

# **Equality Impact Assessments 2022/23**

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## Equality Impact Assessments – Saving Proposals 2022/23 to 2026/27

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City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	VS01-2223 – Family Hubs
<b>Directorate and Service Area</b>	Children and Family Services
<b>Date Completed</b>	23 November 2021
<b>Lead Officer</b>	Rachel Dodd
<b>Contact Number</b>	01782 236405

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

The purpose of the proposal is to review current children’s centre provision across the city and propose a future delivery model based on the emerging government guidance in relation to Family Hubs.

Stoke-on-Trent City Council currently deliver integrated services for children from pre-birth to age 19 from the city’s existing network of Children’s Centres. Services are delivered on a locality footprint across the city’s four geographies. Key partners are co-located and work collaboratively to support families where multiple needs have been identified.

Currently each locality is served by at least two children’s centres with some localities being served by three. All sites are in scope of the review. The proposal identifies three sites for closure and seven sites that are to remain, five of which are under the ownership and management of the Local Authority.

The proposal sets out our strategic ambition to move to a network of provision across the city with some building based and some peripatetic services, complemented by a fully accessible digital offer for families. Some of the Children’s Centre sites currently operated and managed by the Local Authority will be developed into Family Hubs with start for life services at their core, complemented by a range of other services for children of all ages. It is our intention to work towards a mixed economy with some of the sites being run by schools and third sector organisations, and a range of other sites being connected to the ‘network’ digitally.

We propose to retain seven Children’s Centres either run by the local authority or third parties on the basis that they will transition into Family Hubs within the government’s definition, offering a broad range of services with ‘start for life’ services at their core. We propose to close three centres and relocate the services currently offered within them into the remaining centres and other community-based venues while continuing to offer outreach support to all communities.

The centres proposed for closure are:

- Norton Children’s Centre

- Blurton Children's Centre
- The Crescent Children's Centre

The centres that will be retained are:

- Stoke North
- Tunstall
- Burslem
- Thomas Boughey
- Treehouse
- Westfield
- Stoke

Five of the sites are to be retained within the authority. One is to be retained on the basis that a pilot will operate from that site as exemplar of a third party operated family support centre as part of the overall transition plan and subject to the success of the pilot, will transfer fully by the end of the next financial year. One is to be retained on the basis that a planned transfer to a third party will be progressed by the end of the next financial year.

Services currently being delivered from Norton Children's Centre will be relocated to Stoke North and Tunstall. Services currently delivered from Blurton Children's Centre will be relocated and delivered from a combination of community-based venues including Stoke Children's Centre. Those delivered from The Crescent Children's Centre will be relocated to Westfield Children's Centre.

Outreach services will continue to operate in the same way, including health visiting and family support services, to ensure they remain accessible in all local communities. There will be no reduction in services, only a reduction in the number of buildings from which they currently operate.

**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 develop a sustainable efficient family hub model of service delivery utilising some of the existing children's centre sites and also exploring options for delivery from other local sites including community hubs and other third sector sites. It is intended that a range of local services will be delivered from those sites but also through outreach into communities and other venues including key anchor points like schools, nurseries and health settings.

Our proposed service model brings together statutory partners and VCS groups to deliver a range of advice, support and specialist services for children of all ages that are accessible in local communities and online.

Under the terms of the Childcare Act 2006, public consultation is required where changes are proposed to the use of existing children's centres. The outcome of public consultation may impact on the delivery of the proposed model.

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

Children and families receiving early help support from a range of services will benefit from a clear consistent offer comprising of on-site delivery and out reach into local communities.

Efficiencies will ensure that the services are sustainable and resource is focused on service delivery, not the administration and maintenance of buildings.

The proposed family hub model will include a range of universal services and target support for families, joined together by a commitment to creating a coherent offer for families and children of all ages that has a single point of access. Services will join up to ensure that they are accessible and easy to navigate and are able to adapt easily to meet changing needs.

The proposed model is intended to improve the following areas:

- School readiness
- Public health outcomes linked to the Healthy Child Programme
- Reduced rates of smoking in pregnancy linked to a decrease in low birth weight babies.
- Uptake in healthy start vouchers and vitamins.
- Improved rate of breastfeeding at 6-8 weeks.
- Improve parental mental health and wellbeing
- Reduced numbers of children experiencing the impact of parental conflict
- Reduced numbers of children in the care of the local authority

## **Assessment of Impact**

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

Front line services for children and families are not impacted by the proposals. Where changes are proposed to existing Children's Centre buildings, services will be relocated or are already operating outreach – they will continue to be available to families in all wards. Impact is therefore mitigated in this way.

The data that has been analysed to inform these proposals include:

- 23.8% of children live in poverty
- Approx. 3,300 babies are born in Stoke-on-Trent every year
- Stoke-on-Trent has the highest infant mortality rate in England and Wales
- 9.5% of babies have low birth weight
- 18.2% of women smoke in pregnancy
- 27.1% of babies are breastfed at 6-8 weeks
- 40,027 school aged children in Stoke-on-Trent
- 7,952 have free school meals
- 2,523 have a learning disability
- 3,307 children are receiving social care support
- 22% of children live in a household receiving out of work benefits
- 67% of children achieve a GLD at age 5
- 56% of children who are entitled to FSM achieve a GLD at age 5

It is not anticipated that the proposal will impact negatively on any individual or family with protected characteristics. In those areas where existing children's centre buildings are proposed for closure, risks will be mitigated by relocating services to nearby existing centres within the same locality and other community-based venues that are used frequently by children and families. Services will have increased accessibility through outreach provision and online support which is to be developed as part of the proposal to move to a family hub network.

**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.**

Monitoring data as listed above has been assessed and used to inform this proposal. Other aggregated data sets, as well as ward level and household level data. has been assessed for the purposes of establishing the most vulnerable children and families living in areas of the highest IMD and how they may be impacted by this proposal.

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		✓		Children of all ages will benefit from the proposal positively. Services for 0-5s will be complimented by services for children up to 19 and young adults with SEND up to the age of 25.
Disability			✓	Neutral
Gender (including sex, transgender and issues relating to pregnancy and maternity)		✓		Benefitting from an increase in specialist and universal provision.
Race/Ethnicity			✓	Neutral

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Religion or belief</b>			✓	Neutral
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	Neutral

**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?**

- Teenage parents will be supported through specialist midwifery services.
- All families are able to access family hubs, have access to information, advice and a range of universal services. Targeted services will be delivered according to local need.
- We not envisage any impact on families or individuals with protected characteristics

### **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

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

N/A

Signed (lead officer): Rachel Dodd

Signed (lead manager): Vonni Gordon

Date: 21 December 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	VS02-2223 - CAMHS Social Workers
<b>Directorate and Service Area</b>	Children and Family Services
<b>Date Completed</b>	22 November 2021
<b>Lead Officer</b>	Anthony Wild
<b>Contact Number</b>	01782 231233

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

As the city council has no statutory duty to provide CAMHS social workers we are proposing to withdraw these from Combined Healthcare. The legal duty sits with the CCG to commission mental health support at tier 3. Any gaps in provision would need to be covered by the CCG or Combined Health Care.

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

Proposal is for £50,000 to go towards savings for City Council and remainder is currently proposed to be utilised for new multi- agency functions; additional support to coordinate and support the MACE (Multi Agency Child Exploitation) Panels and additional capacity within CAFS to ensure effective liaison operationally and strategically between children’s social care services and CAMHS.

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

MACE practitioner will give additional capacity to cover increased workload from victims of child exploitations and those likely to be exploited and help children on edge of care. The specialist mental health practitioner will provide operational and strategic direction between children’s social care services and CAMHS benefiting the children who require mental health help.

### **Assessment of Impact**

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

Proposals have been announced. New posts will have different function as described above. We wanted final job descriptions to be informed by potential feedback received via the consultation hence not producing them in advance. The social worker postholders at risk will be offered vacant posts elsewhere within Children’s Social Care.



**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.**

This will be done once we begin the 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			✓	Proposal is to reinvest the majority of the funds into psychological support to our small group homes and therapeutic foster carers
Disability			✓	Proposal is to reinvest the majority of the funds into psychological support to our small group homes and therapeutic foster carers
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	Proposal is to reinvest the majority of the funds into psychological support to our small group homes and therapeutic foster carers
Race/Ethnicity			✓	Proposal is to reinvest the majority of the funds into psychological support to our small group homes and therapeutic foster carers
Religion or belief			✓	Proposal is to reinvest the majority of the funds into psychological support to our small group homes and therapeutic foster carers
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	Proposal is to reinvest the majority of the funds into psychological support to our small group homes and therapeutic foster carers

**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 may be a disadvantage to children who access community CAMHS if the CCG and combined health care decide not to replace the capacity and don't make any internal changes to facilitate covering any possible gap. This could lead to slightly longer waiting times.

This however is not a statutory duty of the local authority and we will make sure that other children benefit from on-going psychological support through our small group homes and therapeutic foster carers.

## **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 stated, the duty to provide sufficient tier 3 mental health support lies with the CCG.

## **Follow-up Equality Impact Assessment**

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

No

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

The duty to ensure that children's tier 3 mental health needs are met rests with the CCG. We will continue to ensure that some of our children who live within our small group homes experience on-going therapeutic parenting and we continue to have therapeutic foster care available for children who could move from residential care into family-based care.

Signed (lead officer): Anthony Wild

Signed (lead manager): Niki Clemo

Date: 22 November 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

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<b>Proposal being assessed</b>	VS03-2223 – Review Adult Social Care Policies
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing
<b>Date Completed</b>	22 December 2021
<b>Lead Officer</b>	Peter Tomlin
<b>Contact Number</b>	01782 234573

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

To ensure that actions that can be undertaken by residents are separated from those that the Local Authority has a duty to provide, and that the funding of these activities does not come from the Local Authority. This will apply to transport to services, cleaning of residents houses and storage of possessions. If this is provided by the Council then the costs will be recouped from the resident.

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

To promote the independence of residents who use services through greater use of public transport and own transport, accessing alternatives to the Council to gain support if the needs are not eligible under the Care Act.

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

To ensure equity so that all vulnerable adults receive support as set out in the law in the Care Act 2014.

### **Assessment of Impact**

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

Please see tender for Transporting Vulnerable Children and Adults and the current Home to School Travel Assistance Policy 2021-22 which is up for review in January 2022. At this point a joint Adults and Children’s Transport policy is proposed and will include consultation with all affected parties.

#### **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.**

At the current time there are 166 people who use Day Services who would be potentially affected by the transport changes. Changes to the way services are delivered in line with

the Care Act could impact on all vulnerable adults who receive an assessment from Adult Social Care. Data is 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			✓	
Disability	✓			People who currently have their taxi that transports them to services, where they have alternative means funded through their own income or benefits, will no longer have their taxi funded.
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?**

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?**

For all people affected by these changes there will be an assessment of need and risk assessment by their allocated social care worker. For young people preparing for adulthood this will be part of a transition's assessment conducted with children's services, education and health colleagues, and where there is a gap in skills or knowledge that would prevent the use of public transport training will be provided to enable this to happen safely.

## **Follow-up Equality Impact Assessment**

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

Yes

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

N/A

Signed (lead officer):

Signed (lead manager): Peter Tomlin

Date: 22 December 2021

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<b>Proposal being assessed</b>	VS04-2223 – Waking Night Provision Charges (Extra Care)
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing
<b>Date Completed</b>	10 December 2021
<b>Lead Officer</b>	Jackie Wyse
<b>Contact Number</b>	01782 237762

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

Extra Care Housing provides an option to individuals that require care and support to remain living in the community, with the added benefit of a secure building with 24/7 onsite staff to respond to buzzer calls in an emergency. There are 5 non-PFI Extra Schemes within the city, that the Council commissions the care. The commissioned care is split between days (7am to 11pm) and waking night provision (11pm to 7am), with a minimum requirement of 2 members of care staff at all times.

Following the last tender in 2019, the Housing Provider agreed to fund 1 of the waking night staff at each scheme and the Council continued to fund the other waking night staff.

A requirement to reside in an Extra Care Scheme is that tenants must pay a service charge to the Housing Provider; this includes the 24/7 onsite response service. The Council has statutory obligations to ensure eligible care and support needs are met and there is only a small number of individuals at each scheme that require care and support during the hours of 11pm and 7am. Therefore, the Council should only be funding the time the care and support is provided and not to provide the onsite emergency response during the night.

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

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

The purpose of Extra Care is to support individuals to remain living independently for as long as possible. Extra Care is similar to Supported Housing, in that the apartments are within a secure building and they have access to support via a technological system, such as the emergency buzzer system. Individuals that reside in these types of properties pay a

service charge towards this support to the Housing Provider and therefore should continue should the Council decide to cease its contribution. There is a possibility that the Housing Providers may refuse to fund both waking night staff members and to amend how this service is provided. However, assistance should remain available, should they need it, but may not be based at the building. Any individuals that are identified as being eligible for care support following a social care assessment will continue to receive the appropriate support, however, this will need to be re-configured to ensure that all individuals within Extra Care across the city with eligible needs receive care.

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

Residents of the City who are (predominantly) over the age of 55 who meet both a social care and a housing need. Residents under the age of 55 who have both a social care and housing need, and have needs that present as 55 or over, will be assessed in their own right to see if the scheme is suitable for them.

The City Council through utilising funding to support statutory duties.

**Assessment of Impact**

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

As the Extra Care services that are currently offered will be continuing, the impact on the protected characteristics will be minimal and any changes that arise from the new tender will be beneficial to every individual.

The desired profile of the schemes will continue to be at a ratio of one third housing and low care needs (1-7 hours per week), one third medium care needs (7-14 hours per week) and one third high care needs (14+ hours a week). This will enable the schemes to have a more balanced community, with residents of all abilities irrespective of their background, culture, gender and beliefs. This will allow for an all-encompassing community-type living, where enablement is encouraged.

The intended age range for the schemes is in line with what is currently in place, which is for residents to be predominately 55years or older. For those under the age of 55 years of age, there will be an extra consideration step which will be undertaken in order for the referral to be considered as a relevant/suitable option.

Due to the ageing population, complex health conditions and strategic direction for individuals to remain living in the community, rather than moving into residential care, could lead to an increase in more complex individuals remaining at Extra Care. Changes in performance metrics for the NHS may also impact on the increasing number of complex individuals requiring support in the community, which combined with an ageing population etc. there is potential for more individuals to require assistance throughout the night.

**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.**

Across the 5 Non-PFI Extra Care schemes there are a total of 429 apartments. Within these five schemes there are 298 individuals accessing 3743.45 hours of care per week. Of



these, 22 individuals require a total of 109.25 hours per week, between the hours of 11pm and 7am.

These are broken down across the schemes as follows:

Scheme	Total No. of Apartments	Total No. of Individuals accessing WN support	Total No. of WN hours per week
Berryhill Village	148	7	27.5
Camoy's Court	32	3	7.25
St. Dominic's	44	2	8.75
West End Village	112	6	54.25
Rowan Village	93	4	11.5
<b>Total</b>	<b>429</b>	<b>22</b>	<b>109.25</b>

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 proposal will lead to no changes. Extra Care schemes are predominantly for individuals aged 55 or above who have a housing or social care need. Consideration will be made to individuals under the age of 55 depending upon their assessed needs, which is in line with the current contract. There could be a negative impact in terms of age, in that the schemes are not accessible to anyone of any age, however, the schemes purpose is to be a retirement living model.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Disability</b>			✓	The proposal will lead to no changes and Service users who may have various disabilities will continue to be cared for in a safe environment with a service that meets their needs.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	The proposal will lead to no changes and all genders will be accepted.
<b>Race/Ethnicity</b>			✓	The proposal will lead to no changes and an individual's ethnicity will not prevent somebody from accessing this service.
<b>Religion or belief</b>			✓	The proposal will lead to no changes and an individual's religion or beliefs will not prevent somebody from accessing this service. Staff within the scheme will encourage and enable individuals to maintain their religion and beliefs.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	The proposal will lead to no changes and 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?**

The proposal will not change the service offer and therefore anyone under the age of 55, or those that have convictions or historical behavioural concerns which may pose a threat to other residents residing with the Extra Care scheme, would require special consideration before being offered accommodation at the Extra Care schemes. An allocation criteria will be set and there will be an added consideration step which will need to be undertaken to ensure that steps are taken to assess an individual's suitability for the schemes. There will be an escalation process where all parties taking the consideration step are in dispute, final decision will remain with the city council.

If an individual does not have both a housing and care need, they would not be considered for Extra Care living by the Local Authority, however, if an individual has just a housing need, they can approach Housing to be considered via this route.

## **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 impacts identified on any of the protected characteristics.

## **Follow-up Equality Impact Assessment**

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

No

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

A follow up EIA is not required as there are no negative implications on the protected characteristics identified through the proposal.

Signed (lead officer): Jackie Wyse

Signed (lead manager):

Date:

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	VS05-2223 – Healthwatch Funding Reduction
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing
<b>Date Completed</b>	December 2021
<b>Lead Officer</b>	Jackie Wyse
<b>Contact Number</b>	01782 237762

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

The proposal is to reduce the funding to the Healthwatch service by only using the Community Voices Grant and ceasing the Council’s contribution.

#### **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 make the Healthwatch service more efficient, enabling the Council to cease its contribution towards the funding. Due to the amount of funding being reduced, it is likely that the service will need to be re-tendered, which will not be able to be undertaken by April 22. There is potential that the current funding could be renegotiated whilst the service is being redesigned and re-tendered. As the service is a statutory requirement, the service will continue, but with changes to delivery.

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

All residents of Stoke-on-Trent will benefit, as Healthwatch, is a local consumer voice for health and social care and provides a unique insight into people’s experiences of health and social care services. It aims to support residents and communities to have a stronger voice to influence and challenge how health and social care services are provided within their locality, helping people to get the best out of services, helping services to be more responsive to what people want and need and improving outcomes.

Healthwatch Stoke-on-Trent is for any child or adult who is legally entitled to access health or social care services in Stoke-on-Trent or anyone who cares for, or represents individuals who have access to health or social care services in Stoke-on-Trent.

Healthwatch Stoke-on-Trent must provide a service that is appropriate to people’s needs and not discriminate on the grounds of disability, race, cultural, religious, faith, belief, sexuality, age, gender, gender identity or socio economic. This applies to participation, obtaining and representing the views and experiences of people in Stoke-on-Trent.

The City Council will also benefit as it will be effectively managing resources.

## 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.

The Healthwatch service should continue to deliver the same service elements if the proposal is undertaken. However, the way in which these service elements are delivered will need to change as the service will need to become more efficient. Although the service elements will remain the same, the way in which it is delivered may be via social media which may not be suitable for everyone, especially those without the means to engage via social media. During the redesign of the service, work will need to be done with residents to understand the most appropriate methods to communicate and seek views. An increase in the use of volunteers could support the service to continue to offer a more diverse offer, without high costs.

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)
<b>Age</b>			✓	The proposal does not negatively nor positively impact upon an individual based on their age.
<b>Disability</b>			✓	The proposal does not discriminate against individuals who have a disability.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	The proposal does not discriminate against individuals based on their gender.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Race/Ethnicity</b>			✓	The proposal does not negatively nor positively impact upon an individual based on their race or ethnicity.
<b>Religion or belief</b>			✓	The proposal does not negatively nor positively impact upon an individual based on their religion or beliefs.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	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 City Council has a duty to provide a local Healthwatch for any child or adult who is legally entitled to access health or social care services in Stoke-on-Trent or anyone who cares for, or represents individuals who have access to health or social care services in Stoke-on-Trent. 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.

**Follow-up Equality Impact Assessment**

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

Yes

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

Signed (lead officer): Jackie Wyse

Signed (lead manager):

Date:

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

<b>Proposal being assessed</b>	VS06-2223 – De-commissioning of the Meals on Wheels Service
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing Integrated Commissioning and Partnerships
<b>Date Completed</b>	14 October 2021
<b>Lead Officer</b>	Reanne Mayer
<b>Contact Number</b>	01782 232991

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

The main function of the Meals-on-Wheels service is to deliver hot meals to individuals within the City of Stoke-on-Trent. The service can be instigated for long or short periods depending on circumstances of the individual.

Three separate organisations contribute to the operation of Meals on Wheels:

- One provider supplies a range of meals (frozen) delivered directly to a day centre (the second organisation)
- Second organisation stores the food and reheats (regenerated).
- The third organisation collects the regenerated meals from the second organisation and delivers them to individuals across the city.

The service operates Monday to Friday (excluding bank holidays), meals are usually delivered between 11:00am and 1:00pm.

The provision of meals to service users at home is a discretionary service which may be provided by the Local Authority (under the wellbeing powers given by the Local Government Act 2000). Under Section 93 (4) Local Government Act 2003 Local Authorities may charge for this discretionary service but the income received must not exceed the cost of provision.

The decommissioning of the Meals on Wheels Service will mean service users will instead be signposted to service providers directly to order and arrange their own meal delivery. Since the Meals on Wheels Service has been in operation, the market for the provision of meals has changed significantly – supermarkets offer a wide choice of ready meals, new providers have come into the market who can deliver hot meals daily and where appropriate a full week of frozen meals for service users to re-heat, and other changes such as local public houses/hotels in some areas offer to deliver a home-cooked meal.



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

To support the users of the meals on wheels service in accessing meals direct from service providers. As the market for the provision of meals has changed significantly, this will ensure a wide range of choice is available.

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

Cessation of Meals-on-Wheels funding will provide a cost saving for the local authority. The signposting of service users to various other service providers will add flexibility and greater choice to Stoke-on-Trent residents than is currently on offer.

**Assessment of Impact**

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

Liquidlogic data extracted in October 2021 initially indicated there are 54 recipients of the Meals on Wheels service.

Age	Number	Classification
<50	0	
50-59	1	1 Physical Support - Access and Mobility Only
60-69	5	1 Support with Memory and Cognition
		1 Learning Disability Support
		1 Physical Support - Access and Mobility Only
		2 Physical Support - Personal Care Support
70-79	12	1 Support with Memory and Cognition
		7 Physical Support - Personal Care Support
		4 Physical Support - Access and Mobility Only
80-89	23	11 Physical Support - Personal Care Support
		1 Sensory Support - Support for Dual Impairment
		5 Physical Support - Access and Mobility Only
		5 Support with Memory and Cognition
		1 Social Support - Substance Misuse Support
90-99	13	1 Support with Memory and Cognition
		9 Physical Support - Personal Care Support
		2 Physical Support - Access and Mobility Only
		1 Sensory Support - Support for Visual Impairment
100+	0	

89% of service users are aged 70 and above. Across all ages, 78% of service users have a physical disability and 15% have dementia (%s rounded).

There is now a well-developed market of alternative providers of home-delivered meals, although these are frozen meals that a service user / family member or carer would need to reheat. Prices for a main meal only start at around £3, with dessert prices starting at £1.25. Some providers offer mini-meals, suitable for those who prefer / require smaller portion sizes, and also soups and pureed food and meet dietary requirement.

**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	✓			Withdrawal of Local Authority funding is likely to mean that individuals (majority who are of pensionable age) may incur higher service costs should they choose to continue receiving a like for like hot meals service delivered directly by the existing Meals-on-Wheels service and / or where they choose to purchase directly from an alternative provider.
Disability	✓			Withdrawal of Local Authority funding will mean that individuals with disabilities may incur higher service costs should they choose to continue to receiving a like for like hot meals service delivered directly by the existing Meals-on-Wheels service and / or where they choose to purchase directly from an alternative provider.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	No impact
Race/Ethnicity			✓	No impact
Religion or belief			✓	No impact

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	No impact

**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?**

Low income population.

### **Negative Impact**

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

If a resident does require support then alternative provision can be sought via alternative means. The community connectors team will identify what food provision is available in the community and also residents can be signposted to various meal delivery services. Below are some examples of meal delivery services:

- ICare provide hot and frozen meals delivered to your door at lunchtime, no delivery cost and main meals and dessert £7.75 you can also purchase frozen meals (minimum order 5 meals and 5 desserts which cost £28.20).
- Wiltshire Farm delivers frozen food that people can heat in the microwave or oven. Prices starting from £3.55 for a main meal and desserts starting from £1.25. Delivery is free but have to spend a minimum £15.00. Oakhouse Food delivers quality frozen food meals, desserts and groceries direct to your door. Meals starting from £3.30 min order of £15.00 and free delivery for orders over £30.00.
- Prep Perfect this is a service for those looking for help and support in the preparation of healthy meals for the home. Meals start from £3.95 and customers can choose from a variety of meal plans.

### **Follow-up Equality Impact Assessment**

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

No

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

There is not a statutory duty to provide this service and there is ample alternative provision within the city that is already being significantly utilised as an alternative to Meals on Wheels.

Signed (lead officer): Reanne Mayer

Signed (lead manager): Paula Wilman

Date: 14 October 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	VS07-2223 – Closure of PFI Extra Care Restaurants
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing Integrated Commissioning and Partnerships
<b>Date Completed</b>	21 December 2021
<b>Lead Officer</b>	Vicky Mosley
<b>Contact Number</b>	01782 232739

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

The restaurants at Oak Priory and Willow Barns are currently operated by the Council’s in-house catering provider City Catering; who also provide the catering provision under the school’s contract. They have received a sum of money to buy equipment for the kitchen and further financial support payments have been given every year since 2019 through a subsidy. Despite this City Catering have continued to make substantial financial losses. It is due to financial losses and low staffing resources that City Catering have asked to return the contract as soon as possible.

The restaurant at Maple West is currently run via a Concession Contract with external provider Cuppacino Ltd. Cuppacino Ltd recently extended their contract by six months from 1 May 2021 to 31 October 2021 on an increased monthly subsidy to ensure the business remained financially viable. The contract allows a further extension until 31 March 2022 however Cuppacino Ltd have stated they wish to serve notice on the contract as soon as possible due to the business being financially unsustainable and also no longer wishing to operate in the Stoke-on-Trent area.

Attempts have been made to source alternative provision at the three restaurants but due to the unstable catering market caused by Covid-19 and the previous business-failures at these locations, an alternative provider has yet to be found.

The proposal is therefore to accept the formal notice of termination from both City Catering and Cuppacino on the basis that continuing and/or increasing the subsidy is not financially sensible or viable and to close the restaurants.

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

The intended outcome of the proposal is to close the restaurants on all sites. Individuals with need for the provision of food will be supported through alternative provision.

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

The restaurant space will be empty and therefore can be utilised by community/interest groups or to provide further daytime activities for residents.

## Assessment of Impact

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

#### Engagement Exercise

A paper survey was hand delivered to each extra care flat with a collection point set up at each of the scheme's reception area. Options were also available to email questions/responses to the commissioning team. The surveys were delivered w/c 14 June 2021 with the closing date 4 July 2021.

Engagement Response Rate: A total of 95 responses were received out of 385 = 25.6% response rate

	<u>Willow Barnes</u>	<u>Oak Priors</u>	<u>Maple West</u>
Response Rate	21 = 28%	23 = 13%	51 = 36%

Key findings included use of the restaurant prior to Covid and the impact during the pandemic when facilities were closed.

Before Covid how often did you use the restaurant?

	<b>Daily or Weekly</b>	<b>Fortnightly</b>	<b>Monthly</b>	<b>Less than Monthly</b>	<b>Rarely or Never</b>	<b>Did not answer</b>
Willow Barnes	76%	5%	5%	-	5%	9%
Oak Priors	63%	4%	4%	-	27%	2%
Maple West	61%	2%	2%	14%	14%	7%

Did you miss the restaurant when it was closed during the covid19 lockdown?

	<b>Yes</b>	<b>No</b>	<b>No opinion</b>	<b>Did not answer</b>
Willow Barnes	86%	9.5%	-	4.5%
Oak Priors	63%	23%	14%	-
Maple West	66%	24%	2%	8%
Total	72%	19%	5%	4%

**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.**

Information and data on the extra care residents with care needs is readily available through the Liquidlogic care management system.

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)
<b>Age</b>			✓	The majority of residents at the extra care facilities are over the age of 55yrs due to the nature of Extra Care but are not disadvantaged due to age.
<b>Disability</b>	✓			35% of residents at the extra care facilities are assessed as having have a care-need. Although this care need may not be directly impacted from the closure of the restaurants they will be still require reviewing to ensure there needs continue to be met.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	No impact
<b>Race/Ethnicity</b>			✓	No impact
<b>Religion or belief</b>			✓	No impact
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	No impact

**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 majority of extra care residents live alone.

## **Negative Impact**

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

All residents with care needs can be identified and the social care teams can identify if their care needs include support with access to fluid and nutrition. If a resident does require support with this then alternative provision can be sought via alternative means. Below are some examples of meal delivery services:

- ICare provide hot and frozen meals delivered to your door at lunchtime, no delivery cost and main meals and dessert £7.75 you can also purchase frozen meals (minimum order 5 meals and 5 desserts which cost £28.20).
- Wiltshire Farm delivers frozen food that people can heat in the microwave or oven. Prices starting from 3.55 for a main meal and desserts starting from £1.25. Delivery is free but have to spend a minimum £15.00. Oakhouse Food delivers quality frozen food meals, desserts and groceries direct to your door. Meals starting from £3.30 min order of £15.00 and free delivery for orders over £30.00.
- Prep Perfect this is a service for those looking for help and support in the preparation of healthy meals for the home. Meals start from £3.95 and customers can choose from a variety of meal plans.

The management within YourHousing Group (Housing Association of the Extra Care Facilities) have also confirmed that supermarket deliveries are continuously being made to the extra care flats.

With concerns relating to the loss of social interaction the Council's Community Connectors can work with the residents to help identify groups within the community to combat loneliness and social isolation.

## **Follow-up Equality Impact Assessment**

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

No

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

Signed (lead officer): Vicky Mosley

Signed (lead manager): Richard Skellern

Date: 21 December 2021



The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **Equality Impact Assessment (EIA) Form**

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<b>Proposal being assessed</b>	PS01-2223 - Leisure Fees and Charges Increases and Service Reconfiguration
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing Public Health, Health and Leisure
<b>Date Completed</b>	13 December 2021
<b>Lead Officer</b>	Alistair Fisher
<b>Contact Number</b>	01782 234593

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

Leisure Services provides a range of opportunities for local residents and people travelling into the city for recreation or work to participate in activities across six leisure centres and a number of community programmes. As part of a wider Leisure Services Transformation programme three proposal are to be brought forward for implementation. The three proposals are;

- i. General fees and charges increase
- ii. New Horizons - Consolidation of public swimming pool opening times to evening and weekend only
- iii. Further development of the Café offers at Fenton Manor and Dimensions that complement customers visits to the two sites.

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

The intended outcome of the proposal is to maintain the delivery of a quality leisure service, accessible to local residents and people who work in (and visitors to) the city whilst achieving a financially sustainable service by implementing three commercially viable proposals.

The impact of the Covid-19 pandemic has had a significant impact on leisure services nationally.

Lockdown closures, followed by a series of easing and tightening of restrictions reduced income significantly. With Government support the financial impact of these restrictions was lessened and data suggests the leisure sector is now recovering. However, the continued threat of Variants of Concern poses on going risks to income generation. The impact of covid-19 has also led to changes in physical activity participation. Levels of inactivity have increased and local and national action is required to support people back into active

lifestyle to promote health and wellbeing. A final impact of Covid-19 has been on staff absence and recruitment either through direct illness, self-isolation requirements or caring responsibilities, and through the highly competitive jobs market that has made filling vacancies challenging since July 2021.

Conversely, as the city recovers from the impact of Covid-19, there remains a demand for leisure activities that the council's Leisure Services is best placed to meet, including through gym memberships, school and private swimming lessons and gymnastic classes with events delivery continuing to grow.

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

The primary beneficiaries to this proposal are customers and services users. This will be achieved by offering an accessible service that is financially sustainable as the local and national economy recovers from the Covid-19 pandemic. Other beneficiaries, through alignment with social care and healthcare services, will be those residents that access Leisure Services' wider community offer that support health and wellbeing.

**Assessment of Impact**

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

A number of benchmarking and needs assessments have been completed. These include; Sport England's Strategic Outcomes Planning Model (SOPM), National Benchmarking Survey of leisure centres, a Built Facilities needs assessment, and participation in Sport England's Moving Communities project monitoring the leisure sector's recovery from Covid-19.

These assessments have contributed to better understanding the individual and city-wide impact of the proposal in the short and longer term. In particular the SOPM project consulted with a number of groups with differing protected characteristics to gather evidence on how Leisure services can better meet their needs.

**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 proposal will not have any particular benefits or disadvantages because of age.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Disability</b>			✓	The proposal will not have any particular benefits or disadvantages because of disability.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	The proposal will not have any particular benefits or disadvantages because of gender
<b>Race/Ethnicity</b>			✓	The proposal will not have any particular benefits or disadvantages because of Race/Ethnicity
<b>Religion or belief</b>			✓	The proposal will not have any particular benefits or disadvantages because of Religion or belief.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	The proposal will not have any particular benefits or disadvantages because of 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?**

An increase of fees and charges may impact on low income households. To mitigate against this impact benchmarking of fee increases have been completed to ensure the changes are moderate. Leisure Services continue to offer reduced prices for residents and 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?**

N/A

### **Follow-up Equality Impact Assessment**

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

No

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

No follow up EIA is required as the impact of the proposal is neutral.

Signed (lead officer):

Signed (lead manager): Alistair Fisher

Date: 13 December 2021

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

<b>Proposal being assessed</b>	CMS01-2223 - Bereavement Care – Memorial Permit Fee
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing Lifecourse
<b>Date Completed</b>	9 December 2021
<b>Lead Officer</b>	Alistair Fisher
<b>Contact Number</b>	01782 234593

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

The introduction of a new fee for a permit to erect a memorial. A permit is issued to approved memorial masons allowing the erection of a memorial on a grave space. Permits are only issued following the submission of an application for a memorial which has to be checked rigorously to ensure compliance with cemetery rules and regulations including the method of fixing to BS8415. After the erection, memorials are inspected to ensure that they meet the standards outlined in the original application.

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

The introduction of this fee is 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 more 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. Details are included in the report.

**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 implementation of this fee is not age related or age specific.
Disability			✓	The implementation of this fee is not disability related or disability specific.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	The implementation of this fee is not gender related or gender specific.
Race/Ethnicity			✓	The implementation of this fee is not race related or race specific.
Religion or belief			✓	The implementation of this fee is not religion related or religion specific.
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	This proposal will not have any particular benefits or disadvantages for disabled people compared to the rest of the public.

**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?**

Bereavement Care Service provides affordable options for all residents of the city. Those on low incomes are able to choose an option for remembrance which is within their means.

## **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?**

No

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

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

Signed (lead officer):

Signed (lead manager): Alistair Fisher

Date: 9 December 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)





City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	CMS02-2223 - Museums Service Reconfiguration
<b>Directorate and Service Area</b>	Adult Social Care, Health Integration and Wellbeing Lifecourse
<b>Date Completed</b>	13 December 2021
<b>Lead Officer</b>	Alistair Fisher
<b>Contact Number</b>	01782 234593

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

A service-wide transformation intends to enhance the quality of the visitor experience by consolidating the core learning, health and wellbeing and exhibition outcomes, and is best placed to maximise the commercial opportunities provided by the city's museums, in doing so contributing to the city's cultural and visitor economy ambitions.

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

As part of the council's transformation agenda The Potteries Museum & Art Gallery (PMAG) and Gladstone Pottery (GPM) will become one shared museum service with staff working across both sites. PMAG will work to reduced opening hours, all year round, in order to reduce overall operating costs. GPM will operate on a seasonal basis being closed to the public in the winter to enable the Council to maximise the earning potential of this site as an events venue that can raise significant revenue. The proposed restructure is designed to bring the two museums together and share resources more effectively.

Ford Green Hall and Etruria will be given greater independence from the Council to enable them to maximise other funding opportunities.

#### **What are the expected impacts on the demography of the affected team?**

The proposals affect the museum service as a whole with no one demographic being targeted more than another. Whilst some full-time posts will be lost there will be opportunities for casual and seasonal working which may have a positive impact for some members of the team.

### **Assessment of Impact**

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

This proposal is driven by the council's transformation agenda and will contribute to the wider cultural and visitor economy ambitions. The policy of merging the museums with the

aim of reducing expenditure and maximising income from service users' benefits residents and businesses who contribute to the council's finances through local taxation. In the aftermath of the pandemic there is a need within the service to maximise the museums resources and create a positive financial outcome.

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

This proposal has been developed in consultation with HR and the finance team, it will be presented to staff for comment, with a 30day consultation period.

Meetings will be held to announce the plans and to discuss with affected staff directly impacted and those who request support.

Any issues will be discussed through one to ones and other consultation forums.

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)
<b>Age</b>			✓	This proposal will not have any particular benefits or disadvantages for people of any age compared to the rest of the public.
<b>Disability</b>			✓	This proposal will not have any particular benefits or disadvantages for disabled people compared to the rest of the public. Disabled people have not been identified as particularly disadvantaged or underrepresented in any areas relevant to this proposal or requiring any special assistance.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	This proposal will not have any particular benefits or disadvantages for people based on gender or any issues relating to pregnancy or maternity compared to the rest of the public.
<b>Race/Ethnicity</b>			✓	This proposal will not have any particular benefits or disadvantages for people of any race or ethnicity compared to the rest of the public.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Religion or belief</b>			✓	This proposal will not have any particular benefits or disadvantages for people of any religion or belief compared to the rest of the public.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	This proposal will not have any particular benefits or disadvantages for people based on sexual orientation compared to the rest of the public.

**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?**

Non-identified.

### **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?**

No

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

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

Signed (lead officer): Jean Milton

Signed (lead manager): Alistair Fisher

Date: 13 December 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **Equality Impact Assessment (EIA) Form**

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<b>Proposal being assessed</b>	CMS03-2223 - Review of Community Centres and Halls
<b>Directorate and Service Area</b>	Housing, Development and Growth
<b>Date Completed</b>	11 November 2021
<b>Lead Officer</b>	Richard Chadwick
<b>Contact Number</b>	01782 234020

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

The Goldenhill, Fenton, Smallthorne and Sneyd Green Community Centres are owned by the City Council. It is proposed to transfer these assets to an appropriate group or organisation for the benefit of communities where they are located.

In November 2011, the Localism Act came into force with the purpose of shifting power back into the hands of individuals and communities. The disposal of community centres into community control supports this agenda and provides assets based in the heart of communities to be utilised by local people to meet local priorities.

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

It will be necessary to safeguard and/or relocate the delivery of operational services currently offered from the buildings. The events element currently promoted via the events team will be transferred to the successful community group subject to the terms of the CAT and any supporting business case.

Community asset transfer, by way of an example for a leasehold disposal, is fundamentally about giving local people and community groups greater control in the future of their area and their community. If local groups can have control and management of community buildings and land, such as community centres, it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership of buildings can also play a part in raising local people’s aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector.

If no community groups are interested in taking over the running of the buildings, the council may potentially look to close the centres and dispose of the assets on the open market in line with statutory requirements. This would however require further consideration and approval.

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

Local community groups would benefit from having a building for their own purposes to run as they so wish. The buildings would become a true community asset for the benefit of the local communities in which they are located. It is possible that these community assets would unlock community enterprise, volunteer commitment and local intelligence. Capital investment could be attracted to ensure these assets are sustainable going forward and play a huge part in the daily lives of local people in the community.

The Local Government Association have identified many examples of where assets have been transferred for the benefit of communities. Linking to our locality working model, a partnership approach at local level helps to maximise the use of community assets for social benefit. Working with partners from other public bodies and voluntary and community sector organisations, can help to ensure that best use is made of community assets and can stimulate creative ideas for co-location of services which meet the social and economic needs of communities, having the requisite control of the asset may also open doors to new funding and investment opportunities as well as more general income generation activities

Local communities will have the ability to develop different working models to suit the needs of their community and can foster volunteering and employment opportunities for local people within their delivery offer. The development of true community hubs will support effective partnership working and provide specific and flexible support to local people. Designing and developing an asset that suits the local communities' needs will assist in increasing community cohesion and integration. This supports the community safety agenda of the council.

## **Assessment of Impact**

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

Any voluntary or community group interested in asset transfer will need to:

- Gather evidence to show how the community and local people will benefit from the transfer
- Gather evidence of community support for the transfer

This consultation is not done by the council. The council will use the information to support the

decision-making process.

### **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 monitoring data will be provided as part of the application for community asset transfer.

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)
<b>Age</b>			✓	As part of the application process for the CAT the impacts on all groups would be assessed to ensure there were no negative impacts.
<b>Disability</b>			✓	All buildings would need to comply with the Equality Act 2010.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	As part of the application process for the CAT the impacts on all groups would be assessed to ensure there were no negative impacts.
<b>Race/Ethnicity</b>			✓	As part of the application process for the CAT the impacts on all groups would be assessed to ensure there were no negative impacts.
<b>Religion or belief</b>			✓	As part of the application process for the CAT the impacts on all groups would be assessed to ensure there were no negative impacts.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	As part of the application process for the CAT the impacts on all groups would be assessed to ensure there were no negative impacts.

**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 are no groups which will be particularly adversely affected.

## Negative Impact

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

Community asset transfer will make it a requirement for successful applicants to demonstrate an inclusive approach in its policies and practices including a commitment to promoting community cohesion and integration.

## **Follow-up Equality Impact Assessment**

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

Yes

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

N/A

Signed (lead officer): Richard Chadwick

Signed (lead manager): Phil Cresswell

Date: 11 November 2021

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## 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.

<b>Proposal being assessed</b>	CMS04-2223 - Local centres - Reduce hours at Longton, Tunstall and Stoke to two days per week on a rotating basis
<b>Directorate and Service Area</b>	Strategy and Resources Customer Services
<b>Date Completed</b>	7 December 2021
<b>Lead Officer</b>	Emily Bagnall
<b>Contact Number</b>	01782 235346

### Identifying the aims of the proposal

#### What is the main purpose and scope of the proposal?

Following on from the Customer Service review that was carried out in 2020, the three Local Centres across the City, Tunstall (which will open when the Town Hall redevelopment is complete), Longton and Stoke, have seen a reduction in footfall due to the changes to cashless sites and the impacts of the pandemic, alongside the digital options in which customers can access services differently now.

The proposal is to reduce the hours at Tunstall, Longton and Stoke centres based on opening each centre 2 days a week. This would involve staggering the days each centre is open so there will always be a Local Centre each day in the City that can be accessed, appointments will also continue to be in place to support an improved customer journey.

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

This will support a much lighter structure on support posts.

The reduction in opening hours, may result in an increased number of phone calls, leading to additional pressure in the Contact Centre. This will need to be monitored to ensure it does not result in longer call waiting times.

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

Residents will continue to have access to face to face services where they need them but may have to visit at different times due to reduced opening hours. Residents will be encouraged to use online methods of contacting the council where they can and there will be a variety of ways in which they can get support to do this.



## Assessment of Impact

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

The recently approved Customer Service Strategy and Digital Strategy set out the council's ambition to provide more services online, support residents to be able to access them through a variety of avenues (e.g. libraries or family members if they don't have their own device) and to provide skills training for people who may not have the digital skills or confidence. Digital is becoming the norm for access to many services and the council will promote this method, maintaining some capacity for residents who really need face to face or telephone contact.

Footfall demands captured across sites.

### 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			✓	There is no impact as services will be available in each Local Centre, 2 out of 5 days a week. There will always be a Local Centre open out of the 3 sites each day and customers can still access services via phone 5 days a week and via online 24/7.
Disability			✓	There is no impact as services will be available in each Local Centre, 2 out of 5 days a week. There will always be a Local Centre open out of the 3 sites each day and customers can still access services via phone 5 days a week and via online 24/7.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	There is no impact as services will be available in each Local Centre, 2 out of 5 days a week. There will always be a Local Centre open out of the 3 sites each day and customers can still access services via phone 5 days a week and via online 24/7.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Race/Ethnicity</b>			✓	There is no impact as services will be available in each Local Centre, 2 out of 5 days a week. There will always be a Local Centre open out of the 3 sites each day and customers can still access services via phone 5 days a week and via online 24/7.
<b>Religion or belief</b>			✓	There is no impact as services will be available in each Local Centre, 2 out of 5 days a week. There will always be a Local Centre open out of the 3 sites each day and customers can still access services via phone 5 days a week and via online 24/7.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	There is no impact as services will be available in each Local Centre, 2 out of 5 days a week. There will always be a Local Centre open out of the 3 sites each day and customers can still access services via phone 5 days a week and via online 24/7.

**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?**

N/A

### **Follow-up Equality Impact Assessment**

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

No

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

N/A

Signed (lead officer): Emily Bagnall

Signed (lead manager): Angela Glithero

Date: 7 December 2021

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City of

Stoke-on-Trent

## Equality Impact Assessment (EIA) Form

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<b>Proposal being assessed</b>	CMS05-2223 - Libraries - Development of a new Library Strategy and Provision including a review of opening hours
<b>Directorate and Service Area</b>	Strategy and Resources Customer Services
<b>Date Completed</b>	7 December 2021
<b>Lead Officer</b>	Emily Bagnall
<b>Contact Number</b>	01782 235346

### Identifying the aims of the proposal

#### What is the main purpose and scope of the proposal?

A new library strategy is being developed for launch early 2022 heralding a new approach to library provision.

The vision in the strategy will be “Stoke-on-Trent City Council’s library services are trusted sources of knowledge and learning that provide physical and digital points of connection for local communities. With reading and literacy still at their heart, they offer access to information, both physically and digitally, for all who want it and in ways that respond directly to the needs of the most vulnerable in each locality.”

With this in mind, the future demand for library services will focus on buildings that provide spaces for communities, an enhanced focus on digital inclusion and digital service delivery, and ways of connecting people with wider services and support.

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

The proposal is to maintain six libraries across the city with a total of 200 opening hours per week across the sites. Staffing levels have been calculated to cover these hours with volunteers to provide digital and other support and activities. Libraries have gradually increased their opening hours since the Covid-19 pandemic. From October 2021, opening hours have increased to around 180, providing a good level of service across the city, although not back to the pre-pandemic levels and from April this will increase to 200. Lessons have been learnt that enable us to continue to provide a level of opening to meet the public’s needs at a lower cost. This proposal also includes the relevant levels of staff required at the new city central library when it opens in its new location in 2022, the reduction in staffing costs can be achieved without a severe detrimental effect.

A modelling tool has been developed to identify the optimum opening hours at the six libraries maximising the times city central is open and having a range of hours at other

libraries to ensure there is always a library open in each part of the city through utilising the staff more flexibly across the service.

Modern libraries are about much more than books in buildings. We will broaden our range of digital activities and events so that library services are experienced in homes, nurseries, schools and a range of other appropriate settings ensuring residents have access to knowledge and learning through technology. We will provide support for residents to gain new skills to support digital inclusion and literacy. Consultation will be required given reducing staffing levels/hours.

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

Libraries will be open for more hours than they are currently (Oct 2021), although not back to the pre-pandemic levels with an enhanced approach to provide access to knowledge and learning via digital means. The October 2021 hours provide access across the city that residents have accepted with no apparent negative impact.

**Assessment of Impact**

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

- Library Transformation Scoping Plan/Assessment of Need.
- Customer Demand Figures.

**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)
<b>Age</b>			✓	There is no impact as all locations will be available and offer an enhanced service, as well as maintain, with improvements, our outreach programmes, including retaining our HomeLink service.
<b>Disability</b>			✓	There is no impact as all locations will be available and offer an enhanced service, as well as maintain, with improvements, our outreach programmes, including retaining our HomeLink service.

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	There is no impact as all locations will be available and offer an enhanced service, as well as maintain, with improvements, our outreach programmes, including retaining our HomeLink service.
<b>Race/Ethnicity</b>			✓	There is no impact as all locations will be available and offer an enhanced service, as well as maintain, with improvements, our outreach programmes, including retaining our HomeLink service.
<b>Religion or belief</b>			✓	There is no impact as all locations will be available and offer an enhanced service, as well as maintain, with improvements, our outreach programmes, including retaining our HomeLink service.
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	

**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?**

N/A

### **Follow-up Equality Impact Assessment**

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

Yes

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

N/A

Signed (lead officer): Emily Bagnall

Signed (lead manager): Angela Glithero

Date: 7 December 2021

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**Stoke-on-Trent**

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<b>Proposal being assessed</b>	CMS06-2223 - Review of Community Development Function
<b>Directorate and Service Area</b>	Strategy and Resources
<b>Date Completed</b>	9 December 2021
<b>Lead Officer</b>	Angela Glithero
<b>Contact Number</b>	01782 234058

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

A review is currently underway to change the approach to community development, recognising that this function is carried out in a variety of ways by a number of officers across different services, rather than exclusively by the community development team. The aim is to develop a more strategic approach ensuring that the various city council functions, partners and the voluntary and community sector work together in a collaborative way through locality working and new service models.

The functions of the community development team will be altered to reflect the reduction in capacity from nine to five FTEs. The activities they currently undertake will be mapped and reviewed with a view to either stopping, continuing via a different resource or continuing within the team.

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

The community development function will be realigned to take a more strategic role to:

- align with the direction of travel for place-based working
- complement city council operational functions carried out by other services and reduce/eliminate any duplication
- prioritise resources on activities that support resilient, self-sustainable communities that ultimately rely less on public sector services.

The responsibilities of the team will change and some of the activities they have previously undertaken will cease. Job descriptions and roles will be altered to provide clarity to the reduced team as to their revised responsibilities and work will be done with them to embed the new approach.



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

The City Council will be focusing scarce resources on priority activities. By taking on a more strategic role, the community development function will work collaboratively in local areas based around shared priorities, delivering the right services at the right times in order to achieve positive outcomes for the community.

## Assessment of Impact

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

The proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local issues depending on needs in particular areas.

### 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 proposal will not have any direct impact on individuals or groups of people.

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 proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local issues depending on needs in particular areas.
Disability			✓	The proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local issues depending on needs in particular areas.
Gender (including sex, transgender and issues relating to			✓	The proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
pregnancy and maternity)				issues depending on needs in particular areas.
Race/Ethnicity			✓	The proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local issues depending on needs in particular areas.
Religion or belief			✓	The proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local issues depending on needs in particular areas.
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	The proposal will not have any direct impact on any particular group of people with protected characteristics. The revised services will benefit communities across the city, prioritising activity on local issues depending on needs in particular areas.

**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?**

N/A

### **Follow-up Equality Impact Assessment**

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

No

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

The proposal will not have any direct impact on individuals or groups of people.

Signed (lead officer): Emily Bagnall

Signed (lead manager): Angela Glithero

Date: 9 December 2021

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City of

**Stoke-on-Trent**

## **Equality Impact Assessment (EIA) Form**

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<b>Proposal being assessed</b>	CS02-2223 - Printing services for the business and Members
<b>Directorate and Service Area</b>	Strategy and Resources Customer Services
<b>Date Completed</b>	7 December 2021
<b>Lead Officer</b>	Emily Bagnall
<b>Contact Number</b>	01782 235346

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

This involves updating the printing policy.

All large-scale print jobs to be delivered internally as default and sourced through the Print Room. All jobs default to black & white copies.

This proposal includes not printing Members packs (to be provided electronically, unless required).

Currently Councillors use a combination of IT and paper-based documents for committee meetings. It is based on IT by default however a number of members have requested paper copies. The removal of all paper would require a more robust IT solution which is being worked on through the roll-out of O365.

It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.

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

Changes in the way of working, moving from paper to electronic documents, where required.

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

Estimated wider savings.

### **Assessment of Impact**

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

This is an estimated saving.

**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			✓	It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.
Disability			✓	It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.
Race/Ethnicity			✓	It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.
Religion or belief			✓	It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	It should be noted that there will always be a need to print a small number of residual agendas based on reasonable adjustment where required.

**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?**

N/A

## **Follow-up Equality Impact Assessment**

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

No

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

Signed (lead officer): Emily Bagnall

Signed (lead manager): Angela Glithero

Date: 7 December 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	CS03-2223 – Business Awards
<b>Directorate and Service Area</b>	Strategy and Resources Strategy, Workforce and Communications
<b>Date Completed</b>	18 November 2021
<b>Lead Officer</b>	Emma Rodgers
<b>Contact Number</b>	

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

This involves ceasing sponsoring the Business Awards, unless sponsorship can be secured through another means. This will leave Your Heroes (£29k) as the only funded sponsorship event that the city council hosts.

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

That we no longer sponsor the business awards. They will continue in other forms but we will no longer be a sponsor for them.

While it reduces the council’s influence in demonstrating the city is prosperous and doing well, the awards would continue regardless.

Since covid and with a change in the team who previously delivered the awards, the offer has changed quite considerably around the awards. It is believed that the awards are not the same as they were when they were last done.

Businesses are across the city and there are no specific gender, race, disability, religious, sexual orientation, deprivation or age implications from this.

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

Savings could be made on an ongoing basis for the organisation. This does not mean the awards will cease so no-one should be impacted externally.

### **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			✓	The awards are open to all businesses across the city and will continue therefore there is no impact in this area.
Disability			✓	The awards are open to all businesses across the city and will continue therefore there is no impact in this area.
Gender (including sex, transgender and issues relating to pregnancy and maternity)			✓	The awards are open to all businesses across the city and will continue therefore there is no impact in this area.
Race/Ethnicity			✓	The awards are open to all businesses across the city and will continue therefore there is no impact in this area.
Religion or belief			✓	The awards are open to all businesses across the city and will continue therefore there is no impact in this area.
Sexual Orientation (including issues relating to marriage and civil partnerships)			✓	The awards are open to all businesses across the city and will continue therefore there is no impact in this area.



**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?**

N/A

## **Follow-up Equality Impact Assessment**

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

No

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

The awards are open to all businesses across the city and will continue therefore there is no impact in this area.

Signed (lead officer): Emma Rodgers

Signed (lead manager): Angela Glithero

Date: 18 November 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	CS05-2223 – Coroner’s body removal service to be contracted out
<b>Directorate and Service Area</b>	Strategy and Resources
<b>Date Completed</b>	19 November 2021
<b>Lead Officer</b>	Caroline Elks
<b>Contact Number</b>	01782 233324

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

To go out to tender for the coroner’s body removal service.

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

To transfer current in house body removal function to external providers.

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

The Council Tax payer through Stoke-on-Trent and Staffordshire County Council reducing the cost of the service.

Families of the deceased, improved response times for removals achieved to retain dignity of the deceased and ease unnecessary additional distress for next of kin.

### **Assessment of Impact**

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

None

#### **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.**

Deceased persons will continue to be collected from the place of death in a dignified and professional manner for transportation and storage whilst the Coroner conducts his investigation.

Contractors will be working to a detailed specification to ensure service provision is maintained.

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)
<b>Age</b>			✓	This proposal is intended to benefit all deceased and families for the reasons stated above.
<b>Disability</b>			✓	See above
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	See above
<b>Race/Ethnicity</b>			✓	See above
<b>Religion or belief</b>			✓	See above
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	See above

**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 – this proposal is intended to benefit the families of the deceased for the reasons stated above.

## **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?**

No

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

N/A

Signed (lead officer): Caroline Elks

Signed (lead manager): James Doble

Date: 19 November 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)



City of

**Stoke-on-Trent**

## **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.

<b>Proposal being assessed</b>	CS06-2223 – Review of Staff Car Parking Scheme including the implementation of charges, as well as a reduction in the mileage claim rate
<b>Directorate and Service Area</b>	Corporate Cross Cutting
<b>Date Completed</b>	10 December 2021
<b>Lead Officer</b>	Angela Glithero
<b>Contact Number</b>	01782 234058

### **Identifying the aims of the proposal**

#### **What is the main purpose and scope of the proposal?**

Currently there is no charge for staff parking permits. This proposal is to introduce a charge to provide funding to contribute to the cost of providing and maintaining car parks at Council workplaces and encourage more sustainable modes of transport and home working where available and appropriate.

The current rate for business related mileage is 45p per mile for all cars irrespective of engine size. This reduces to 25p per mile for any miles over 10,000. The proposed rate will be 35p per mile, and 25p over 10,000, which reflects a fair amount for an average sized, reasonably fuel efficient car.

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

The City Council is aiming to create a more sustainable, greener city and encourages staff to walk, cycle and use public transport, as well as car share, where they can. Working from home, which many but not all of our staff are able to do, is also contributing to this agenda.

Car parks are expensive to maintain and manage and the introduction of charges will still not fully cover the costs but will at least contribute and reduce the burden on Council funds.

Staff should be travelling in their own cars for business purposes only where it is essential to do so. A small number of pool cars are available for essential journeys.

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

The city of Stoke-on-Trent will benefit from a cleaner, greener environment if the City Council encourages sustainable travel.

**Assessment of Impact**

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

In order to ensure the proposal does not impact disproportionately on lower paid staff a two-tier pricing system will be introduced - £20 per month for lower grades and £30 per month for higher grades. There is no proposed charge for business-critical users or Blue Badge holders. Staff at all council workplaces with parking facilities will require a permit, avoiding any different treatment for any particular groups of 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.**

An option was considered to only charge at car parks that had a commercial value such as town centres. This was discounted as staff who work at premises such as depots would not have paid. In view of this potentially impacting on largely female groups of staff, this option was discounted and the proposal is to apply the charge to all staff except business critical users.

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)
<b>Age</b>			✓	Neutral impact as all staff except business critical users will be affected
<b>Disability</b>			✓	Neutral impact as all staff except business critical users will be affected. Blue Badge holders will also be exempt from parking charges.
<b>Gender (including sex, transgender and issues relating to pregnancy and maternity)</b>			✓	Neutral impact as all staff except business critical users will be affected

	Negative Impact	Positive Impact	Neutral Impact	Reason(s)
<b>Race/Ethnicity</b>			✓	Neutral impact as all staff except business critical users will be affected
<b>Religion or belief</b>			✓	Neutral impact as all staff except business critical users will be affected
<b>Sexual Orientation (including issues relating to marriage and civil partnerships)</b>			✓	Neutral impact as all staff except business critical users will be affected

**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?**

N/A

### **Follow-up Equality Impact Assessment**

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

No

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

All staff except business critical users will be affected

Signed (lead officer): Naomi Roberts

Signed (lead manager): Angela Glithero

Date: 10 December 2021

The completed and signed Equality Impact Assessment must be attached to the CO or relevant report and mailed to [equalities@stoke.gov.uk](mailto:equalities@stoke.gov.uk)