</b>		<b>Staff time within ITU Head of Care Provision and Service Manager time</b>	<b>This work is part of a large project being undertaken by the Integrated Transport Unit</b>
<b>There could be increased pressure on carers if alternative placements cannot be identified</b>	<b>Support through Carer Services to be offered.  Regular update meetings to take place  As a priority action to arrange for service user</b>	<b>Service Manager / establishment manager</b>	<b>January 2011 – March 2011</b>		<b>Staff time – day services Staff time – carers services  Capacity in locality, review and Support Planning teams will</b>	

	<b>groups to be reviewed to establish needs and personal budget allocation</b>				<b>need to be established</b>	
<b>Increased travel time for service users when learning disability services merge</b>	<b>Staff in day services to review present transport arrangements to minimise travel time where ever possible</b>	<b>Service managers</b>	<b>February 2011 – April 2011</b>		<b>Staff time – day services</b>	

**Gender including Transgender**

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments

**Race including Gypsy and Traveller**

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments
<p><b>Asian Elders &amp; Chinese Community groups are established at Hatherley Day Centre in Gloucester which is centrally placed for members of these communities</b></p>	<p><b>To establish if the building could continue to be used by these groups as a part of the Big Community Project</b></p>	<p><b>Head of Care Provision</b></p>	<p><b>End of February 2011</b></p>	<p><b>Yes</b></p>	<p><b>Release of building to Community Groups.</b></p>	




**Religion or belief**

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments

**Sexual orientation**

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments

**Other Group**

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments
<p><b>Increased pressure on carers if alternative respite placements cannot be identified</b></p>	<p><b>Support through Carer Services to be offered.</b></p> <p><b>Regular update meetings to take place</b></p> <p><b>As a priority action to arrange for service user groups to be reviewed to establish needs and personal budget allocation</b></p>	<p><b>Service Manager / establishment manager</b></p>	<p><b>January 2011 – March 2011</b></p>		<p><b>Staff time – day services</b> <b>Staff time – carers services</b></p> <p><b>Capacity in locality, review and Support Planning teams will need to be established</b></p>	


**Community Cohesion (See notes under 'Full Impact' for further guidance)**

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/NO	Resource Implication	Comments



