



Equality Impact Assessments 2021/22

VULNERABLE

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed

VS01-2122 - STAR

Directorate/Service Area

Public Health and Adult Social Care

Lead Officer for this EIA

Claire Bradley

Date EIA Completed

December 2020

Contact Number

01782 232063

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Purpose

The purpose is to understand the scope of the Sex Teenagers and Relationships (STAR) team and to understand if demand can be met in other contracts. This service is discretionary and not statutory and therefore there is no statutory obligation to deliver it. The Teenage Pregnancy Prevention Framework (2018 – update 2020) supports a whole system approach to reducing teenage pregnancy and therefore embedding this service into existing contracts is to be explored.

Current offer

The STAR team is currently made up of 6 members of staff covering 5 FTE posts, 2 part time posts and 4 full time.

The team currently sits in Public Health, managed by Chris Phillips but links in with CAFS as part of the early intervention model. The team currently receive supervision from Tina Goodby from Adult Social Care.

The STAR team works with young people of any gender aged 11-17 who are at medium to high risk of an unwanted teenage pregnancy and young mums up to school leavers age.

Offers include:

1. A targeted specialist prevention service that consists of confidential sexual health advice and support in the form of one to one, confidential support to the sexual health clinic, group work and drop ins.
2. The reintegration of school aged teenage mums back into education after they give birth.

The prevention offer works closely with education settings, early help services, voluntary sector, social care, the police and sexual health services to assess risk relating to sexual activity and prevent early, unwanted pregnancy.

Depending on the level of risk, staff work with young people on a one to one or group basis to reduce risk factors and hidden issues around underage sexual activity. Staff complete work with vulnerable young people to delay early sexual activity, build resilience, remove barriers to accessing sexual health services for contraception or STI screening, offer education around sex and the law and consent, assertiveness training around condom use and saying no to sex, self-esteem work, healthy relationships and safe guard effectively where sexual abuse has taken place.

The service also works to reduce risk factors of teenage pregnancy such as low attainment, family breakdown, experimentation with drugs and alcohol, engaging in early age sex, risk of child sexual exploitation etc by working holistically with other agencies as part of early help or social care interventions.

The targeted reintegration offer works with school aged young parents to support their return to education or training following birth by addressing any barriers such as; sourcing a nursery placement and applying for funding to support this placement, sourcing accommodation where family breakdown has happened and this is needed, supporting with any safeguarding risks, supporting schools to complete risk assessments, negotiating phased returns, examination timetables and transport to exams etc.

The offer works with education settings, social care, the police, health, early intervention, housing, early years settings, young mums and their family to supports school-aged pregnant school students or young mothers by helping to remove barriers to continuing their education.

The aim is to improve the opportunities available to both young parents and their children to achieve the best start in life. Young people of school age, their families, or professionals can access the service.

Future Intention

- Teenage pregnancy prevention to be embedded into a whole system approach and all aspects of this service to be picked up in existing contracts
- Relationships Sex Education (RSE) and health education will provide a strong universal education foundation for all young people.
- Embed the condom card (c-card) scheme into school support to provide timely access to contraception when needed
- Explore embedding a targeted service into the 0-19 service
- Explore options to embed support for the reintegration of school aged young mums back into education following birth into the educational welfare team and family support.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

In order to ensure a focus on teenage pregnancy prevention continues and all young people needing support can access a service at the relevant level it is intended that the outcomes of this proposal will explore picking this service up in other existing contracts. If this is successful there will be no gaps in service.

In September 2020 it became compulsory for schools to deliver Relationships Sex Education (RSE) and Health Education as part of the curriculum. It is felt that within this context schools would be able to provide universal healthy relationships, delaying early sex and safe sex messages that include information on the law, consent, contraception, sexually transmitted infections and advice on how to access sexual health services. Work could also be done with school safeguarding/ support teams to train them in the safe distribution of condoms in line with the local condom card (c-card) scheme. The scheme supports the allocation of a c-card that follows safety checks such as reason for use, safe guarding risk and Fraser competency. Once allocated young people can access between 5 and 10 packets of condoms from registered establishments before needing a new card allocating. This scheme promotes the use of condoms and messages around safe sex where a chose to have sex has already taken place. Options to train school staff can be explored with the sexual health prevention team.

For young people of any gender needing more targeted teenage pregnancy prevention support the proposal suggests that provision for this will be made within the 0-19 offer via the targeted intervention service and specialist community school service. This service already supports young people engaging in sexual activity to access condoms via the c-card scheme during school drop ins. This team are already trained to sign young people up to the scheme and distribute condoms where needed and safe to do so. The team also support young females who have disclosed an episode of unprotected sex to access emergency hormonal contraception in a timely manner and assess and effectively respond to any safeguarding concern in relationship to this. Options to include some targeted support for high risk young people will be explored.

Alongside this work would need to take place to ensure strengthened pathways for referrers when making use of existing services that support young people with domestic abuse or child sexual exploitation and conversation can take place with these services to ensure and advice on sexual health related issues is included.

The proposal suggests that the reintegration of school aged young mum back into education following the birth of their baby could be integrated into the current educational welfare offer with any family support potentially being picked up within the family support service.

If this service was not picked up within existing contracts this would create a gap in service.

Who is intended to benefit from this proposal, how and why?

It is proposed that this service be absorbed into existing contracts so that there is no gap in provision therefore support in relations to teenage pregnancy prevention will be available to all young people. Some of this will be from universal settings in the form of information and advice and some will receive some support from more targeted services. This supports a whole system approach to preventing teenage pregnancy which is supported by The Teenage Pregnancy Prevention Framework (2018 – update 2020).

The Local Authority will not be spending public money on the service moving forward, which is in the best interest of public funds.

The Local Authority will not need to re-tender this service and accrue procurement costs.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

2018 is the most up to date data available for conception rates available on Fingertips. This data is always reported 2 years behind.

The number of under 18 conceptions in Stoke-on-Trent has fallen below 100 a year – but the conception rate is still higher than the national average.

Therefore the most recent figures show there were 119 teen pregnancies recorded in the city in 2018, a rise from 97 in 2017. Of those 119 conceptions 49 lead to abortion.

2018 data shows a rate of 30.9 per 1,000 girls under 18 – meaning the city remains above the national average rate for England, which fell to 16.7 per 1,000. But the gap has closed since 2007 when the city's rate peaked at 70.

This data highlights the need to embed this service into existing contracts in order to maintain a focus on teenage pregnancy prevention within the whole system and ensure young people can still access a service.

A staffing consultation is due to take place from 4th January 2020 until 17th February 2020.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

As above

N/A

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			✓	The proposed outcome will provide support to eligible individuals between ages of 11 -17.
Disability			✓	The proposed outcome will ensure young people with a disability have access to support
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	Individuals of all genders will remain eligible to access this offer.
Race/Ethnicity			✓	The proposed offer will remain open to all eligible individuals. An individual's ethnicity will not prevent somebody from accessing this service.
Religion or belief			✓	Where the service is embedding into existing contracts commissioned there will be no barrier based on religion. However due to the nature of topic, the information delivered as part of RSE and health education may differ in detail or availability to sexual health services and advice for example access to support services such advice on contraception and access to c-card scheme if a young person attends a faith school. This barrier will continue however the 0-19 offer will provide support to the school.
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	There is no specific sexual orientation profile for the individuals that access this offer.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

No negative impact has been identified as the current offer will be embedded in existing contracts.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

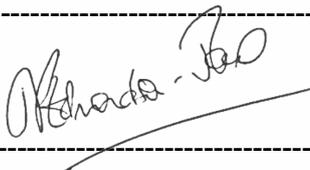
✓ Yes	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

This is currently a proposal and will be updated following consultation.

Signed (lead officer): -C.Bradley-----

Signed (lead manager): -----B Cameron-----



Date: --15/12/20-----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

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Additional guidance notes have been provided through the following link



Stoke-on-Trent
City Council

Name of proposal being assessed	
VS02-2122 - SAFE	
Directorate/Service Area	Date EIA Completed
Public Health and Adult Social Care	December 2020
Lead Officer for this EIA	Contact Number
Claire Bradley	01782 232063

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Purpose

The purpose is to understand the scope of the SAFE team and to understand if demand can be met in other contracts. This service is discretionary and not statutory and therefore there is no statutory obligation to deliver it.

Current Offer

The SAFE service is managed by the Youth Development Manager, Jillian Thelwell and currently sits within CAF early help but is Public Health grant funded.

The team currently consists of 4.31 Substance Intervention Officers (broken down in the table below)

SUBSTANCE INTERVENTION OFFICER	0.86
SUBSTANCE INTERVENTION OFFICER	1.00
SUBSTANCE INTERVENTION OFFICER	0.50
SUBSTANCE INTERVENTION OFFICER	0.81

There is an Education Prevention post currently vacant and there is also a 1.14 FTE vacancy in the Substance Intervention Officer Posts. Two officers are currently on secondment and are due to return to their substantive posts next year.

The Substance and Alcohol Family Education (SAFE) service works with young people aged 18 and under and their families to prevent or delay the early onset of drug use and reduce risk taking behaviours.

The service offers advice and tailored interventions to prevent young people from developing problems relating to substance misuse

The service enables young people to make healthy and informed choices by providing motivational and

change management interventions and individual support for drug and alcohol use. It provides access to specialist doctors, pathways to rehabilitation programmes and works closely with Community Drug and Alcohol Service (CDAS).

The service also works with young people aged 18 and under who are affected by a parent or carers drug and alcohol use by offering one to one and group work for emotional and practical support, age appropriate drug education, first aid and fire safety training, how to develop coping mechanisms and support for parent/ carers.

In addition to this the service also supports parents and carers to understand the impact of their own substance use, help parents understand their child's substance use and provides one to one, practical and emotional support to ensure a safe and healthy environment for children and families.

The service also offers volunteer and peer mentoring opportunities

Future Intention

- Substance misuse prevention education and support to be embedded into Personal Social Health Education (PSHE) in schools
- Explore options to offer some support for young people and parents needing targeted prevention support via school and early intervention teams.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

In order to not create gaps in service it is intended that the outcomes of this proposal will explore picking this service up by school via SRE and in other existing contracts.

It is felt that education on drugs and alcohol prevention can be delivered as part of Personal Social Health Education (PSHE) within schools and the safeguarding teams.

For young people of any gender needing more targeted support in relation to drugs and alcohol use support can be sort from Community Drugs and Alcohol Service (CDAS) who support young people and families to make sustainable change where drugs or alcohol is having a considerable impact on their lives.

Work with families struggling with issues relating to substance misuse could be supported via Family Support and Social Care depending on level of risk. Conversation with these teams would need to take place once proposal is agreed.

If this service was not picked up within existing contracts this would create a gap in service.

The proposal is also intending to support the Council to become efficient and utilise public monies more effectively.

Who is intended to benefit from this proposal, how and why?

It is proposed that this service be absorbed into existing contracts so that there is no gap in provision therefore support in relations to substance misuse will be available to all young people. Some of this will be from universal settings in the form of information and advice and some will receive some support from more targeted services.

The Local Authority will not be spending public money on the service moving forward, which is in the best interest of public funds.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

Below is a breakdown of cases held by the team from April 2019 to March 2020 to give an accurate picture of demand pre Covid.

	Cases
Under 18s	250
18 and over	58
Total supported	308

Below is a breakdown of outcomes in relation to cases worked with

No further action required	208	75%
Referral to other support	71	25%

Since 1 December 2019 until December 2020, 1024 people have been part of families claimed for under the Troubled Families programme where parental or child substance or alcohol misuse was a factor

From April 2019 to March 2020 a total of 1956 children where Alcohol or Drug Misuse were recorded during children and family assessment – this includes parents, children and other people in the household

Substance misuse is an issue for many families in the City and therefore a whole system approach to support with a strong PSHE universal element will ensure there are no gaps in provision

A staffing consultation is due to take place from 4th January 2020 until 17th February 2020.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

N/A

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			✓	The proposed outcome will provide support to eligible individuals between ages of 11 -17.

Disability			✓	The proposed outcome will ensure young people with a disability have access to support
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	Individuals of all genders will remain eligible to access this offer.
Race/Ethnicity			✓	The proposed offer will remain open to all eligible individuals. An individual's ethnicity will not prevent somebody from accessing this service.
Religion or belief			✓	There is no religious profile for the individuals that access this offer
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	There is no specific sexual orientation profile for the individuals that access this offer.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

No negative impact has been identified as the current offer will be embedded in existing contracts.

Follow-up Equality Impact Assessment

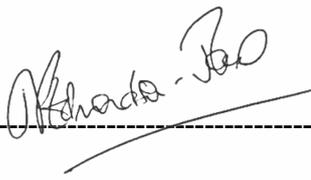
Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

✓ Yes	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

This is currently a proposal and will be updated following consultation.

Signed (lead officer): --C.Bradley-----
-

Signed (lead manager): B Cameron -----

Date: ---17/12/20-----

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Equality Impact Assessment (EIA) Form

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Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
VS03-2122 - Remodelling Day Services	
Directorate/Service Area	Date EIA Completed
Adult Social Care, Health Integration and Wellbeing	December 2020
Lead Officer for this EIA	Contact Number
Paula Wilman – Senior Commissioning Officer, Integrated Commissioning	01782 231965

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

The council wants people with day care needs to be included in community life, rather than being separated into day centre settings, taking a “community first” approach. This would enable independence, employment, education and volunteering opportunities; focus on recovery & rehabilitation and allow people to lead the lives they want. We want people to be part of their communities, to delay, reduce and prevent them from needing long term care. Day opportunities are also important in enabling informal carers to maintain their role.

We will conduct a review of all Day Services (internal, external, spot purchased) including Learning Disabilities, Older People and Mental Health in partnership with the people that use them to co-produce solutions to support people in the community. We will learn from best practice that is emerging from Covid pandemic to create a more innovative offer that embraces the opportunities technology offer and supports digital inclusion.

This transformation programme will focus creating an offer that includes:

- An Intensive Support Service for adults with disabilities including people with profound learning disabilities, physical disabilities and severe Autism.
- A drop in service commissioned for those adults with a learning disability who need only ‘light touch’ support. The ABLE project is provided by the city council in house (via PH funding).
- A vocational based service with training and education to support people into or back to work including gardening, IT, printing, photography, art for adults with disabilities and mental health recovery. It is proposed to consider extending the services at Growthpoint with income related services.
- Dementia Day Service. The proposal will explore the possibility of using communal space at Marrow house and other options to support vulnerable adults with dementia and their carers.

The remodelling will also need to look at respite care services and short breaks in conjunction with day services.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

The draft life course LD strategy identifies five outcomes, people living with learning disabilities:

- feel safe within, and valued by, the community in which they live
- have equal opportunities to good health and wellbeing
- aspire to achieve their life goals which are purposeful and valued
- live in a home that they choose, that meets their needs
- have equity of opportunity to good quality social and leisure activities

These outcomes apply equally to older people and people with mental health issues.

Initiatives such a community led support (NDTi programme the city council is part of) would encourage a more visible presence for people within local facilities such as parks, cafes, towns and support inclusion.

The “community based” approach to meeting needs is about redefining how needs are met without necessarily requiring specific funding from the council, by viewing an individual as part of their community first. Some centre based provision will still be required, for those with the most complex needs and to support consistency of environment.

Outcomes for the city council

The proposal is in line with the “Stronger Together” strategic priorities:

- Support vulnerable people in our communities to live their lives well
- Enable our residents to fulfil their potential
- An innovative and commercial council, providing effective leadership to help transform outcomes

Outcomes for our communities

Indirectly this proposal will support community cohesion and challenge discrimination and stereo types that affect people with LD, older people and those with mental health issues.

Outcomes for our partners

The CCG are currently consulting on the Stoke-on-Trent and Staffordshire NHS Mental Health Implementation Plan 2019/20 – 2023/24. This will determine the system wide priorities for mental health service delivery for the next five years – including prevention and early intervention.

What could contribute/detract from delivery of the outcomes?

There is a risk that there is not enough capacity within social care to review current day care packages. However capacity to undertake the work is being addressed through the Continuous Improvement Board.

There is a risk that providers won't engage with the council, however much of any new provision will come from community and third sector organisations that are already embedded in our communities.

Who is intended to benefit from this proposal, how and why?

Individuals with LD/autism, mental health issues and who are older and affected by dementia will benefit due to having improved choice of provision which is modern, more relevant to need and aspirational.

Providers will benefit as there will be clear direction as to the expectations of the council and service users via an approach of co-production. This will facilitate continued quality improvement and flexible provision. Developing the market in the city in this way will increase the choice and type of provision available to individuals ensuring they have a greater say in what they do on a daily basis.

Working with providers, a stronger focus on outcomes will be built into specifications and contracts, ensuring individual aims, goals and safeguarding are the focus of all provision. Provision will be built from a strength based approach and focus on enablement or re-enablement, ensuring that individuals are provided with the same life opportunities as the general population.

Asset based services will be utilised to create communities where individuals feel safe and empowered to be active members of society.

The city council will benefit due to being able to project and control finances for services.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

This proposal is in line with the NHS Long Term Plan to move provision into the community as people achieve better health outcomes and have a greater chance of recovery if they are able to live independently. Work has been ongoing with the CCG and other partners to ensure changes to provision impact positively on all groups.

The proposal supports the recommendations made by the Winterbourne View Concordat to build capacity in the community.

The development of the life-course Learning Disabilities strategy has seen significant engagement with children, young people and adults with LD and their parents/carers as well as care providers and staff in NHS, education and social care, there is a strong appetite for culture change.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

It is not expected that the proposal will impact negatively on people with differing characteristics, the aim is to improve outcomes by focussing on the outcomes that are important to the individual which will improve health & wellbeing and quality of life.

Individual reviews and consultation will be undertaken to ensure their needs continue to be fully met.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the

proposal is intended to benefit any particular group, this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	The proposal does not negatively nor positively impact upon an individual based on their age. A person's care is not determined by their age. Individual reviews will ensure needs continue to be fully met.
Disability			X	The proposal does not discriminate against individuals who have a disability. An individual is assessed based on their level of care need.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	The proposal does not discriminate against individuals based on their gender.
Race/Ethnicity			X	The proposal does not negatively nor positively impact upon an individual based on their race or ethnicity. We would want to improve access to culturally appropriate provision,
Religion or belief			X	The proposal does not negatively nor positively impact upon an individual based on their religion or beliefs.
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	The proposal does not negatively nor positively impact upon an individual based on their sexual orientation.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The local authority has a duty to support all individuals that meet the statutory criteria for assistance with social care needs. No specific group will be disadvantaged by the proposals. Those individuals that meet the relevant criteria will be able to access the range of support available.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

No negative impact has been identified. The city council will continue to financially support, identify and broker care that is needed where individuals meet the statutory criteria.

The aim is to increase choice. Any changes of provision to individuals will be undertaken following the appropriate social care guidance and support and where required, advocacy will be offered.

Should any protected group be identified through the consultation process as being disadvantaged, a full EIA will be conducted.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

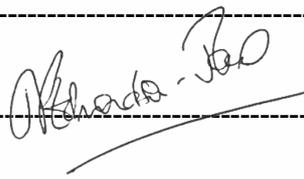
Yes	No ✓
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If a follow-up EIA is not required, explain why:

- The EIA assess the impact of the proposal as neutral.

P Wilman

Signed (lead officer): -----

Signed (lead manager):  -----

Date: 4 January 2021 -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed

VS04-2122 - Learning Disabilities and Mental Health Transformation Programme

Directorate/Service Area

Adult Social Care, Health Integration and Wellbeing

Date EIA Completed

Lead Officer for this EIA

Eleanor Burton – Commissioning Officer, Integrated Commissioning

Contact Number

01782 238850

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Stoke-on-Trent has a larger than average and ageing Learning Disabilities (LD) and Mental Health (MH) population living in 24 hour care settings. This is partly a direct result of NHS Hospital closures in the 1990s and transfer of responsibilities to Local Authorities. There is a varying degree of quality amongst care providers in Stoke-on-Trent; leading to higher costs both in the city and out of area placements. There is a relatively immature market and lack of diverse providers with more innovative solutions focussed on independence. The lack of a local offer also has implications linked to travelling to placements for parents/carers visiting loved ones.

This transformation programme will look at how a focus on more independent living and improved outcomes can be achieved in Stoke-on-Trent improving the quality of lives and health and wellbeing of individuals with care and support needs associated with a learning disability and/or mental health condition.

The transformation programme will have four main components:

1. **Jigsaw Initiative** - This initiative as part of the transformation programme will carry out a review of all learning disability placements to ensure that every placement is still suitable for the individual's needs and move people to the most appropriate placement, promoting independence and support for living in the community with light touch support.
2. **Review of all High Cost MH and LD Placements** - Many individuals with a Mental Health need are living in general nursing care homes as that is the only place that can meet the condition and these tend to be in area. The remaining use of out of city placements and spot placements leads both commissioners of services and operational teams to have little control over costs and outcomes. There are a number of tools that can be employed to regulate these issues and this savings proposal would look to address placements where cost and outcomes are difficult to monitor or where costs are hard to control. Alongside the changes to the way we commission support for people with Learning Disabilities and Mental Health issues, we will also change the way we assess and plan support, moving from a deficit to a strength based model ensuring there is better information and advice to enable people to care for themselves and manage independently through a focus on people's assets, strengths and relationships and in support planning ensuring people remain within their local, inclusive community as opposed to being 'placed' out of the city. They would receive support to access housing, to mortgage advice or housing benefits and tenancy support rather than residential care. They will be supported to access training, employment or volunteering opportunities rather than day services and are enabled to access good quality mental and physical health services.
3. **Framework** - This savings proposal is based on the development of a Stoke-on-Trent commissioning framework of care providers to widen the provider base and increase competition. There are currently only a limited number of commissioned providers delivering specialist support for people with learning

disabilities and mental health support in the city. In addition, there are spot purchase placements which are higher than competitive framework prices in other localities (for mental health). This proposal aims to create a new framework for supported living, domiciliary care and live-in care services through the application of a more consistent commissioning and procurement approach. The establishment of a framework will ensure consistent and uniform quality controls and service specifications alongside the delivery of competitive market rates. It will also allow for a more streamlined approach to tendering for each individual scheme as well as allowing the Council to be responsive to the short notice notification of new and empty properties.

- 4. Transitions Project** - This proposal will include a range of initiatives including a scoping exercise of all children and young people aged 15 to 18 to establish what support they are currently receiving, costs, and whether they would potentially be eligible post -18 for support. Increased early intervention will divert young people away from traditional adult services with an emphasis on increased supported living placements rather than residential placements if people cannot be accommodated at home or in the community. This will also further develop the local education and apprenticeship offers for young people with challenging behaviour which will enable more young people to stay in the city, alongside the development of new supported living arrangements.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

Outcomes for service users:

This transformation programme will look at how a focus on more independent living and improved outcomes can be achieved in Stoke-on-Trent improving the quality of lives and health and wellbeing for individuals with a learning disability and/or mental health condition.

The draft life course LD strategy identifies five outcomes for people living with learning disabilities. These outcomes apply equally to people with mental health issues:

- feel safe within, and valued by, the community in which they live
- have equal opportunities to good health and wellbeing
- aspire to achieve their life goals which are purposeful and valued
- live in a home that they choose, that meets their needs
- have equity of opportunity to good quality social and leisure activities

Outcomes for our communities

Indirectly this proposal will support community cohesion and challenge discrimination and stereotypes that affect people with a Learning Disability and those with mental health issues.

Outcomes for the City Council

The proposals will increase the city council's compliance to both the Care Act 2014 and the Winterbourne View Concordat 2014; determining that individuals should be given choice over where and how they live which includes a viable market with a community focused local offer.

The reduction in 'spot' placements in favour of contracted services ensures the city council has a regulatory framework from which services have been procured; ensuring all safeguarding and financial standings are agreed and understood 'up front'.

The proposal will allow the city council to more accurately predict the cost of the services by having contracted prices. Ensuring that funded support decreases in line with individuals increasing ability for self and/or community support through the delivery of enabling services.

The proposal is in line with the "Stronger Together" strategic priorities:

- Support vulnerable people in our communities to live their lives well
- Enable our residents to fulfil their potential
- An innovative and commercial council, providing effective leadership to help transform outcomes

What could contribute/detract from delivery of the outcomes?

The lack of capacity within ASC, CAFS and Commissioning could delay the ability for the work to be completed.

There is a risk that there are not enough social workers within ASC to manage the demand of transition cases coming through from CAFS earlier than 17.5 years old. Without an increase in social work capacity, transition cases won't be allocated early enough to be able to appropriately plan and reduce costs. Communication and closer working between CAFS and ASC at an earlier stage is required to ensure that appropriate work is completed.

There is a risk that providers will not engage with the council fully and will join together to hold prices.

The CCG are currently working to the Stoke-on-Trent and Staffordshire NHS Mental Health Implementation Plan 2019/20 – 2023/24. This will determine the system wide priorities for mental health service delivery for the next five years – including transitions. Alongside this, the Starting Well, Living Well, Supporting Well – A pan-Staffordshire Approach to Children and Young Peoples Mental Health and Emotional Wellbeing 2018-2023 set the direction for community based, early intervention services for mental health.

Who is intended to benefit from this proposal, how and why?

People who use services will benefit due to having more choice of services which are modern, more relevant to need and aspiration. Further detail is given in the 'What are the intended outcomes of the proposal' of this report.

Providers will benefit as there will be clear direction on the expectation of services through contractual specifications and on-going dialogue.

Provision will be co-developed with services users, families and carers to ensure aspirations are being met. Developing the market in the city in this way will increase the choice and type of provision available to individuals ensuring they have a greater say in who they live with, how much support they receive and how this is provided.

A stronger focus on outcomes will be built into specifications and contracts, ensuring individual aims, goals and safeguarding are the focus of all provision. Provision will be built from a strength based approach and focus on enablement or re-enablement, ensuring that individuals are provided with the same life opportunities as the general population.

Asset based services will be utilised to create communities where individuals feel safe and empowered to be active members of society.

The **City Council** will benefit due to being able to project and control finances for services. The quality, delivery and direction of services will improve as the specification for each service will be clearly defined, aligned to the Care Act 2014 principles of strengths based care delivery with a focus on wellbeing and individual outcomes.

Providers will be able to plan and develop services prior to or in response to procurement exercises, demonstrating flexible, innovative and responsive provision.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

This proposal is in line with the NHS Long Term Plan to move provision into the community as people achieve better health outcomes and have a greater chance of recovery if they are able to live independently. Work has been ongoing with the CCG and other partners to ensure changes to provision impact positively on all groups.

The proposal supports the recommendations made by the Winterbourne View Concordat to build capacity in the

community.

The development of the life-course Learning Disabilities strategy and the Inclusion Partnership Strategy (children and young people) has seen significant engagement with children, young people and adults with LD and their parents/carers as well as care providers and staff in NHS, education and social care, there is a strong appetite for culture change.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

It is not expected that the proposal will impact negatively on people with differing characteristics, the aim is to improve outcomes by focussing on the outcomes that are important to the individual which will improve health and wellbeing and quality of life.

Individual relevant and appropriate social care reviews of all those affected will be undertaken to ensure their needs continue to be fully met.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group, this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age		X		The proposal does not negatively nor positively impact upon an individual based on their age. A person's eligibility to care is not determined by their age. The proposals for Transitions will address existing inequity of services for young people in this age range. The project will include individual reviews of all those affected to ensure their needs continue to be fully met.
Disability		X		The proposal does not discriminate against individuals who have a disability. An individual is assessed based on their level of care need. The proposals will increase improve outcomes for individuals with either a learning disability and/or mental health condition by focussing on the outcomes that are important to the individual which will improve health and wellbeing and quality of life.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	The proposal does not discriminate against individuals based on their gender.
Race/Ethnicity			X	The proposal does not negatively nor positively impact upon an individual based on their race or ethnicity.

Religion or belief			X	The proposal does not negatively nor positively impact upon an individual based on their religion or beliefs.
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	The proposal does not negatively nor positively impact upon an individual based on their sexual orientation.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The local authority has a duty to support all individuals that meet the statutory criteria for assistance with social care needs. No specific group will be disadvantaged by the proposals. Those individuals that meet the relevant criteria will be able to access the range of support available.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

No negative impact has been identified. The city council will continue to financially support, identify and broker care that is needed where individuals meet the statutory criteria.

The proposals aim to increase the choice of services. Any changes of provision to individuals will be undertaken following the appropriate social care guidance and support and where necessary, advocacy will be offered.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

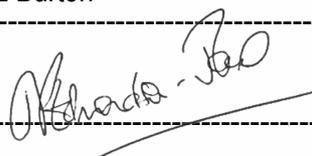
Yes	No ✓
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If a follow-up EIA is not required, explain why:

- The EIA assess the impact of the proposal as neutral.

E Burton

Signed (lead officer): -----

Signed (lead manager):  -----

4 January 2021

Date: -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
VS05-2122 – Transforming the Front Door	
Directorate/Service Area	Date EIA Completed
Integrated Commissioning and Partnerships, Adult Social Care, Health Integration and Wellbeing.	December 2020
Lead Officer for this EIA	Contact Number
Vicky Mosley, Commissioning Officer	01782 232739

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

This programme comprises of three elements:

1. Transforming the Front Door

To develop a new approach in the First Contact Centre to transform the way we talk to people at our front door. Focus will be on helping people to access community based services and on how the networks around a person can help meet their needs. We will:

- work with our front door to change the conversation we are having with people;
- review our 'First Contact' response;
- move away from trying to respond to what people identify as what is wrong with them and start helping people with what is important to them
- seek a more strengths based approach with our local communities, support groups and the voluntary sector

For those who need immediate support we plan to develop a new short term (6 week), intensive wrap around service which will:

- Expand the current Enablement service with an Improving Independence Team using specialist staff including OTs, Sensory and Physios.
- Look at the potential of issuing small preventions personal budgets, of up to £200, to access community services and/or purchase equipment and products that will help them to be independent.
- Expand the use of existing and new technologies.
- Link people to Voluntary and Community organisations to provide on-going support

The Council and CCG have jointly commissioned the National Development Team for inclusion to work with us in developing a strength-based model. This is called Community Led Support.

2. Expansion of Telecare and Lifeline Services

To develop and expand the City Council's 24hour Lifeline Service to transform the use of assistive technologies within the adult social care sector to extend the range of technology that is currently available.

The Emergency Lifeline team can be utilised to contact individuals to prompt vulnerable people using assistive technology. To support the expanded assistive technology offer additional staffing could be required.

There is also a potential to obtain income from self-funders and the service could be promoted to other local authorities or used by the CCG for health technology monitoring systems in the home. If the service is expanded then further staffing investment would be required, but this would be addressed on a case-by-case basis through

a cost-benefit analysis and highlighted in future business cases.

3. Review all Packages under 7 hours and Single Services

To carry out a care management review of needs for all home care packages under 7 hours per week and anyone in receipt of single services.

Under the Care Act the threshold for Statutory services requires at least two or more identified substantial needs/outcomes and the level of support provided under 7 hours per week indicates that there is not a substantial need under the Care Act.

Using the new Strengths based approaches the Council will look at how Voluntary and Community groups could re-provide support for individuals. The use of technology will also be explored to support people to become more independent.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

This transformation programme aims to realise the benefits of utilising assistive technology and enabling lower level support to be used more widely. This is done by building on the strengths and assets in our communities to move to a more preventative and early intervention approach.

The strength based approach starts by looking at a person's strengths - what someone can do – not what they cannot do. Through good conversations with individuals we can find out their concerns, what has already been tried and what else might help. Once we understand their situation properly, we can then work with the person to find good solutions that work. This is a move away from trying to respond to what people identify as weaknesses and towards helping people with what is important to them.

By understanding an individual better means that early intervention can be put in place to reduce the need for more long-term statutory services and crisis intervention (such as hospital admissions/after care). Early intervention can include assistive and wearable technology that can help with medication reminders, monitoring movements, reducing isolation and helping people to do everyday tasks such as turning on/off lights, closing blinds, turning on the TV, boiling a kettle etc.

Using the strength based approach and expanding our assistive technology collection, we will help to reduce, prevent and delay the demands on statutory services and also individuals access to wider low level support through the VCS. Based on the concept of 'Prevent, Reduce and Delay', the outcomes will enable individuals to take control over their own health and wellbeing, keep independent at home for longer, assist their informal carers and improve quality of lives.

The expansions of new technology and new approaches will help to lower costs with savings being achieved in long term care packages for new referrals (estimates will be based on cautious reductions in domiciliary care and older people residential care budgets). This will allow the Council to focus its resources on those that are in need of the most complex care and safeguarding concerns who will be fast tracked into the statutory service.

The work carried out under the strength based approach will follow these seven principles:

- Co-production brings people and organisations together around a shared vision
- There is a focus on communities and each will be different. The front door and the communities are linked and can connect so people are linked back into their neighbourhood support.
- People can get support and advice when they need it so that crises are prevented
- The culture becomes based on trust and empowerment
- People are treated as equals, their strengths and gifts built on
- Bureaucracy is the absolute minimum it has to be
- The system is responsive, proportionate and delivers good outcomes

What could contribute/detract from delivery of outcomes?

There is a risk that staffing capacity will continue to be impacted upon by Covid and therefore reduce their ability

to undertake this enablement work and to undertake adequate and timely service user assessments and reviews. Annual Reviews will take longer than light touch reviews for people on low care packages in previous years which will have an impact in year one unless an investment can be made to backfill the reviews team or spread the reviews over two financial years.

Outcomes depend on which individuals enter the front door and what their presenting needs are. If they have high needs they may still require paid for services. When reviews are completed, there is a risk whereby the care and alternative provision may actually increase in cost rather than decrease.

Staff will require training and the locality model needs to be embedded to ensure that staff understand the asset based approach model. Staff will also need to ensure they are linked into the community to know what is available within the community.

There is a risk that although the enablement work is completed successfully, there may be a lack of preventative community support available and therefore the individual may be required to pay for services or find alternative provisions.

There is a risk that staff may leave and new staff may not be able to be recruited with the right skills.

Who is intended to benefit from this proposal, how and why?

What will this mean for Stoke-on-Trent residents?

- Access to services which will keep them independent for longer
- Easily accessible and up to date information and advice about community resources, equipment, technology, and services to promote health and wellbeing and self-help are available;
- Strong and self-reliant communities with visible community leaders and navigators;
- Increased choice and control over how vulnerable adults live their lives and meet desired outcomes;
- Conversations which are focused on strengths and finding creative and tailored support solutions;
- Carers who are connected to up to date resources, information, and peer support groups to sustain them in their caring roles;
- More employment and volunteering opportunities for working age adults with learning disabilities and mental health' and
- Flexible accommodation options that support independence and the individual's life journey

Those residents who will particularly benefit from the programme include:

- Older people (over 65yrs)
- People with a physical disability
- People with a sensory impairment
- People with a learning disability
- People with a mental health condition
- People at risk of social isolation

What will this mean for the VCS and Local Communities?

This transformation programme will see greater involvement from the VCS and local community and has the opportunity to expand their offer and to become more sustainable. The sector will therefore be in a strong position to be able to work with the local authorities and CCGs to help shape services in the future.

The approach increases their profile as professionals will understand and gain further knowledge of the sector and how it can be used to help their clients.

What will this mean for the City Council?

The City Council will benefit by making financial savings and by focusing its resources on those that are in need of the most complex care and safeguarding concerns.

Social Workers, the enablement team and other professionals will be able to find alternatives to the traditional more expensive care provision that is currently the norm. The changes allow them to be creative, flexible and person centred when coordinating care packages and this will result in a service that will offer improved value for

money.

The number of people entering our front door will increase over the coming years and the future demand for statutory services will not be sustainable as Councils face reducing budgets. The above approaches will help the council to manage this demand and control the number of people entering statutory services.

The City Council will continue to deliver the requirements of the Care Act.

The City Council will continue to build strong working relationships with the VCS and the local community.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

Transforming the Front Door and Review all Packages under 7 hours and Single Services

There are currently estimated to be 44,600 people over 65 yrs old in Stoke-on-Trent. This is estimated to grow by 11,400 by 2040 to more than 56,000 people (POPPI ONS Statistics 2020). The number of people over 75yrs old and living alone is forecast to grow by 42% over the same period from 8,094 to 11,491 (POPPI ONS Statistics 2020). The number of people in Stoke-on-Trent over 75yrs old with a Learning Disability is estimated to grow by 46% to 578 people by 2040, which although small numbers the significant cost implications for each individual is potentially very high.

As people live longer they have more complex and often multiple long term health conditions (e.g. Diabetes, Stroke, Dementia, Cardiovascular, Continence) leading to higher long term care costs. There is also an ageing cohort of people living with disabilities reaching into old age that was not as prevalent in the past.

This therefore demonstrates that the number of people entering our front door will increase over the coming years and the future demand for statutory services will not be sustainable as Councils face reducing budgets. The above approaches ensure everyone who enters our front door will be treated fairly and equally and are given the same opportunities as others.

There should be a positive impact on those entering the front door, as they will have access to enablement support who will work closely with them to understand their strengths and work to help them to either remain or become independent.

The strength based approach to be taken during assessments and reviews of individuals will have a positive impact on individuals, as it will require close working with their allocated worker, which benefits the individual by ensuring they are receiving the right support for them.

There is a potential accumulative risk to individuals and their families who are affected by more than one savings proposal. This will need to be managed sensitively and on a case by case basis

Expansion of Telecare and Lifeline Services

There are currently about 3000 people receiving assistive technology through adult social care with almost half of these having all their needs met by the assistive technology and require no other services.

Virtual Assessments during the COVID-19 period in Care Homes, GP Surgeries and in Hospitals have demonstrated that it is not always necessary to make a visit in person.

Expanding the service will have a positive impact on individuals by transforming how assistive technologies are used which will allow them to live their lives as independently as possible. The cost of some technology (i.e. tablets and voice-recognition devices) has reached a level where if the user does not already own the technology it can be relatively low cost to provide products that help to support people in their own home. The roll out of the Councils new fibre network presents an opportunity to provide the broadband for these devices as well.

The assistive technology service is already trialling new technologies which are working well, including:

- MySense – an activity monitoring system (being piloted with UHNM)

- YOURMeds – a medication reminder/compliance system using a ‘smart’ blister pack and an attached alarm.
- Amazon is working with Hampshire County Council and PA Consulting and has been piloting a range of new Amazon Echo devices and add-ons that can help their residents. Stoke-on-Trent Adult Social Care have worked with the CCG to roll out similar technology to Stoke residents and to care homes.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

It is not expected that the proposal will impact negatively on people with differing characteristics; the aim is to improve outcomes by focussing on the outcomes that are important to the individual, which will improve health & wellbeing and quality of life.

Individual assessments and reviews will be undertaken to ensure their needs continue to be fully met.

The EIA will be revisited during the planning period to ensure there are no further disproportionate impact

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	The proposed services are open to all eligible individuals. An individual’s age will not prevent somebody from accessing this service/s.
Disability		X		These proposals are transforming the conversations we have with individuals about their strengths rather than their weaknesses. This will positively impact the service being delivered to the individual.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			x	The proposed services are open to all eligible individuals. An individual’s religion or beliefs will not prevent somebody from accessing this service/s.
Race/Ethnicity			x	The proposed services are open to all eligible individuals. An individual’s ethnicity will not prevent somebody from accessing this service/s.
Religion or belief			x	The proposed services are open to all eligible individuals. An individual’s religion or beliefs will not prevent somebody from accessing this service/s.

Sexual Orientation (including issues relating to marriage and civil partnerships)			x	The proposed services are open to all eligible individuals. An individual's sexual orientation will not prevent somebody from accessing this service/s.
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Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The local authority has a duty to support all individuals that meet the statutory criteria for assistance with social care needs. No specific group will be disadvantaged by the proposals. Those individuals that meet the relevant criteria will be able to access the range of support available.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

A project team needs to be in place with a project plan to ensure that risks are escalated, issues resolved quickly and the right representatives are involved to ensure no duplication.

- Scope out worker capacity to establish realistic targets and timescales for completion
- Potentially consider the creation of a temporary 'review team' to focus directly on this project
- If following a review, a service user requires an increase in their care hours, the social worker is still to consider alternative options for provision to meet the identified needs
- Look at enablement-based approaches to prevent packages from increasing further and to support individuals to remain more independent
- Clear communication to affected service users and families if any changes are required

There is a potential accumulative risk to individuals and their families who are affected by more than one savings proposal. This will need to be managed sensitively and on a case by case basis

Follow-up Equality Impact Assessment

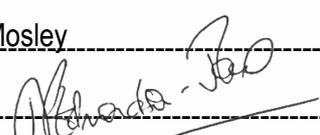
Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	✓ No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

There is no negative impact expected by these proposals.

Signed (lead officer): V Mosley -----

Signed (lead manager):  -----

Date: 4 January 2021 -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.



Additional guidance notes have been provided through the following link

Name of proposal being assessed	
VS06-2122 - Back-end Transformation of Contracts, Systems and Processes	
Directorate/Service Area	Date EIA Completed
Integrated Commissioning and Partnerships, Adult Social Care, Health Integration and Wellbeing.	15 December 2020
Lead Officer for this EIA	Contact Number
Sally Clulow - Senior Commissioning Officer Richard Skellern - Commissioning Manager	01782 236116 01782 237613

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?
<p>To complete a back-end transformation of contracts, systems and processes, to include:</p> <p>Domiciliary (Home) Care</p> <ul style="list-style-type: none">Review and revise the current contractual arrangements with domiciliary (home) care providers.Move from traditional Framework Agreements and Contracts to a more flexible and modern Dynamic Purchasing System (DPS)Tender for relevant and appropriate Dynamic Purchasing System softwareChange the contractual terms and conditions to remove payments in 15-minute blocks to create savings <p>Residential and Nursing Homes</p> <ul style="list-style-type: none">Remove Council 'top-ups' and move to a banding system to determine appropriate payments per individual resident placements to meet their eligible care needsReview and revise the current contractual arrangements with residential and nursing home providers.Move from traditional Framework Agreements and Contracts to a more flexible and modern Dynamic Purchasing System (DPS)Tender for relevant and appropriate Dynamic Purchasing System softwareThe Care Brokerage Team to explore and secure residential and nursing home placements (instead of Social Workers and Wellbeing Assessors) <p>Direct Payments</p> <ul style="list-style-type: none">Increase the rate the City Council pay to Service Users for Direct PaymentsTo move towards unified Direct Payment rates which include scope for annual uplifts and changes to the National Living WageTo encourage current Service Users using commissioned services to transfer to Direct payments and have their own money to spend on the provision of their choiceIntroduce a website which Service Users can access directly, which gives information and advice with regards to Direct Payments and a register of Personal Assistants

Self-Funding Service Users

- To charge Self-Funding Service Users in line with the Care Act, for the brokering of care provision and any subsequent changes to that provision, for quality assurance checks on providers and contract management.
- To charge Self-Funding Service Users an initial set-up fee of £110, and an annual fee of £235 (broken down as £180 annual brokerage fees and £55 annual quality assurance and contract management fees).
- To charge Service Users the true cost of their care provision based on the hourly rate charged by their care provider (and no longer charge an average rate as this results in the City Council subsidising Self Funders care)

Care Brokerage Function

- The Care Brokerage Team to explore and secure residential and nursing home placements (instead of Social Workers and Wellbeing Assessors)
- Review of brokerage processes and team structure, and introduction of a comprehensive brokerage function to source all placements and provision
- Care Brokerage to work with the newly introduced Dynamic Purchasing System (DPS) to refer to providers to source care provision.
- The Care Brokerage Team to also expand to cover referrals and arrange provision for Learning Disability, Mental Health and Transition services (whereby providers have already been commissioned and there is an eligible social care need identified).
- To set up care provision for Self-Funding Service Users, charge the initial set-up fee and invoice the relevant annual fees (including fees for Quality Assurance and Contract Management)

Advocacy and Information, Advice and Guidance

The purpose of the proposal is to identify efficiencies through a review and retender of advocacy provision and information, advice and guidance services into one contract. The Council has a statutory duty to provide advocacy to eligible individuals and information and advice to residents to prevent, reduce and delay their need for services. There are currently a number of contracts and in-house services that deliver this provision as outlined below.

1) Adults Advocacy

- Independent Mental Capacity Advocacy (IMCA) including Deprivation of Liberty Safeguards (DOLS)
- Independent Mental Health Advocacy (IMHA)
- Care Act Advocacy (CAA)
- Parents Advocacy (PA)
- NHS Complaints Advocacy Service (NHSCAS)

2) Children's Advocacy

- Children's Act
- Independent Visitors

3) Reach Project

4) In-house Service - SENDIASS

The proposal is to:

- Re-model the Councils advocacy services moving from separate contracts to a single contract and to combine them with SENDIASS to deliver an efficiency and cost saving to the Council.
- Bring these four services together to reduce management overheads and lead to a more streamlined service.

- Currently the Parents Advocacy service is funded by ASC, however, the impact is on CAFS and therefore this could be funded from CAFS as it is not a statutory service.
- The services proposed to be combined into one contract are outlined below:
 - **Independent Mental Capacity Advocacy (IMCA)**
 - IMCAs are a legal safeguard for people who lack capacity to make specific important decisions and, who have no family member or friend to represent them. An IMCA must be instructed (by a Best Interest Assessor) for people in various circumstances
 - At the time the MCA was introduced, it was recognised that there was a gap in the provisions of the Act, relating to people who were not eligible for detention under the Mental Health Act but, who needed to be deprived of their liberty in a hospital or care home in order to provide their care and treatment safely. Therefore the Mental Health Act 2007 included an amendment to the MCA to introduce additional Deprivation of Liberty Safeguards (DoLS) to fill the gap.
 - **Independent Mental Health Advocacy (IMHA)**
 - The right to an Independent Mental Health Advocate for qualifying patients in England was introduced in 2007 under amendments to the Mental Health Act 1983.
 - Staff from within Mental Health Trusts have a legal duty (under Section 132 of MHA) to ensure that everyone who qualifies is aware of their right to speak to an Independent Mental Health Advocate (IMHA). This includes giving the patient information (verbally and in writing) about the role of the IMHA and how to contact the service.
 - IMHAs have legal rights which are not available to other advocates. IMHAs are an important safeguard that help and support patients to understand and exercise their legal rights.
 - **Care Act Advocacy**
 - The Care Act places a duty on Local Authorities to make sure that independent advocacy is available for those who need support and do not have anyone appropriate to provide it. Local Authorities must involve Adults in decisions made about them and their care and support.
 - The duty to involve applies in all settings, including those people living in the community, in care homes or, Adults residing in prisons and approved premises.
 - **Parents Advocacy**
 - Parents Advocacy is not a statutory requirement for Local Authorities to provide, however best practice guidance states that independent advocacy should always be provided to parents with learning disabilities when their children are subject to child protection and/ or care proceedings and should be offered from an early stage.
 - The Purpose of Parents Advocacy is to assist parents, who have a significant difficulty being involved in the process to fully engage in assessments and to understand the complex statutory processes within Children's Social Care. This service is only available to parents whose children are open to Children's Social Care and are assessed as requiring advocacy support by a Social Worker.
 - **NHS Complaints Advocacy Service (NHSCAS)**
 - NHSCAS is an independent advocacy service that assists individuals to make a complaint about a National Health Service (NHS).
 - ICAS not only provides direct (face to face) and indirect (via email) advocacy support, but also provides self-help tools and information to guide individuals through the NHS complaints process. This service aims to empower and assist individuals to make a complaint should they need to raise issues of poor service or treatment by the NHS in England.
 - **Children's Act Advocacy**
 - Under the Children Act 1989 S26A the Council must make arrangements for the provision of advocacy services for care leavers and children who make or intend to make representations.
 - This advocacy support must be available to children between the ages of 5 and 18 years or

25 years old (and meeting specific criteria) where their presenting need relates to an Education, Health and care Plan and care leavers under the staying put legislation:

- **Independent Visitors**

- Under S23ZB(1)(b) of the CA89 the Council has a duty to appoint a person to be the child's Independent Visitor where it appears to be in their best interest.
- An IV must not be connected to the Council and their role is to contribute towards the child's welfare, visit, advise and befriend the child.

- **SENDIASS**

- The Council has a duty under the Children and Families Act 2014 to adhere to the SEND Code of Practice. Chapter 2 of the SEND Code of Practice states that Council's must provide impartial, confidential and accessible information, advice and support to children, young people and their parents about their disability or SEN in relation to health and social care.

To ensure that the proposal is fit for purpose, in that it complies with legislation, meets the needs of eligible individuals, aligns with the Local Authority's assessment processes and addresses financial challenges, a number of activities will be undertaken. These activities will include undertaking various engagement methods to understand the current and potential projected demand for services

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

The intended outcomes are to:

- **Move away from traditional contractual arrangements and move towards more flexible Dynamic Purchasing Systems (DPS) which:**
 - Create competition within the local care market and can lower costs
 - Allow new providers to enter agreements with the Council to provide care (providing they meet a minimum set of quality standards)
 - Increase care provision capacity to meet any unmet demand and quicker respond to referrals for individuals who are eligible for care services (especially for domiciliary care)
 - Have a more expansive list of contracted care providers, offering more choice to service users
 - Facilitate quicker discharge from acute and community hospital settings for patients awaiting social care services
- **Tender for the most effective DPS software which:**
 - Allows for a more integrated, modernised and streamlined approach to sourcing care provision
 - Creates competition in the care market which can result in care provision being more affordable for the Council
 - Allows commissioners to review new submissions from providers who would like to have contractual arrangements with the Council to provide care services
 - Expands the number of providers the Council can source care provision from, therefore responding to referrals quicker and offering a wider range of choice of providers
 - Allows the Care Brokerage Team to utilise one system for sourcing care provision, sending referrals out and accepting offers for provision
 - Creates more accessible opportunities for new and local businesses to provide care services on behalf of the Council
- **Increase the amount paid to Service Users for Direct Payments, which will:**
 - Provide the Service User with much more choice and control over which provider provides their care
 - Allow Service Users to carefully choose an affordable care package with their Direct payment
 - Allow Service Users to find and pay for their own care provider, rather than being restricted to the Council commissioned provider list
 - Create capacity and savings within the Domiciliary Care commissioned providers, as more individuals will choose an external provider and move away from Council commissioned

providers

- Give Service Users the independence and power to recruit a personal Assistant with their Direct Payment, therefore allowing for much greater carer continuity and close professional relationships to be built
- Allow for Service Users to incorporate any annual rise in National Living Wage

- **To charge Self-Funding Service Users, which will:**
 - Generate monies back in to the Council for services provided to source, quality assure and contract manage providers
 - Enable the Council to work in line with the Care Act by charging Self-Funding Service Users
 - Cease subsidising Self-Funding Service Users by charging the true care provider hourly rate, rather than an average rate (this will again save money as Self-Funding Service Users should legally pay for the full cost of their social care services)

- **To review Care Brokerage Functions, Processes and Structure, which will:**
 - Increase capacity for Social Workers and Wellbeing Assessors, resulting in more resource to complete assessments, reviews and care plans for Service Users (instead of trying to source care provision)
 - Hold all social care referrals in one place, regardless of the Service Users' primary need or provision type
 - Create a central hub for all providers on the Dynamic Purchasing System (DPS), and one point of contact for both providers and internal colleagues with regards to the sourcing of care provision
 - Create a neutral and unbiased referral process to providers which is based on the providers' ability to meet the needs of the Service User and also providing value for money.
 - Create a point of contact for all Self-Funding Service users who require care provision and who will be invoiced for their care, and Council resources utilised to source and monitor the package.
 -

- **Advocacy and Information, Advice and Guidance**
- The services in scope will ensure that vulnerable individuals within the city are supported to:
 - Be fully involved in decisions about their lives;
 - Access and understand information;
 - Express their views, needs and wishes;
 - Defend and promote their rights and responsibilities;
 - Explore choices and options available;
 - Access the information, advice and guidance they require.
- The proposal outlined above will require significant consultation with key stakeholders, including individuals that use the service, their carers, social care staff and staff from partner organisations, such as the NHS. It is anticipated that key stakeholders may have concerns about the proposals and therefore methods will need to be put in place to ensure all feedback, comments and preferences are captured.

Who is intended to benefit from this proposal, how and why?

- **The move to the Dynamic Purchasing System is intended to benefit:**
 - Service Users, as referrals will be sent out to all providers at the same time and the most appropriate provider to meet their needs will be utilised
 - Providers, as they will only have one system which they can utilise to contract with the Council, check for new referrals and respond to referrals
 - Care Brokerage Team, as all referrals and sourcing of packages will be managed via one system
 - The Council, as it will create competition in the market and will lower costs, creating more value for money

- **The increase in the amount paid to Service Users for Direct Payments and the introduction of an information-based website is intended to benefit:**
 - Service Users, as they will have much more independence, choice and control over which provider delivers their care, how it is delivered, when its delivered and who by. They can also make informed decisions by using information provided by the website.
 - Commissioned care providers, as they will have more capacity to accept referrals from the City Council but also have the option to deliver provision for Service Users using Direct Payments as the rate is more in line with the true cost of care
 - The Council, as the cost of a Direct Payment (even following an appropriate uplift to the rate paid) is still more affordable than some commissioned care provider rates

- **The charging of Service Users is intended to benefit:**
 - Self-Funding Service Users, as they will have access to a service which takes the stress out of finding their own care provider. For a fee, the Council will provide a full service which includes identifying an appropriate provider to meet their needs, set up a formal agreement with the provider, make any subsequent amendments to the care provision as needed, quality assurance and contract management of their provider, and they will have the Care Brokerage team as one point of contact
 - The Council, as it enables the Council to operate in line with the Care Act and also reimburses the Council for resources used to set up, manage and monitor care provision for Self-Funding Services
 - The Council finance team, as the responsibility for invoicing will be transferred to the Care Brokerage team, this then frees up resource within the finance team to complete financial assessments and invoicing / payments for commissioned providers. The Brokerage structure would need to be reviewed and a specialist role for this aspect to be considered.

- **The review of Care Brokerage processes, functions and structure is intended to benefit:**
 - Social workers, wellbeing assessors and the finance team, as the transfer of some roles and responsibilities to the brokers will free up capacity for the above-mentioned teams to complete a higher number of assessments and reviews
 - Providers, as they only have one point of contact for referrals, queries and packages
 - Service users, as this review of the function should better streamline the pathway to provision to be sourced and care should be in place sooner

- **Advocacy and Information, Advice and Guidance**
 - A range of individuals will benefit from the proposed model, including various professionals and individuals that use the existing services or will be eligible in the future.
 - The service will assist in reducing the confusion regarding where to send referrals, increase efficiency and provide improved consistency for the individual being supported.
 - As the services included in the proposed model are mainly statutory the referral criteria are set out in legislation and the aim is to ensure that individuals without a voice are heard and that they are able to access the right information at the right time.
 - The proposed service will have a single point of access, whereby referrals can be made through various methods, including, telephone, online forms, email and face to face.
 - The service will utilise a range of multi skilled advocates and volunteers to improve consistency for the user and increase efficiency of service. It is planned that the proposed service will be based within the Stoke-on-Trent conurbation and will therefore provide local jobs, volunteering opportunities and student placements.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

It is not anticipated that the proposal will impact on people with differing protected characteristics.

Consultation is intended to be held with the relevant providers regarding the move to a Dynamic Purchasing System (DPS) and any required changes to their contractual terms and conditions. It is not intended that service users will be consulted with regarding the change of systems as this will not affect them or the care they receive.

Advocacy: As the services that are currently offered will be included in the proposed service, the impact on the protected characteristics will be minimal. All of the services included except for Parents Advocacy and the Reach Project are statutory and therefore the proposal to continue to provide an advocacy service for eligible parents and individuals with a learning disability will have a positive impact. The SENDIASS service ensure that parents of children with or potentially with SEND can easily access the information, advice and guidance that they require, when they need it and be impartial. As the SENDIASS service is currently an in-house service, there will be an impact on the staff within the team, however, TUPE may apply and they could potentially transfer to the successful provider. Staff consultations will be required for these staff

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

N/A

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group, this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age		x		The proposed service will provide advocacy support to eligible individuals from the age of 5 with no upper age limit and there is no age restrictions in relation to information and advice and guidance.

Disability			x	The proposed services are open to all eligible individuals. An individual's disability will not prevent somebody from accessing this service.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			x	The proposal does not discriminate against individuals based on their gender.
Race/Ethnicity			x	The proposed services are open to all eligible individuals. An individual's ethnicity will not prevent somebody from accessing this service.
Religion or belief			x	The proposed services are open to all eligible individuals. An individual's religion or beliefs will not prevent somebody from accessing this service.
Sexual Orientation (including issues relating to marriage and civil partnerships)			x	The proposed services are open to all eligible individuals. An individual's sexual orientation will not prevent somebody from accessing this service.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No negative impact has been identified however; a charge will be implemented for Self-Funding Service Users to access the resource to identify, source, amend, quality assure and contract manage care provision as per the Care Act.

The local authority has a duty to support all individuals that meet the statutory criteria for assistance with social care needs. No specific group will be disadvantaged by the proposals. Those individuals that meet the relevant criteria will be able to access the range of support available.

Advocacy: The Local Authority has a duty to support all individuals that meet the statutory criteria as appropriate for each advocacy service listed and to provide an information, advice and guidance service to parents and carers of children and young people with SEND. Although no specific group will be disadvantaged by the proposals, only those individuals that meet the relevant criteria will be able to access support. Individuals that are not eligible for advocacy services under the proposed service, should receive relevant information and advice about alternative support available. If an individual has an assessed eligible need, the Local Authority has a duty to ensure that those needs are met and that they fully understand any information they are given to enable them to make informed decisions.

Any staff displaced or pooled will be supported through the HR processes and alternative support for employment opportunities or redundancies where requested. There is also potential that staff within the current SENDIASS team could TUPE to the new provider.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

The EIA assess the impact of the proposal as neutral and it will not have any impact on services or service users which could be assessed.

No negative impact has been identified. The city council will continue to financially support, identify and broker care that is needed where individuals meet the statutory criteria.

The aim is to increase choice. Any changes of provision to individuals will be undertaken following the appropriate social care guidance and support.

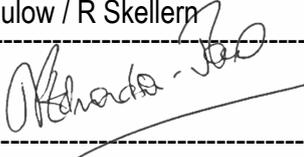
Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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If a follow-up EIA is not required, explain why:

The EIA assess the impact of the proposal as neutral.

Signed (lead officer): S Clulow / R Skellern -----


Signed (lead manager): -----

Date: 22nd October 2020-----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

POTENTIAL

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



City of
Stoke-on-Trent

Name of proposal being assessed	
PS01-2122 - Management reform and remodelling of service delivery	
Directorate/Service Area	Date EIA Completed
Children and Family Services	4 th January 2021
Lead Officer for this EIA	Contact Number
Sarah Parker	

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

As part of the preparation of the emerging transformation and improvement programme within the Children's and Family Services directorate a review of various services has taken place both from a quality and value for money perspective.

As part of this review it was identified that the directorate was an outlier in terms of the levels of service and cost of services when compared to comparator authorities.

In order to address this, services will be reconfigured to enable locality working, bring workforce costs in specific areas more in line with those in comparator authorities, maximise spans of control and reduce layers of management.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

The workforce reform project seeks to reconfigure services in line with the following design principles

- We listen and respond to the voice of the child and family
- We are one Children's Service, providing ambitious and aspirational leadership at all levels, to address the needs of children and their families
- We work as multi-professional, easy to access teams rooted in communities
- We develop relationships, working alongside families and in partnership with other services
- We focus on quality, getting it right first time, being accountable for our work
- Our workforce are highly skilled, confident, supported and trusted in decision making
- We work digitally, reducing bureaucracy whilst meeting legal and statutory obligations and managing our workloads and resources effectively

The overall saving requirement is offset by planned investment of approximately £600k to create a principle social worker post, to provide increased project and programme management capacity and to invest in additional resources required in the SENMAS team.

In order to ensure that services are still delivered cost effectively whilst ensuring that we continue to meet statutory duties certain front line services will need to be protected in order to meet current levels of demand.

This, however, increases the importance of avoiding additional costs, improving efficiency and maximising overall productivity.

Who is intended to benefit from this proposal, how and why?

The main beneficiaries from this proposal will be the children and families with Stoke-on-Trent who use our services. The reconfiguration will provide a leaner and more streamlined model of delivery, which will reflect a modern social care offer and strengthen integration and co-delivery of services with the voluntary and community sector, schools and other public sector partners. In addition, the workforce reform will benefit staff through developing multi-professional relationships, closer working alongside families and building partnerships with other services and partners. It will enable them to focus on quality, getting it right first time, being accountable for their work, ensuring that the workforce is highly skilled, confident, supported and trusted in decision making.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

Engagement and consultation have not yet taken place but is planned to commence in March 2021. (See below).

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

The service reconfiguration will be brought in 3 phases, commencing with staff engagement and where appropriate consultation, provisionally from March 2021, July 2021 and November 2021. The phases will be designed to deliver the following:

Phase 1 – To establish a sustainable management structure, to invest in additional project and programme management resources to support the transformation and improvement journey, to reconfigure education & learning services to invest in SENMAS services and to reconfigure other services to be more in line with resources invested in comparator authorities and finally, to improve integration between education and early help services.

Phase 2 – To set up robust, value for money safeguarding and quality assurance services that support restorative practice and the Children and Family Services improvement programme.

Phase 3 – To reconfigure services in order to fully implement locality working whilst protecting front line social work services in order to ensure continued support to the most vulnerable children & families that we work with.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			Yes	

Disability		Yes		There will be positive impacts particularly for disabled children and parents through increased local provision and improved access to services within their local area.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			Yes	
Race/Ethnicity			Yes	
Religion or belief			Yes	
Sexual Orientation (including issues relating to marriage and civil partnerships)			Yes	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

There will be positive impacts particularly for single parents and those on low incomes through increased local provision and improved access to services within their local area.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

It is envisaged that workforce reform will reduce the number of management posts within the directorate. This is expected to result in a potential negative age related impact as a larger proportion of management posts are filled by older members of staff. Redeployment opportunities and reducing numbers of agency management staff are intended to minimise this impact. The reconfiguration of management posts will bring the council more in line with comparator authorities and is necessary in order to deliver the stated design principles.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

Signed (lead officer): -Sarah Parker-----

Signed (lead manager): -Sarah Parker-----

Date: --04/01/21-----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Name of proposal being assessed	
PS02-2122 - Review the Contact Service within Children's Social Care	
Directorate/Service Area	Date EIA Completed
CAFS/Early Intervention	4.1.21
Lead Officer for this EIA	Contact Number
Sarah Parker	

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?
To carry out a review of the current contact service and to consider options for future service delivery.
What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?
The intended outcome is to ensure the delivery of a supervised contact service to all children in the care of the local authority and their birth families that is provided to a good standard and represents value for money.
Who is intended to benefit from this proposal, how and why?
See report. Provision is required to facilitate the supervision of contact between children in the care of the LA and their birth families.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics
Evidence of demand will need to be considered.
If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or

leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age		✓		The intended outcome should benefit children who are in the care of the LA.
Disability			✓	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	
Race/Ethnicity			✓	
Religion or belief			✓	
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

Signed (lead officer):

Signed (lead manager): S. L. Parker

Date: 4 January 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
PS03-2122 - Front Door Reform	
Directorate/Service Area	Date EIA Completed
Children and Families Front Door service (Children's Advice and Duty Service)	04/01/2021
Lead Officer for this EIA	Contact Number
Sheena Adams	07385362861

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Children's Social Care & Early Help Services are currently accessed via a referral form to the MASH (multi agency safeguarding hub). The MASH is a joint arrangement led by Staffordshire Police and covers both the city of Stoke on Trent and Staffordshire and it is delivered from Police premises in Staffordshire.

This arrangement poses a number of challenges for our services. This includes the inability to make quick and independent decisions on how we work, not having a sovereign identity and having to contribute to some of the protracted and bureaucratic Police led systems.

The Council has also adopted a way of working that builds on the strengths of families and communities, creating resilience and independence and working 'with residents' rather than 'doing to'. This restorative approach is one that we are keen to model and embed in our new front door arrangements.

The new front door integrates early help and social care to provide a timely and responsive service to our children and families, through an effective front door where the right service is identified for children and families at the right time.

We have integrated our front door to enable a conversation based referral to take place, which will ensure that children and families who would benefit from early help services are not inappropriately escalated to statutory social work involvement.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

Based on Professor Thorpe's new front door model, go live is set for the 2nd February 2021.

This is expected to reduce the number of children becoming 'Children in Need' by between 20%-30%. Cashable savings are not expected to be delivered until mid year 2021/22.

Children and families will receive the right service at the right time.

Improved relationships with our partner agencies and the community of Stoke on Trent, building increased trust in our children and families services and delivery.

This will be achieved through focussing on restorative practices and integration of services with early help.

Time savings for staff are also expected through reduction in bureaucracy and an increase in first time resolution of issues.

The savings target identified is expected to be delivered through a reduction in numbers of children who are referred for formal care and support packages of care.

Who is intended to benefit from this proposal, how and why?

Children and Families – receiving the right support at the right time. Conversation based referrals where consultation takes place between the referrer and an experienced social worker to ensure that the correct level of support is identified for the family.

Colleagues across the children and families workforce – reduction in children and family assessments, reduction in number of families accessing statutory intervention, leading to fewer child protection plans and fewer looked after children.

Partner agencies will feel more reassured that their views are heard and acted upon, they will build trust in Stoke on Trent children and family services and gain in confidence in their decision making and work with children and families.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

The proposal is not intended to impact adversely upon people with differing characteristics and should aim to be inclusive of all children and families who require a level 3 or 4 statutory intervention.

Staff have been consulted on the new front door model and fair recruitment processes are in place.

A working partnership group has been in place during the development of the new front door, including colleagues from health, police and education. These meetings will continue post go live to embed the model and partnership working.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

Daily data reports are available, pertaining to number of contacts, early help referrals, social care referrals and re-referrals made to the front door. These reports will continue post go live.

There will also be fortnightly review meetings which are multi agency to review the front door.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age	No	Yes		Research evidence from other local authorities who have implemented this new front door model has indicated improved and more timely decision making and services most targeted for children and young people applicable to this group.

Disability	No	Yes		Research evidence from other local authorities who have implemented this new front door model has indicated improved and more timely decision making and services most targeted for children and young people applicable to this group.
Gender (including sex, transgender and issues relating to pregnancy and maternity)	No	Yes		Research evidence from other local authorities who have implemented this new front door model has indicated improved and more timely decision making and services most targeted for children and young people applicable to this group.
Race/Ethnicity	No	Yes		Research evidence from other local authorities who have implemented this new front door model has indicated improved and more timely decision making and services most targeted for children and young people applicable to this group.
Religion or belief	No	Yes		Research evidence from other local authorities who have implemented this new front door model has indicated improved and more timely decision making and services most targeted for children and young people applicable to this group.
Sexual Orientation (including issues relating to marriage and civil partnerships)	No	Yes		Research evidence from other local authorities who have implemented this new front door model has indicated improved and more timely decision making and services most targeted for children and young people applicable to this group.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The new front door model is intended to ensure that all children and families benefit equally from the new way of working.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

n/a

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes No

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If a follow-up EIA is not required, explain why:

Signed (lead officer): ---S Adams



Signed (lead manager): ---V Gordon

Date: -----04/01/2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

BUSINESS

Restructure specific Equality Impact Assessment (EIA) Form (including guidance)



Name of directorate/service area undergoing restructure
BS01-2122 – Deletion of Court and Appeals Officer / Paralegal (Housing and Customer Services)
Lead Officer for this EIA with contact number
Zainul Pirmohamed – 01782 232201
Date EIA carried out
18/12/2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
This restructure of the Private Sector Housing Team forms part of the budget saving proposals for 21/22 to assist the Council to balance the budget moving forward.
What are the intended outcomes of the restructure?
The intention of the restructure will in the main to reduce the cost of the Private Sector Housing Team and thereby reduce the cost to the General Fund through the deletion of: <ul style="list-style-type: none">• Court and Appeals Officer (Empty Homes)• Paralegal (Empty Homes)
What are the expected impacts on the demography of the affected team?
<p>Empty Homes are an eyesore and can bring down communities. They illustrate deprivation, abandonment and can make people feel unsafe. They also attract crime, anti-social behaviour and fly tipping and can have a detrimental impact on the mental and physical wellbeing of residents.</p> <p>The main impact of reducing the roles will likely be a reduction in the number of empty homes the team can bring back into use. The Court & Appeals Officer is responsible for collection of debt related to empty homes, which has a positive impact on bringing empty homes back into use.</p> <p>The team are responsive to complaints about empty homes, often they are unsightly and bringing down neighbouring residents, sometimes they are neglected and are causing a nuisance to the neighbouring properties and on occasion they attract anti-social behaviour and can impact on the lives of the local community.</p> <p>The deletion of some of these roles will result in a reduced service to residents and therefore they may have to wait longer for the service to respond and therefore properties will remain empty and will continue to impact on the neighbouring residents.</p> <p>Empty homes are located across the city and are not specific to an area but numbers are higher in the private rental market in the inner city areas, usually being the most deprived areas of the city. Therefore low income households, younger persons and from those from minority ethnic groups are more likely to be affected by empty properties and the restructure.</p>

Assessment of Impact

What evidence do you have to support the need for this proposed restructure?

These posts are vacant.

During the pilot Council Tax team, it became clear that one of the posts (Paralegal) does not work well in the situation within this service and as it was a pilot role, it has not been recruited to. This supports the need to delete the post from the structure.

An analysis of the workload of the Court and Appeals Officer demonstrated that it could be covered by two officers and therefore it has been proposed to delete the third officer. This supports the need to delete the post from the structure.

If you have no evidence, where do you propose to get it from?

Not required. Data collected as part of the service and posts remained vacant until the time of a restructure.

In the next section, you need to be able to give reasons why a positive/negative/neutral impact is expected upon the equality strands within your team.

It is likely that you do not know the complete breakdown of equality strands within your team, so this can be your best estimate.

This is a crucial part of this process as it clearly highlights the impact the restructure will have on different equality groups and thus whether there is any potential discrimination.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age	✓			<p>Younger persons are more likely to privately rent and therefore live in areas with high numbers of empty homes and this therefore may have a negative impact on younger persons.</p> <p>The potential negative impact on the group identified is a proportionate means of achieving the aims of the restructure because despite the restructure, the Empty Homes Team will continue to be a robust service for residents as it contains three Empty Homes Officers, one Environmental Health Officer, one Environmental Health Assistant (shared with the Enforcement Team) and one Court and Appeals Officer. The team assess the cases and prioritise based on the impact of the empty property on the local community and therefore the impact will be mitigated by the processes of the team.</p>
Disability			✓	
Gender - including transgender and issues relating to pregnancy and maternity			✓	
Race/Ethnicity	✓			<p>Black and Minority Ethnic persons are more likely to privately rent and therefore live in areas with high numbers of empty homes and this therefore may have a negative impact on this group.</p> <p>The potential negative impact on the group identified is a proportionate means of achieving the aims of the restructure because despite the restructure, the Empty Homes Team will continue to be a robust service for residents as it contains three Empty Homes Officers, one Environmental Health Officer, one Environmental Health Assistant (shared with the Enforcement Team) and one Court and Appeals Officer. The team assess the cases and prioritise based on the impact of the empty property on the local community and therefore the impact will be mitigated by the processes of the team.</p>

Religion or belief			✓	
Sexual Orientation – including issues relating to marriage and civil partnerships			✓	

Don't worry if there is a negative impact. This doesn't mean that the restructure can't go ahead; it just means that there has to be measures put in place to mitigate this impact.

If an adverse negative impact has been identified can it be justified on any grounds?

The potential negative impact on the groups identified is a proportionate means of achieving the aims of the restructure because despite the restructure, the Empty Homes Team will continue to be a robust service for residents as it contains three Empty Homes Officers, one Environmental Health Officer, one Environmental Health Assistant (shared with the Enforcement Team) and one Court and Appeals Officer. The team assess the cases and prioritise based on the impact of the empty property on the local community and therefore the impact will be mitigated by the processes of the team.

Does the proposed restructure directly or indirectly discriminate against any group of staff?

*Direct discrimination would be if a black person is not employed because they are black.
Indirect discrimination would be if a disabled person could not be employed because there was no lift to the office, which was on the third floor.*

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment
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As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

As the proposal purely involves deleting vacant posts it is not required to be included in the Council's redundancy consultation process as advised by HR. The Private Sector Housing Team will be informed about the budget proposal and the current and proposed structure will be shared with the team.

Signed (lead officer): 

Signed (lead manager): Carl Brazier

Date: 10/12/2020

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Name of proposal being assessed	
BS02-2122 - Restructure of Regeneration & Economic Growth	
Directorate/Service Area	Date EIA Completed
Place, Growth & Prosperity	15/12/2020
Lead Officer for this EIA	Contact Number
Richard Chadwick	X4020

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Demand will continue for the services provided by Regeneration & Economic Growth, but the requirements are changing, particularly in the Investment Services team. Furthermore, the City Council has been awarded a grant of £29m from DfT to deliver the Transforming Cities Fund programme and changes are required to the Regeneration team to facilitate the delivery of this programme.

Therefore, it is necessary to commence the process of change now to meet future demands for service delivery and transition to a commissioner of Place where programme and commercial management are much more prominent and significant.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

A more streamlined service and structure which can better meet the requirements of service delivery.

Who is intended to benefit from this proposal, how and why?

Residents of the City will benefit from a more streamlined service delivering the changing needs required to facilitate Regeneration & Economic Growth.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

None of the changes to the services delivered will impact any of the protected characteristics.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

No monitoring data is available, but none of the changes to the services delivered will impact any of the protected characteristics.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No – no other groups will be disadvantaged by the proposal.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

N/A

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

No impact will be felt by any of the protected characteristic groups.

Signed (lead officer): -----  -----

Signed (lead manager): ----- Phil Cresswell -----

Date: ----- 15th December 2020 -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

COMMUNITIES

Restructure specific Equality Impact Assessment (EIA) Form



Name of directorate/service area undergoing restructure
CMS01-2122 Customer Services Review (Housing and Customer Services / Customer Services)
Lead Officer for this EIA with contact number
Emily Bagnall – Strategic Manager Customer Services, Libraries and Business Support
Date EIA carried out
22.12.2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
<p>In line with Customer Service Review undertaken in August 2020 this is a rationalisation of Customer Service Support Posts, which results in a reduced staffing requirement.</p> <p>Due to a reduction in Customer Service Advisors over the last two financial years, of which there has been a reduction of 13 FTE over this time, this now requires a reduction in support staff as there are less staff, sites and shifts to support and manage from both a support and administrative function.</p>
What are the intended outcomes of the restructure?
<p>This will support a much lighter structure on support posts, of which 2 of the 3 posts have been vacant for some time now so evidence has shown we no longer need these posts.</p>
What are the expected impacts on the demography of the affected team?
<p>No impacts identified.</p>
Assessment of Impact
What evidence do you have to support the need for this proposed restructure?
<p>Budgetary drivers and no lack of locations and shifts to support due to change in operating model over the last two years.</p>
If you have no evidence, where do you propose to get it from?
<p>N/A</p>

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular age group.
Disability			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on employees with a disability. However, it should be noted that the Council can only base this view on the information held on those employees who have formally declared that they have a disability.
Gender - including transgender and issues relating to pregnancy and maternity			✓	Based on the employee profile and the current information available there is no indication to suggest there will be a disparate impact due to gender.
Race/Ethnicity			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular ethnic group.
Religion or belief			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular religion or belief.
Sexual Orientation – including issues relating to marriage and civil partnerships			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact upon any employee of any sexual orientation.

If an adverse negative impact has been identified can it be justified on any grounds?
None Identified.

Does the proposed restructure directly or indirectly discriminate against any group of staff?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment
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As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

The Council will undertake a collective redundancy exercise in accordance with its statutory obligations.

Any feedback from Trade Unions, Members or employees submitted during the consultation period will be considered in full before any decisions on the final proposals are made. This EIA will be revisited at the end of the consultation period considering the feedback provided, to ensure there are no further disproportionate impacts upon employees who fall within the categories of the protected characteristics.

The Council already has a number of initiatives in place to support employees in a redundancy situation, such as – vacancy priority consideration and staff counselling.

A handwritten signature in blue ink, appearing to read 'K. Bagnall', is positioned above the signature line.

Signed (lead officer):

Date: 22.12.2020

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Name of proposal being assessed	
CMS02-2122 - Markets Service	
Directorate/Service Area	Date EIA Completed
Place, Growth & Prosperity	15/12/2020
Lead Officer for this EIA	Contact Number
Richard Chadwick	X4020

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

The global Covid-19 crisis has caused some operational difficulty with respect to markets nationally, with most (Council sponsored) markets now run with increasing viability issues, and a recognition that many will struggle to re-open once all lockdown restrictions are eased. Furthermore, the pandemic has caused a further acceleration of a channel shift for on-line shopping and a demonstrable footfall decline to town centres generally, and this has been felt by the city's markets. As such, a review will be undertaken to provide a new vision for our markets.

In order to tackle the value for money and efficiency issues that the service currently has, some direct efficiencies are being considered through the market service management and operation, which will lead to a net reduction of 3 FTE.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

A more streamlined service and structure which can better meet the requirements of service delivery.

Who is intended to benefit from this proposal, how and why?

Residents of the City will benefit from a more streamlined service delivering the changing needs required to facilitate the city's markets.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

None of the changes to the services delivered will impact any of the protected characteristics.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

No monitoring data is available, but none of the changes to the services delivered will impact any of the protected characteristics.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No – no other groups will be disadvantaged by the proposal.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

N/A

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

No impact will be felt by any of the protected characteristic groups.

Signed (lead officer): -----  -----

Signed (lead manager): ----- Phil Cresswell -----

Date: ----- 15th December 2020 -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
CMS03- 2122 - Charging for Parking and Westport Lake and Central Forest Park	
Directorate/Service Area	Date EIA Completed
Place, Prosperity and Growth	15 December 2020
Lead Officer for this EIA	Contact Number
Ian Tamburello, Strategic Manager, Regulatory Services	01782 232078

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

It is proposed that Central Forest Park and Westport Lake will have pay and display meters installed and parking charges implemented to recover a contribution towards the facility costs and ensure parking is available and preserved for facility visitors.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

To generate a contribution towards the facility costs and ensure parking is available and preserved for facility visitors.

Who is intended to benefit from this proposal, how and why?

The council as a whole will benefit from increased revenue, avoiding or reducing the scale of less palatable options such as Environmental Services budget reductions affecting the quality of these facilities and the environment in general.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

No specific evidence identified. The consultation will be managed as part of the corporate budget consultation.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

We do not have access to, or collect global motorist characteristics. All feedback / evidence will be invited as part of the corporate budget consultation.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the

proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	<p>The proposals will have no direct impact on these groups.</p> <p>The proposed charges will follow the same charging approach as our other car parks, in that blue badge holders will be enjoy charging exemption.</p>
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

Introducing charges will disadvantage those of low income may not visit; may visit less often; or may have to park further away and walk to the facility.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

Parking is a commercial activity, and pricing is consistent to all individual motorists, bar blue badge users. Parking location is a private decision for the individual motorist and there are always other parking options available should the offer in one location be unattractive.

Follow-up Equality Impact Assessment

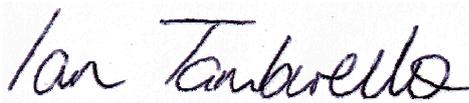
Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

This is not a new function, and performance will be measured through existing channels.

Signed (lead officer and manager):
Date: Tuesday, 15 December 2020



Phil Cresswell

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent
City Council

Name of proposal being assessed	
CMS04-2122 - Charging for an enhanced organic waste collection	
Directorate/Service Area	Date EIA Completed
Place, Growth & Prosperity: Waste Services	15/12/20
Lead Officer for this EIA	Contact Number
Carol Gibbs	Ext 3256

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?
To introduce an enhanced organic waste collection service covering the 5 winter months Nov – March inclusive.
What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?
It is intended to offer the opportunity for residents to receive an enhanced organic waste collection over the winter months for an annual fee
Who is intended to benefit from this proposal, how and why?
All residents are able to opt into this service to receive organic and food waste collections on a fortnightly basis throughout the winter months. This will mean that householders will receive a continued kerbside collection throughout the year meaning they do not have to find alternative disposal methods if they create organic waste

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics
This will not have an impact on any particular group of people. All residents will be able to opt into the offer and will continue to receive a 7 monthly collection free of charge
If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.
N/A

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or

leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	All residents are able to opt into the service regardless of age.
Disability			X	All residents are able to opt into the service regardless of any disability.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	All residents are able to opt into the service regardless of their gender.
Race/Ethnicity			X	All residents are able to opt into the service regardless of their ethnicity.
Religion or belief			X	All residents are able to opt into the service regardless of any religion or beliefs.
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	All residents are able to opt into the service regardless of their sexual orientation.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

People on low income may be impacted up on, however the City Council has various ways in which waste can be disposed of and can be discussed with each individual to provide the preferred solution dependent upon each case.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

Each individual case can be discussed to agree a preferred way forward for the case in question.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

All relevant processes have been followed up to this point and through the budget consultation will continue to do so.

The Councils Waste Services has a number of initiatives that can assist residents to dispose of their waste correctly which will all be communicated and used to determine the best solutions for individuals.

Signed (lead officer):



Phil Cresswell

Date: 15/12/20

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Name of proposal being assessed	
CMS05-2122 - Closure of Standalone Public Toilets	
Directorate/Service Area	Date EIA Completed
Place, Growth & Prosperity	15/12/2020
Lead Officer for this EIA	Contact Number
Richard Chadwick	X4020

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

It is proposed that the following standalone toilet blocks are closed: Tunstall, Stoke, Fenton and Longton.

The Council also cleans standalone public toilets in the following parks: Longton, Hanley, Central Forest, Tunstall, and Burslem. The operational arrangements for these facilities, including the responsibilities of café operators and the application of any grant agreements, will be reviewed to understand if any of these park based facilities can be closed.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

During the two covid pandemic lockdown periods, it was necessary to close the Council operated standalone toilets blocks in Tunstall, Stoke, Fenton and Longton, and the toilet facilities in parks in Longton, Hanley, Central Forest, Tunstall, and Burslem. Following the easing of lockdown restrictions, some of the facilities were reopened with an enhanced cleansing regime, but operated by unisex facilities for all members of the public. These facilities were maintained and cleaned by a dedicated member of staff whilst they were in operation. Unfortunately, since restrictions were lifted between national lockdowns, the facilities in Longton were damaged by fire and now beyond economic repair.

Who is intended to benefit from this proposal, how and why?

Residents of the City will benefit from the closure of toilets, some of which complain that the facilities are in poor condition, feel unsafe and threatening, and are magnets for anti-social behaviour. Such complaints have been particularly vociferous whilst the toilets were operated as unisex facilities. Unfortunately, it is no longer affordable for the City Council to repair damaged facilities, or cost effective to provide "around the clock" security and cleaning needs demanded by some residents..

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

There has been no formal consultation, but the changing operational models necessitated by covid has resulted in feedback from residents. Anecdotal evidence received during the last few months suggests that women in particular feel vulnerable using unisex facilities. However, other complaints received over the last few months suggests that some protected characteristics, for example older or disabled residents, have felt the impact of reduced or closed provision.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

As above, no monitoring data is available, but anecdotal evidence received in the last few suggests that some residents will be affected positively and some negatively by the proposed changes.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age	X			Some elderly or very young residents, who may need to use public toilets more frequently, may feel negatively impacted by the proposal.
Disability	X			Some disabled residents who may need to use public toilets more frequently may feel negatively impacted by the proposal.
Gender (including sex, transgender and issues relating to pregnancy and maternity)		X		Some female residents who feel vulnerable using unisex toilets or threatened by anti-social behaviour will feel positively impacted by the proposal.
Race/Ethnicity		X		Some particular ethnic groups may feel uncomfortable using unisex toilets or threatened by anti-social behaviour will feel positively impacted by the proposal.
Religion or belief		X		Some particular religious groups may feel uncomfortable using unisex toilets or threatened by anti-social behaviour will feel positively impacted by the proposal.
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No – no other groups will be disadvantaged by the proposal.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

Particular age groups or disabled residents may feel negatively impacted by the proposal to close standalone public toilets. In order to mitigate the impact, businesses in the town centres losing their facilities, or cafes operating in the parks, will be encouraged to open their toilet facilities for all members of the public needing them.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

A follow-up EIA should be undertaken.

Signed (lead officer): -----  -----

Signed (lead manager): ----- Phil Cresswell -----

Date: -----15th December 2020-----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
CMS06-2122 - Inflationary Increase to Fees and Charges – MOT's and Trade Waste	
Directorate/Service Area	Date EIA Completed
Place, Growth and Prosperity	Tuesday, 22 December 2020
Lead Officer for this EIA	Contact Number
Ian Tamburello	01782 232078

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

After 5 years, to increase the charges for different classes of "MOT tests" to keep in-line with the external market and inflation, and to increase the trade waste collection and disposal prices by 5% to sustain the business whilst investigation of the service transferring to a third party is pursued. Also to seek general approval to apply inflationary increases to these fees and charges from now on.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

That these discretionary services are sustainable and continue to provide an above breakeven return to avoid the necessity for less palatable savings.

An unexpected drop in demand would detract from the delivery of the outcomes

Who is intended to benefit from this proposal, how and why?

The council as a whole from delivery of an improved financial position of the MOT and Trade Waste Services, reducing the burden on the council's tight financial resources.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

These are discretionary services that operate in a commercial, competitive environment, and the council has no monopoly over the market for either service. Any price variations are based on customer demand specifications, not protected characteristics.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

Only customers of the service will be affected by the proposals and these will be able to respond during the consultation. The success of the proposals will be measured by service demand.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	<p>The proposed price increases will apply equally to all groups as a commercial, competitive offer.</p> <p>Any price differential to individual businesses or persons will be based on customer demand volumes and specifications on a commercial basis.</p>
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

Not applicable

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

There are no identified impacts to follow-up

Signed (lead officer):

Signed (lead manager): *lan Tambrello* Phil Cresswell

Date: Tuesday, 22 December 2020

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Restructure specific Equality Impact Assessment (EIA) Form Guidance



Name of directorate/service area undergoing restructure
CMS07-2122- Hanford Household Waste Recycling Centre staffing restructure Place, Growth & Prosperity Environmental Services
Lead Officer for this EIA with contact number
Carol Gibbs, Strategic Manager – Environmental Services Tel: 233256
Date EIA carried out
15 December 2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
To create a fit for purpose, up to date, environmental services team, aligning the recycling centre staff with other waste disposal teams which will enable resources to be redirected to areas of high demand and provide a better service to local residents where it is needed most.
What are the intended outcomes of the restructure?
To deliver an effective and efficient environmental service in the context of the incredibly challenging financial climate within which the organisation exists.
What are the expected impacts on the demography of the affected team?
There could be potential job loss due to the proposals, needs of the business and service delivery. However, new posts are being created which affected postholders can apply for. The Council has taken into consideration the protected characteristics as defined by the Equality Act 2010 when formulating these proposals which has enabled all possible mitigating factors to be taken into consideration and applied if possible.
Assessment of Impact
What evidence do you have to support the need for this proposed restructure?
The Hanford recycling centre staff within the Environmental Services section was brought in house for delivery in 2020. Since then it has become apparent that a number of changes to roles are required to fulfil the demand on the service and to reflect the requirements that the last 8 months of operating has highlighted, making the service more efficient and aligning staff responsibilities to enable a flexible workforce approach.
If you have no evidence, where do you propose to get it from?
N/A

	Negative Impact	Positive Impact	Neutral Impact	Reason(s) These are examples – amend accordingly
Age			X	Based on the employee profile and the current information available on proposed redundancy figures, there is no indication to suggest there would be a disparate impact upon any particular age group.
Disability			X	Based on the employee profile and the current information available on proposed redundancy figures, there is no indication to suggest there would be a disparate impact upon people with disabilities. It needs to be noted here that the Council can only base this presumption on those staff who have already declared that they have a disability.
Gender - including transgender and issues relating to pregnancy and maternity			X	Based on the employee profile and the current information available on proposed redundancy figures, there is no indication to suggest there would be a disparate impact upon any particular gender.
Race/Ethnicity			X	Based on the employee profile and the current information available on proposed redundancy figures, there is no indication to suggest there would be a disparate impact upon any particular race, nationality or ethnic group.
Religion or belief			X	Based on the employee profile and the current information available on proposed redundancy figures, there is no indication to suggest there would be a disparate impact upon persons of any particular religious belief.
Sexual Orientation – including issues relating to marriage and civil partnerships			X	Based on the employee profile and the current information available on proposed redundancy figures, there is no indication to suggest there would be a disparate impact upon persons of any particular sexual orientation.

If an adverse negative impact has been identified can it be justified on any grounds?

N/A

Does the proposed restructure directly or indirectly discriminate against any group of staff?

Direct discrimination would be if a black person is not employed because they are black.

Indirect discrimination would be if a disabled person could not be employed because there was no lift to the office, which was on the third floor.

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment
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As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

All relevant processes have been followed up to this point and this will continue. Any feedback from Trade Unions or employees submitted during the consultation period will be considered in full before any decisions on the final proposals are made. This EIA will be revisited at the end of the consultation period taking into account the feedback provided, to ensure there are no further disproportionate impacts upon employees who fall within the categories of the protected characteristics.

The Council already has a number of initiatives in place to support employees in a redundancy situation, such as vacancy priority consideration, outplacement support and staff counselling.

Signed (lead officer): Carol Gibbs Phil Cresswell

Date: 15 December 2020

Equality Impact Assessment (EIA) Form

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Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
CMS08-2122 – My Communities Matter Contract Review	
Directorate/Service Area	Date EIA Completed
Housing and Customer Service Housing Management and Communities Communities Team	22/12/20
Lead Officer for this EIA	Contact Number
Chrissy Harrison	01782 234658

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?
The proposal is to end the My Community Matters commission at the end of the current contract period (July 2021) and reinvest an element of the funding to support the in-house Community Development Team. The remaining funding for the contract will be offered as a saving.
What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?
The intention is for the existing provision to be incorporated into the wider work of the in-house Community Development Team. In order to ensure that there is appropriate capacity within the team to manage this additional work a review of the Community Development service is underway.
Who is intended to benefit from this proposal, how and why?
Community <ul style="list-style-type: none">The community will benefit from a more coordinated and joined up community development offer in the city supporting local people to play an active part in their local area. City Council <ul style="list-style-type: none">The Community Development function across the city will become clearer and more closely aligned to identified priorities.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics
No information is currently available on the people who use the My Community Matters Service.
If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.
My Community Matters is a universal service and therefore the equality assessment has been made based on the wider population information available.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			x	The function of the My Community Matters team will be incorporated within the wider role of the Community Development Team and therefore engagement and development with residents will continue.
Disability			x	The function of the My Community Matters team will be incorporated within the wider role of the Community Development Team and therefore engagement and development with residents will continue. In house provision will be closely aligned to the Community Cohesion Team to ensure that work is effectively coordinated for this group.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			x	The function of the My Community Matters team will be incorporated within the wider role of the Community Development Team and therefore engagement and development with residents will continue.
Race/Ethnicity			x	The function of the My Community Matters team will be incorporated within the wider role of the Community Development Team and therefore engagement and development with residents will continue. In house provision will be closely aligned to the Community Cohesion Team to ensure that work is effectively coordinated for this group.
Religion or belief			x	The function of the My Community Matters team will be incorporated within the wider role of the Community Development Team and therefore engagement and development with residents will continue. In house provision will be closely aligned to the Community Cohesion Team to ensure that work is effectively coordinated for this group.
Sexual Orientation (including issues relating to marriage and civil partnerships)			x	The function of the My Community Matters team will be incorporated within the wider role of the Community Development Team and therefore engagement and development with residents will continue. In house provision will be closely aligned to the Community Cohesion Team to ensure that work is effectively coordinated for this group.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The My Community Matters service targets communities in areas of high deprivation.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

The My Communities Matters services is engaged with local residents and communities in key areas of the city. Ending the contractual arrangements may leave these groups and individuals without necessary support. In order to mitigate this a handover plan will be put in place and joint work undertaken to ensure that support continues.

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

No negative impacts have been identified on any groups with protected characteristics. Potential risks have been mitigated.

The Equality Impact Assessment will be reviewed in line with consultation feedback and decision making.

Signed (lead officer): Christina Harrison

Signed (lead manager): ---A I Bullman-----Carl Brazier-----

Date: ---22/12/2020-----
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The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

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Stoke-on-Trent

Additional guidance notes have been provided through the following link

Name of proposal being assessed	
CMS09-2122 - Review Environmental Health, Trading Std and Consumer Protect	
Directorate/Service Area	Date EIA Completed
LifeCourse/Adult Social Care, Health Integration and Wellbeing Commissioning	
Lead Officer for this EIA	Contact Number
Alistair Fisher - Strategic Manager – Life course Adult Social Care, Health Integration and Wellbeing	01782 234593
Carla Gater - Senior Commissioning Officer 0 - 25 – Integrated Commissioning and Partnerships Integrated Commissioning Adult Social Care, Health Integration and Wellbeing	01782 231829

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Purpose

The purpose of the proposal is to identify efficiencies through a review of the Environmental Health, Trading Standards and Consumer Protection management structure.

Background

The Environment, Health, Consumer Protection and Trading Standards Team engage with businesses and general public by providing advice and guidance, positively tackle complaints and also respond to breaches of the law.

Through legislation, local policies, education and enforcement, the above services deal with a wide range of functions that are necessary to help protect personal, environmental, economic and social well-being, to create a safe living and working environment for the communities and people of Stoke -on-Trent.

We determine our activities by assessing the needs of local people and our business community, and considering the risks that require addressing. We use continuous improvement and reflection as a tool to ensure our resources are targeted appropriately.

We ensure that information, guidance and advice is available to help residents and businesses within the city meet legal requirements, as the Local Authority we deal proportionately with breaches of the law as set out in our Enforcement Policy, including taking firm enforcement action when necessary and we provide a range of services to businesses in order to operate our services in accordance with the requirements of the Regulators' Code.

The Local Authority always consider the impact that our regulatory activities may have on businesses and members of the public. We will only adopt a particular approach if the effectiveness and benefits of action taken justify the costs.

We endeavour to help businesses achieve compliance without unnecessary expense to others.

Benefits of the Environment, Health, Consumer Protection and Trading Standards services

Information and advice empower businesses to be more in touch with the demand and need locally of consumer goods

- Consumer protection offers competitive markets locally
- Competitiveness drives down prices for local areas without losing the quality of goods
- Consumer Law protects quality goods and ensures investment into local products
- Consumer and protection law advice that can be given, alerts people to making better choices
- Trading Standards have a Public facing service that can offer information and advice that can improve

services and products

- Enforcement supports areas of concern where by intentional harm is prevalent through neglect on animals, humans or in the sale of poor quality goods that can be harmful to all and the environment.

Current Service Delivery

The Local Authority exercise and fulfil all Statutory and discretionary functions/duties attached to these services by:

- protecting public and consumer safety and health
- protecting public, consumer, and business rights
- conducting statutory inspections, enforcement, and control of business and public activities where necessary to protect safety, health, and rights
- providing consumer and business assistance and advice
- linking the above to health advice and promotional activities of Public Health

Consumer Protection and Environmental Health involve some element of regulatory oversight and control, applying mainly national legislation intended to protect the public or consumer from harm, fraud, nuisance and substances detrimental to life. They also enforce standards in respect of animal welfare and health recognising human's interaction with animals, and care and compassion in this direction. The overriding service aim is public protection, with regulatory compliance seen to be the norm, and rogue businesses and errant traders dissuaded from operating in the City.

A metrology laboratory is still provided in house for the maintenance and calibration of service equipment, with a small amount of income being generated from a calibration service. The service also provides oversight of the Council's contractor for the collection & kennelling of stray dogs & the delivery of our statutory duty to provide welfare funerals.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

This option proposes that the service continues due to the benefits it provides but with a reduction in staff.

The services will be integrated to work as a single multi-faceted staff team delivering across all areas, remodelling of the service will ensure the service remains unchanged in what is being delivered.

To enable the service to remain effective as the service recovers from COVID-19 responses a rigorous risk matrix model to deploy staff to tackle persistent and significant Environment Health and Consumer Protection issues will be in place.

Who is intended to benefit from this proposal, how and why?

The proposal will have a minimal risk on services and will benefit the council in terms of savings, current vacancies and temporary posts will not be renewed.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

The Consultation will be a staffing consultation and will take place for a period of 30 days from 4th January 2021 to 17th February 2021.

HR will provide and prepare all documentation ahead of February Cabinet to implement new structure once approved.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

As above

N/A.

Considering all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group, this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently

from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			√	Moderate risk to function of these services as management posts reduced. Potential impact on the delivery of services and council standards. Age has not been part of any decision to displace/pool staff.
Disability			√	The service ensures management of Environmental Health, Trading Standards and Consumer Protection and should not affect anyone with disabilities accessing the service. Any staff with disabilities that are displaced/pooled will be managed/supported under relevant HR policies and procedures.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			√	The service ensures management of Environmental Health, Trading Standards and Consumer Protection and will not affect Gender Any staff members gender has not been part of any decision to displace/pool staff.
Race/Ethnicity			√	The proposed service is open to all eligible individuals. An individual's ethnicity will not prevent somebody from accessing this service. Any staff members ethnicity has not been part of any decision to displace/pool staff.
Religion or belief			√	The proposed service is open to all eligible individuals. An individual's religion or beliefs will not prevent somebody from accessing this service. Any staff members religion or beliefs has not been part of any decision to displace/pool staff.
Sexual Orientation (including issues relating to marriage and civil partnerships)			√	The proposed service is open to all eligible individuals. An individual's sexual orientation will not prevent somebody from accessing this service. Any staff members sexual orientation has not been part of any decision to displace/pool staff.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The service will continue to be delivered to all residents of the city. Any staff displaced or pooled will be supported through HR processes and alternative support for employment opportunities or redundancy where requested

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

N/A

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

N/A

Signed (lead officer): *Carla Gater* - Senior Commissioning Officer | 0 - 25 – Integrated Commissioning and Partnerships
Integrated Commissioning | Adult Social Care, Health Integration and Wellbeing

Signed (lead manager): Alistair Fisher - Strategic Manager – Life course | Adult Social Care, Health Integration and Wellbeing



Date: 15.12.2020

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Equality Impact Assessment (EIA) Form

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Stoke-on-Trent

Additional guidance notes have been provided through the following link

Name of proposal being assessed	
CMS10-2122 - Proposal to create an income generated Pest Control Service	
Directorate/Service Area	Date EIA Completed
Life Course, Adult Social Care, Health Integration and Wellbeing Commissioning	15.12 2020
Lead Officer for this EIA	Contact Number
Alistair Fisher - Strategic Manager – Life course Adult Social Care, Health Integration and Wellbeing	01782 234593
Carla Gater - Senior Commissioning Officer 0 - 25 – Integrated Commissioning and Partnerships Integrated Commissioning Adult Social Care, Health Integration and Wellbeing	01782 231829

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Purpose

The purpose of the proposal is adapting the Pest Control service to become a self-sustainable service. The service already creates income for the city council, however the aim is for the service to also become self-financing.

An increased income target for Pest Control will include a review of charges for the provision of services on offer to the residents of the city. The review of charges for future business will support the self-financing option within the savings proposal. (The expenditure will be equal to income that is generated).

Background

Currently, the service is delivered by the Public Protection Environmental Health Team and the service fulfils important public health functions which involves the control of insects or other animals that transmit diseases to people.

Pests can have negative effects on people, pests are injurious to health and can act as carriers for allergens which irritate people with sensitive medical conditions. Pests create excrement droppings and also shed skin cells which can become airborne, contaminating the air people breathe. Preventative and reactive pest control supports health and wellbeing of all residents within the city.

Nationally there is falling pest populations but locally there is a strong demand for pest control, which identifies the service is imperative in improving health and wellbeing in the city, pest infestations can also have a detrimental effect on the city economically if not managed, it's crucial that business owners have a service they can use to support taking care of pest infestations as soon as a problem arises, as pest sightings can cause businesses to lose customers, sales and profits.

The Benefits of Pest Control Services include:

- (1) Reduce illnesses and the risk of various diseases:
- (2) Ensure proper and thorough Cleaning is Handled:
- (3) Lessens the uses of toxic and harmful chemicals and is managed by experts
- (4) Decreases allergies and Itching, chest infections and other chronic illnesses

The service comprises of four x full time employees providing the service city wide, various charges are applied to each pest and the level of treatment.

Current Service Delivery

- In-house pest control service for residential and commercial customers
- concessionary rates for some residents to recognise genuine hardship
- service provision to commercial and domestic dwellings
- sewer baiting
- Rat control
- Advice on pigeon-proofing and culling
- Service contracts providing a fixed number of control visits throughout the year are available (preventive Pest Control)
- One off single visit.
- 24/7 on call service

Future Intentions

- The Pest control Service will continue to be delivered across the city to residents and businesses, however the 24/7 on call service will not be available
- The service will review charges in order to become self-sustainable
- The service will implement a strategy that can support growth of services that are on offer to residents to create more revenue
- Detailed and up to date comparator analysis is required to identify demand, need and growth

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

Our main intention is to allow residents to remain in their own homes with reduced risk of environmental detriments that may cause harm to their health and to allow businesses to thrive by offering a support service that can manage and control pest infestations.

We intend to expand and grow the business to enable more pest control services to be provided and become self-sufficient as a business by 2021/2022. This links in to the Local Authorities Stronger Together Principles, and particularly the priorities set out below.

- *Support our residents to fulfil their potential;*
- *Support our businesses to thrive, delivering investment in our towns and communities;*
- *Work with residents to make our towns and communities great places to live;*
- *A commercial council, well governed and fit for purpose, driving efficiency in everything we do;*
- *Support vulnerable people in our communities to live their lives well.*

The proposal is also intending to support the Council to become efficient and utilise public monies more effectively.

Who is intended to benefit from this proposal, how and why?

All residents who reside and work in the City of Stoke-on-Trent, those who require support to control and clean up their environments where infection may pose a risk to health and economy.

The Local Authority is intended to benefit from the proposal due to the proposal directing the service by way of income regeneration and growth. Providing an opportunity to widen services on offer once sustainability has been achieved.

The Local Authority will not be spending public money on the service moving forward, which is in the best interest of public funds.

The Local Authority will not need to re-tender this service and accrue procurement costs.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

The service has protected characteristics and the service will not change dramatically enough to make a negative impact on the city or its residents.

We are currently creating stronger relationships between the Residents, Housing Providers and Businesses to ensure that all individual's needs from both a housing, business and resident perspective are being met.

A staff consultation on the proposals will be completed over a 30 day period and will commence from 4th January 2020 to 17th February 2020 and a review of the service will be completed in due course where by residents will be able to feedback about the service, the new proposal and changes to charging.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

As above

N/A.

Considering all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group, this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age		√		The service is accessible to all residents who are a home owner, in rented (private or Council owned) or supported accommodation and anyone who has a commercial premise
Disability		√		The service ensures management of any pest control substances and follows Health and safety protection laws to keep people safe whilst work is being undertaken.
Gender (including sex, transgender and issues relating to pregnancy and maternity)		√		Individuals of all genders will be able to access this service.
Race/Ethnicity		√		The proposed service is open to all eligible individuals. An individual's ethnicity will not prevent somebody from accessing this service.
Religion or belief		√		The proposed service is open to all eligible individuals. An individual's religion or beliefs will not prevent somebody from accessing this service.

Sexual Orientation (including issues relating to marriage and civil partnerships)		✓		The proposed service is open to all eligible individuals. An individual's sexual orientation will not prevent somebody from accessing this service.
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Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

Anyone that is on low income, housing benefits or universal credit are assessed for eligibility of a discount as consideration of financial hardship.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

N/A

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

N/A

Signed (lead officer): *Carla Gater* - Senior Commissioning Officer | 0 - 25 – Integrated Commissioning and Partnerships
Integrated Commissioning | Adult Social Care, Health Integration and Wellbeing

Signed (lead manager): **Alistair Fisher** - Strategic Manager – Life course | Adult Social Care, Health Integration and Wellbeing



Date: 15.12.2020

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

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Stoke-on-Trent

Additional guidance notes have been provided through the following link

Name of proposal being assessed	
CMS11-2122 - Proposal to increase Bereavement Care Fees & Charges	
Directorate/Service Area	Date EIA Completed
Life Course, Adult Social Care, Health Integration and Wellbeing Commissioning	18.12 2020
Lead Officer for this EIA	Contact Number
Alistair Fisher - Strategic Manager – Life course Adult Social Care, Health Integration and Wellbeing	01782 234593

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?
To ensure the bereaved are treated with sensitivity, dignity and respect Bereavement Care provides a range of services including the legal burial and cremation of the dead, grounds maintenance within the cemeteries and crematorium and Memorial Safety. Discretionary fees and charges are placed on each service that reflect the cost of providing the service and current market conditions. The purpose of the proposal is to increase Bereavement Care Fees and Charges by 7.5%.
What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?
Changes to fees and charges made for Bereavement Care are proposed with the aim of ensuring that the costs of providing discretionary services are met by the service user rather than falling upon all local residents and businesses. The proposal is also intending to support the Council to become efficient and utilise public monies more effectively.
Who is intended to benefit from this proposal, how and why?
The policy of recovering discretionary service costs from service users' benefits residents and businesses who contribute to the Council's finances through local taxation.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics
Benchmarking with fees and charges of comparable local authorities for discretionary services. Benchmarking with fees and charges of private sector providers. Annual monitoring of service use.
If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.
N/A

Considering all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group, this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			√	The discretionary services subject to a fees and charges review not age related or age specific.
Disability			√	The discretionary services subject to a fees and charges review not disability specific.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			√	The discretionary services subject to a fees and charges review not gender related or gender specific.
Race/Ethnicity			√	The discretionary services subject to a fees and charges review have no race or ethnicity aspects.
Religion or belief			√	The discretionary services subject to a fees and charges review have no religious or belief aspects.
Sexual Orientation (including issues relating to marriage and civil partnerships)			√	The discretionary services subject to a fees and charges review are equally available to all customers other than where restricted by statute.

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

The local authority has a statutory duty to make arrangements for Public Health funerals when a person has died in circumstances where the family is unable to be traced, or no funeral arrangements have been made for that person.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

N/A

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

N/A

Signed (lead manager): **Alistair Fisher** - Strategic Manager – Life course | Adult Social Care, Health Integration and Wellbeing

A handwritten signature in black ink, appearing to be 'Alistair Fisher', written over a light blue grid background.

Date: 18.12.2020

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

COMMERCIAL

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
CS03-2122 – Review Payroll Traded Svcs	
Directorate/Service Area	Date EIA Completed
City Director/Human Resources	10 December 2020
Lead Officer for this EIA	Contact Number
James Doble	01782 233260

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

The purpose of this proposal is to examine in detail the traded service model for the City Councils payroll function and establish its viability and associated future options. The scope of this proposal is therefore the City Councils payroll service.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

The intended outcomes of this proposal are to ensure arrangements are in place that give greater assurance than exists internally at the current time in relation to the baseline position for providing payroll services for the Council; whether the level of income generated through commercial activity is commensurate with the wider market and whether the balance of commercial and non commercial activity is correct, in the context of the overall workload and structure of the service.

Who is intended to benefit from this proposal, how and why?

The City Council and Council taxpayers are intended to benefit from this proposal as it is based on a need to ensure that the service is delivering best value from the resources committed to it and/or taking any remedial steps required should there be concerns identified as a result of the evaluation.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

Monitoring data is not available in relation to this element of the proposal given the services are delivered to a range of external and internal clients along with a significant number of individuals and families.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

Overall this proposal is likely to have a neutral impact on people with differing protecting characteristics. The main potential risk/exception to that relates to the provision of services for the Council of its Direct Payments Payroll however the service itself would not have details on the protected characteristics of those individuals or families who are in receipt of this service.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age	X			See above
Disability	X			See above
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

Linked to the comments above there is the potential that the proposal may have a negative impact, even if unintended on groups such as single parents or those on low income.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

As referred to above the potential for a negative impact is linked directly to the provision of the Direct Payments payroll service. To mitigate against this, the Council would seek to ensure, should it decide ultimately to discontinue this element of its service, that a payroll provider was sourced in its place to ensure adequate continuity of service provision.

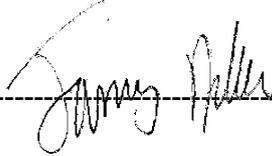
Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If a follow-up EIA is not required, explain why:

Signed (lead officer): -----

Signed (lead manager):  -----

Date: 4 January 2021 -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
CS04-2122 – Review HR Traded Services	
Directorate/Service Area	Date EIA Completed
City Director/Human Resources	10 December 2020
Lead Officer for this EIA	Contact Number
James Doble	01782 233260

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

The purpose of this proposal is to examine in detail the traded service model for the City Councils Schools HR employment relations advisory service and establish its viability and associated future options. The scope of this proposal is therefore the City Councils Schools HR employment relations advisory team.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

The intended outcomes of this proposal are to ensure that the service the team provides is fit for purpose in terms of its cost and the range of services it offers. The proposal also seeks to assess the scope for future development within its market and any attendant options for future growth.

Who is intended to benefit from this proposal, how and why?

The City Council and Council taxpayers are intended to benefit from this proposal as it is based on a need to ensure that the service is delivering best value from the resources committed to it and/or taking any remedial steps required should there be concerns identified as a result of the evaluation.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

Monitoring data is not available in relation to this element of the proposal given the services provided are delivered to a range of internal and external clients.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

Overall this proposal is likely to have a neutral impact on people with differing protecting characteristics however it is difficult to be exact about that given that the service itself would not have details on the protected characteristics of those employees within all of the organisations who currently chose to purchase this service.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

Follow-up Equality Impact Assessment

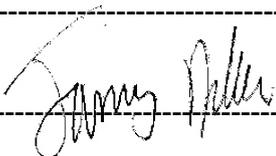
Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

Based on the assessment above this is unlikely to alter and as such a follow up EIA would not appear required or meaningful

Signed (lead officer): -----

Signed (lead manager):  -----

Date: 4 January 2021 -----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Stoke-on-Trent

Name of proposal being assessed	
CS06-2122 - Reduce funding to external awards events	
Directorate/Service Area	Date EIA Completed
Communication and Marketing	23 December 2020
Lead Officer for this EIA	Contact Number
Emma Rodgers	07738832701

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?
To reduce the budget that is used for external awards events.
What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?
<p>There is sufficient budget to continue with appropriate community / sector recognition events with this reduction included. Support for awards will continue – it will just be done in a slightly different way so communities will still be recognised.</p> <p>The way awards are undertaken has changed as a result of covid and there has been a change in leadership teams at previous organisations that we worked with.</p>
Who is intended to benefit from this proposal, how and why?
This should not impact on anyone in a negative way. Recognition will still be achieved – just in a different way.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics
N/A
If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.
N/A

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No.

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

N/A

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

The impact is so minimal in that it is just a reduction in budget that it is not expected to require a follow-up EIA.

Signed (lead officer): -----Emma Rodgers-----

Signed (lead manager): -----James Doble-----

Date: -----4 January 2021-----

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Restructure specific Equality Impact Assessment (EIA) Form (including guidance)



Name of directorate/service area undergoing restructure
CS10-2122 - Empty Homes Manager
Lead Officer for this EIA with contact number
Zainul Pirmohamed – 01782 232201
Date EIA carried out
18/12/2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
This restructure of the Private Sector Housing Team forms part of the budget saving proposals for 21/22 to assist the Council to balance the budget moving forward.
What are the intended outcomes of the restructure?
The intention of the restructure will in the main to reduce the cost of the Private Sector Housing Team and thereby reduce the cost to the General Fund through the deletion of the Empty Homes Manager
What are the expected impacts on the demography of the affected team?
Empty Homes are an eyesore and can bring down communities. They illustrate deprivation, abandonment and can make people feel unsafe. They also attract crime, anti-social behaviour and fly tipping and can have a detrimental impact on the mental and physical wellbeing of residents. The main impact of deleting this role will likely be a reduction in the number of empty homes the team can bring back into. The likely impact on residents will be that the team cannot bring as many empty homes back into use as the management role is key on providing advice and guidance on tools and methods used by the team as well as developing new and creative ideas to help persuade owners to undertake works to bring the properties back into use. The team are responsive to complaints about empty homes, often they are unsightly and bringing down neighbouring residents, sometimes they are neglected and are causing a nuisance to the neighbouring properties and on occasion they attract anti-social behaviour and can impact on the lives of the local community. The deletion of this role will result in a reduced service to residents and therefore they may have to wait longer for the service to respond or it may be that as the service is losing a dedicated manager it is likely that there will be little development of the service and therefore owners will not be as responsive moving forward and therefore properties will remain empty and will continue to impact on the neighbouring residents. Empty homes are located across the city and are not specific to an area but numbers are higher in the private rental market in the inner city areas, usually being the most deprived areas of the city. Therefore low income households, younger persons and from those from minority ethnic groups are more likely to be affected by empty properties and the restructure.
Assessment of Impact
What evidence do you have to support the need for this proposed restructure?
This post is due to be vacated in February 2021.

Whilst this post is a critical role and will be heavily missed and there will be an impact, the Private Sector Housing Team has three further managers at Tier 4 and therefore the team can be restructured to enable the sharing of the duties and resources amongst the remaining managers. This supports the need to delete the post from the structure.

If you have no evidence, where do you propose to get it from?

Not required. Data collected as part of the service and posts remained vacant until the time of a restructure.

In the next section, you need to be able to give reasons why a positive/negative/neutral impact is expected upon the equality strands within your team.

It is likely that you do not know the complete breakdown of equality strands within your team, so this can be your best estimate.

This is a crucial part of this process as it clearly highlights the impact the restructure will have on different equality groups and thus whether there is any potential discrimination.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age	✓			<p>Younger persons are more likely to privately rent and therefore live in areas with high numbers of empty homes and this therefore may have a negative impact on younger persons.</p> <p>The potential negative impact on the group identified is a proportionate means of achieving the aims of the restructure because despite the restructure and the deletion of the Manager, the Empty Homes Team will continue to be a robust service for residents as it contains three Empty Homes Officers, one Environmental Health Officer, one Environmental Health Assistant (shared with the Enforcement Team) and one Court and Appeals Officer. The team assess the cases and prioritise based on the impact of the empty property on the local community and therefore the impact will be mitigated by the processes of the team.</p>
Disability			✓	
Gender - including transgender and issues relating to pregnancy and maternity			✓	
Race/Ethnicity	✓			<p>Black and Minority Ethnic persons are more likely to privately rent and therefore live in areas with high numbers of empty homes and this therefore may have a negative impact on this group.</p> <p>The potential negative impact on the group identified is a proportionate means of achieving the aims of the restructure because despite the restructure and the deletion of the Manager, the Empty Homes Team will continue to be a robust service for residents as it contains three Empty Homes Officers, one Environmental Health Officer, one Environmental Health Assistant (shared with the Enforcement Team) and one Court and Appeals Officer. The team assess the cases and prioritise based on the impact of the empty property on the local community and therefore the impact will be mitigated by the processes of the team.</p>

Religion or belief			✓	
Sexual Orientation – including issues relating to marriage and civil partnerships			✓	

Don't worry if there is a negative impact. This doesn't mean that the restructure can't go ahead; it just means that there has to be measures put in place to mitigate this impact.

If an adverse negative impact has been identified can it be justified on any grounds?

The potential negative impact on the groups identified is a proportionate means of achieving the aims of the restructure because despite the restructure and the deletion of the Manager, the Empty Homes Team will continue to be a robust service for residents as it contains three Empty Homes Officers, one Environmental Health Officer, one Environmental Health Assistant (shared with the Enforcement Team) and one Court and Appeals Officer. The team assess the cases and prioritise based on the impact of the empty property on the local community and therefore the impact will be mitigated by the processes of the team.

Does the proposed restructure directly or indirectly discriminate against any group of staff?

*Direct discrimination would be if a black person is not employed because they are black.
Indirect discrimination would be if a disabled person could not be employed because there was no lift to the office, which was on the third floor.*

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment
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As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

As the proposal purely involves deleting vacant posts it is not required to be included in the Council's redundancy consultation process as advised by HR. The Private Sector Housing Team will be informed about the budget proposal and the current and proposed structure will be shared with the team.

Signed (lead officer): 

Signed (lead manager): Carl Brazier

Date: 10/12/2020

Restructure specific Equality Impact Assessment (EIA) Form (including guidance)



Name of directorate/service area undergoing restructure
CS11-2122- Restructure Specific - Private Sector Housing. Env Health Assist
Lead Officer for this EIA with contact number
Zainul Pirmohamed – 01782 232201
Date EIA carried out
18/12/2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
This restructure of the Private Sector Housing Team forms part of the budget saving proposals for 21/22 to assist the Council to balance the budget moving forward.
What are the intended outcomes of the restructure?
The intention of the restructure will in the main to reduce the cost of the Private Sector Housing Team and thereby reduce the cost to the General Fund by removing the following post from the restructure: <ul style="list-style-type: none">• Environmental Health Assistant
What are the expected impacts on the demography of the affected team?
The structure contains two Environmental Health Assistants and therefore there will be one officer in post to undertake the duties of this role. As well as this, the structure consists of an Environmental Enforcement Officer, this role has overlap with the Environmental Health Assistant duties, primarily it is the for the Gypsys and Travellers function, vermin, dog fouling and drains.
Assessment of Impact
What evidence do you have to support the need for this proposed restructure?
The post has not been recruited to for some months as the team have tested running the service with one Environmental Health Assistance and the Environmental Enforcement Officer. During this time, the workload has been managed sufficiently and at times where it has been too high for the two officers to manager, Environmental Health Officers have been allocated some cases. Therefore the workload has been managed by the wider service.
If you have no evidence, where do you propose to get it from?
Not required. Data collected as part of the service and posts remained vacant until the time of a restructure.

In the next section, you need to be able to give reasons why a positive/negative/neutral impact is expected upon the equality strands within your team.

It is likely that you do not know the complete breakdown of equality strands within your team, so this can be your best estimate.

This is a crucial part of this process as it clearly highlights the impact the restructure will have on different equality groups and thus whether there is any potential discrimination.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			✓	The service will continue to be provided as it has in the past 12 months
Disability			✓	The service will continue to be provided as it has in the past 12 months
Gender - including transgender and issues relating to pregnancy and maternity			✓	The service will continue to be provided as it has in the past 12 months
Race/Ethnicity	✓		✓	The service will continue to be provided as it has in the past 12 months
Religion or belief			✓	The service will continue to be provided as it has in the past 12 months
Sexual Orientation – including issues relating to marriage and civil partnerships			✓	The service will continue to be provided as it has in the past 12 months

Don't worry if there is a negative impact. This doesn't mean that the restructure can't go ahead; it just means that there has to be measures put in place to mitigate this impact.

If an adverse negative impact has been identified can it be justified on any grounds?

Does the proposed restructure directly or indirectly discriminate against any group of staff?

*Direct discrimination would be if a black person is not employed because they are black.
Indirect discrimination would be if a disabled person could not be employed because there was no lift to the office, which was on the third floor.*

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment
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As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

As the proposal purely involves deleting vacant posts it is not required to be included in the Council's redundancy consultation process as advised by HR. The Private Sector Housing Team will be informed about the budget proposal and the current and proposed structure will be shared with the team.

Signed (lead officer):



Signed (lead manager): Carl Brazier

Date: 18/12/2020

Restructure specific Equality Impact Assessment (EIA) Form



Name of directorate/service area undergoing restructure
CS12-2122 - Library Support Officer
Lead Officer for this EIA with contact number
Emily Bagnall – Strategic Manager Customer Services, Libraries and Business Support
Date EIA carried out
22.12.2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
This proposal looks to reduce the team by one Libraries Support Officer Post.
What are the intended outcomes of the restructure?
The post is vacant at present so there are no compulsory redundancy/hardship/reputational risks.
What are the expected impacts on the demography of the affected team?
No impacts identified.
Assessment of Impact
What evidence do you have to support the need for this proposed restructure?
Budgetary drivers and as this post has not been recruited to for some time and the workload is being shared by other posts within the team.
If you have no evidence, where do you propose to get it from?
N/A

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular age group.
Disability			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on employees with a disability. However, it should be noted that the Council can only base this view on the information held on those employees who have formally declared that they have a disability.
Gender - including transgender and issues relating to pregnancy and maternity			✓	Based on the employee profile and the current information available there is no indication to suggest there will be a disparate impact due to gender.
Race/Ethnicity			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular ethnic group.
Religion or belief			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular religion or belief.
Sexual Orientation – including issues relating to marriage and civil partnerships			✓	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact upon any employee of any sexual orientation.

If an adverse negative impact has been identified can it be justified on any grounds?
None Identified.

Does the proposed restructure directly or indirectly discriminate against any group of staff?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment
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As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

The Council will undertake a collective redundancy exercise in accordance with its statutory obligations.

Any feedback from Trade Unions, Members or employees submitted during the consultation period will be considered in full before any decisions on the final proposals are made. This EIA will be revisited at the end of the consultation period considering the feedback provided, to ensure there are no further disproportionate impacts upon employees who fall within the categories of the protected characteristics.

The Council already has a number of initiatives in place to support employees in a redundancy situation, such as – vacancy priority consideration and staff counselling.



Carl Brazier

Signed (lead officer):

Date: 22.12.2020

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



City of
Stoke-on-Trent

Name of proposal being assessed

CS13-2122 – Review of Cultural Grants – Service Review

Directorate/Service Area

Place, Growth and Prosperity / Investment, Planning and Regeneration

Date EIA Completed

Lead Officer for this EIA

Caroline Mairs

Contact Number

01782 231163

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

The council currently distributes £909k in Cultural Organisations in the city through grants and contractual management fees. Plans are put in place to implement a more robust bidding process for obtaining grants, open to a wider range of organisations and groups and with clear measurable outcomes and monitoring. Also, to assure value for money, specifically in light of the COVID 19 pandemic.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

The intended outcomes of the proposal being, that the council's direct contribution to the cultural programme can be as beneficial as it can be and that the council targets the right projects and resources and monitors the outcomes.

Who is intended to benefit from this proposal, how and why?

Cultural venues or organisations plus the programmes sponsored for the benefit of our communities and businesses and to a lesser degree, although still applicable, tourism.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

These are discretionary funds with limited impact. This proposal will fall in with the general budget consultation period which will run from 4th January 2021 to 14th February 2021.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

There is not one specific segment of our community that is advantaged/disadvantaged by the proposal. Future monitoring, however, will help the council to understand the benefits and disadvantages of the Councils direct resourcing through the grants that it provides.

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	
Disability			X	
Gender (including sex, transgender and issues relating to pregnancy and maternity)			X	
Race/Ethnicity			X	
Religion or belief			X	
Sexual Orientation (including issues relating to marriage and civil partnerships)			X	

Are there any other groups (e.g. travellers, single parents, those on low income etc) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

No

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

No

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

There are no identified EIA impacts identified.

Signed (lead officer):

Caroline Mairs

Signed (lead manager):

[Handwritten signature]

Date: 4 January 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Equality Impact Assessment (EIA) Form

Purpose of this form is to ensure that the Council's equality duty can be shown to have been properly considered in the decision-making process. An EIA should be completed and attached to any reports or proposals put forward for decision by the Council.

Additional guidance notes have been provided through the following link



Name of proposal being assessed	
CS14-2122 - Building Control and Land Charges Restructure	
Directorate/Service Area	Date EIA Completed
Place Prosperity and Growth/Planning services	10/12/20
Lead Officer for this EIA	Contact Number
Harmesh Jassal	X8311

Identifying the aims of the proposal

What is the main purpose and scope of the proposal?

Stoke-on-Trent City Council benchmarks as relatively high cost when compared to statistical neighbours. This redistribution of roles will help to protect current income levels. It will mean that more senior officers can focus on the more complex and commercial projects including fire safety with junior staff focus on less complex schemes. The restructure will also create an apprenticeship role in land charges.

What are the intended outcomes of the proposal, and what could contribute to/detract from the delivery of these outcomes?

A speedier service to customers and a more efficient use of resources

Who is intended to benefit from this proposal, how and why?

Householders and commercial customers will receive a quicker service from building control. With regard to Land Charges those purchasing new property will receive a faster service.

Assessment of Impact

List available evidence, including consultations, regarding the impact that the proposal may have on people with differing protected characteristics

There is no single group that will benefit as all groups will benefit anyone who needs a building control service or a land charge will receive a quicker service.

If monitoring data is not available for the people who are potentially affected or impacted by the proposal please provide reasons why not, and explain how (if at all) the potential equalities impact of the proposal has been assessed.

We do not monitor this

Taking into account all the evidence available indicate where you think that the proposal could have an intended or unintended **negative impact** on a particular group: i.e. it could cause some disadvantage or

leave out from its benefits some people with or without a particular protected characteristic. Where the proposal is intended to benefit any particular group this should be recorded as a **positive impact** and the reasons for this should be stated or included in the appropriate section above. Where the proposal will affect a particular group no differently from any other indicate this as **neutral impact**. Please give reasons for each outcome and explain which particular groups with which particular protected characteristics will be affected by the proposal and how:

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age	x			4 senior surveyors' will be at risk 3 are over the age of 50 and 1 past retirement age.
Disability		X	x	None of the staff impacted are disabled. One however does have a long term illness. With regards to members of the public this restructure will enable disability grant adaptations to homes to be carried out quicker.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			x	None of the staff impacted are in this group.
Race/Ethnicity			x	None of the staff impacted are from a BAME community,
Religion or belief			x	Not aware of any implications based on religion.
Sexual Orientation (including issues relating to marriage and civil partnerships)			x	None of the staff impacted are in this group

Are there any other groups (e.g. travellers, single parents, those on low income etc.) who may be disadvantaged by the proposal's operation, or who may not benefit equally from it?

N/A

Negative Impact

If an adverse negative impact has been identified, why is this necessary, and what actions are being taken to mitigate the impact?

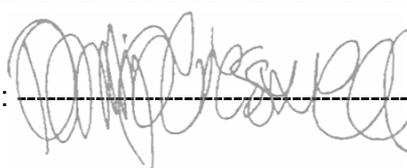
One member of staff who is over retirement age will be put at risk. However there are opportunities within in the new structure for him to apply for alternative posts,

Follow-up Equality Impact Assessment

Should there be a Follow-up Equality Impact Assessment if this proposal is implemented?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If a follow-up EIA is not required, explain why:

Signed (lead officer): Harmesh Jassall
Signed (lead manager): 
Date: 4 January 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to equalities@stoke.gov.uk

Restructure Specific Equality Impact Assessment (EIA) Form Guidance

Name of directorate/service area undergoing restructure
Council-wide
Lead Officer for this EIA with contact number
James Doble, Assistant Director – Governance Ext 3260
Date EIA carried out
23 December 2020

Identifying the aims of the restructure

What are the main reasons for the restructure?
<p>By law, the Council must balance its budget every year and Trade Unions and employees will be aware of the challenges this has presented the authority over a number of years, given rising costs and increasing demand for services.</p> <p>This year has seen the development of a new vision for the City and a revised Stronger Together Strategic Plan which makes clear the Councils ambitious new goals in relation to economic growth, housing and the vital services provided to children, families, neighbourhoods and communities and the care and wellbeing of adults of all ages. The Council has a clear vision to radically reshape its services to achieve higher quality while also delivering greater value for money.</p> <p>Covid-19 has impacted significantly on the resources available to the Council and how these have needed to be deployed, but equally it has highlighted the Councils ability to respond quickly and effectively to rapidly changing and challenging circumstances and brought into focus a number of important opportunities which need to be grasped to allow the Council to work in different, more innovative ways and deliver services in a more contemporary, flexible manner.</p> <p>The additional pressures faced by the Council have been kept to a minimum through a range of management actions and through close and detailed oversight of all budget areas, but in the context of its overall financial position and with a need to ensure that all available resources are deployed to best effect, the City Council is required to bring forward proposals some of which entail a proposed reduction in current staffing levels.</p>
What are the intended outcomes of the restructure?
To deliver required and relevant services to the people of Stoke on Trent in the most effective and efficient way in the context of the incredibly challenging financial climate within which the organisation exists.
What are the expected impacts on the demography of the affected team?
It is expected that there will be a requirement for job losses based on the needs of the business; financial pressures and demands for service delivery. The Council has taken into consideration the protected characteristics as defined by the Equality Act 2010 when formulating their proposals which has enabled all possible mitigating factors to be taken into consideration and applied if possible.

Assessment of Impact
What evidence do you have to support the need for this proposed restructure?
The budgetary drivers and service realignment support the proposals.
If you have no evidence, where do you propose to get it from?
N/A

In the next section, you need to be able to give reasons why a positive/negative/neutral impact is expected upon the equality strands within your team.

It is likely that you do not know the complete breakdown of equality strands within your team, so this can be your best estimate.

This is a crucial part of this process as it clearly highlights the impact the restructure will have on different equality groups and thus whether there is any potential discrimination.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
Age			X	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular age group.
Disability			X	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on employees with a disability. However, it should be noted that the Council can only base this view on the information held on those employees who have formally declared that they have a disability.
Gender - including transgender and issues relating to pregnancy and maternity			X	Based on the employee profile and the current information available there is no indication to suggest there will be a disparate impact due to gender.
Race/Ethnicity			X	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular ethnic group.

Religion or belief			X	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact on any particular religion or belief.
Sexual Orientation – including issues relating to marriage and civil partnerships			X	Based on the employee profile and the current information available there is no indication to suggest there will be disparate impact upon any employee of any sexual orientation.

Does the proposed restructure directly or indirectly discriminate against any group of staff? No

Direct discrimination would be if a black person is not employed because they are black.

Indirect discrimination would be if a disabled person could not be employed because there was no lift to the office, which was on the third floor.

As a part of the restructure, you need to ensure the correct Council processes have been carried out. You need to consider:

As previously stated, all relevant processes have been followed up to this point and this will continue. The Council will undertake a collective redundancy exercise in accordance with its statutory obligations. Any feedback from Trade Unions, Members or employees submitted during the consultation period will be considered in full before any decisions on the final proposals are made. This EIA will be revisited at the end of the consultation period taking into account the feedback provided, to ensure there are no further disproportionate impacts upon employees who fall within the categories of the protected characteristics.

The Council already has a number of initiatives in place to support employees in a redundancy situation, such as – vacancy priority consideration and staff counselling.

Signed (lead officer):



Date: 23 December 2020