

Equalities Impact Assessment Template

Aim of Policy / Scope of Service:	Consultation process- Re-modelling in-house accommodation for people with a learning disability
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Approach to the Impact Assessment:	<p>This EIA will outline how the consultation process ensures that all groups covered under the Equality Act are consulted with as part of the re- model proposal. Findings from the consultation will be outlined in this EIA at its second stage and actions to minimise impacts across relevant groups will be taken forward as part of the re-modelling process itself. This EIA aims to ensure that issues identified as part of the consultation process will be incorporated into the re-modelling of Learning Disability Accommodation services.</p> <p>The consultation process itself will consist of:</p> <ul style="list-style-type: none"> • A questionnaire will be sent to all service users, families, carers, staff, advocates, IMCA's and stakeholders with a letter explaining the consultation • Where appropriate Semi- structured interviews with the above • Advocates, IMCA's and families/cares will represent service users when necessary for interviews • Carers Events- evening & weekends • On-line survey/ letters for key stakeholder (including professionals- GP's, and appropriate members of the Community Learning Disability team • Staff meetings • Regular bulletins for all affected • Person Centred reviews to include Day Options key workers • Staff will have Union representation during the consultation process
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Scope of the Assessment

Different groups included in scope	Data ¹ that you have	Community engagement exercises or mechanisms ²	Impacts identified (actual and potential) ³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
<p>Community Cohesion (This is what must happen in all communities to enable different groups of people to get on well together. A key contributor is integration which enables new residents and existing residents to adjust to one another)</p>	<p>Demographic data from Care First</p> <p>Care Quality Commission Guidance & Standards of Care Framework</p> <p>Equalities Act 2010</p> <p>Supporting People Framework</p> <p>Care Management Assessment reviews</p> <p>Compatibility Assessments</p>	<p><u>Consultation Process</u></p> <p>Semi- structured interviews with of current users, families, carers, stakeholders, staff and advocates/IMCA's</p> <p>Advocacy provided when necessary for interviews</p> <p>Carers Events- evening & weekends</p> <p>On-line survey for key stakeholder (including professionals- GP's, and appropriate members of the Community Learning Disability team)</p>	<p><u>Consultation Process:</u> Owing to the complex communication needs of the people living in the services, it may not be possible to directly consult with service users. Representation for these people with be sought from families/carers or IMCA's.</p> <p><u>Consultation Findings:</u></p>	<p><u>Consultation Process:</u> Ensure that all service users, staff, families and stakeholders are included in the Consultation</p> <p>Ensure peoples ethnic and religious needs are met. These will be identified through the assessment process to ensure that needs are met.</p> <p><u>Consultation Findings:</u></p>

¹ 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

² These may be ongoing links that you have with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

³ If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.

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<p>Age (people of all ages)</p>	<p>Occupational Health Assessments will be carried out where appropriate to seek advice regarding reasonable adjustments/redeployments</p> <p>Equalities Act 2010</p> <p>CQC Essential Guidance for safety and</p> <p>Supporting People Framework</p> <p>Valuing People Now</p>	<p>The consultation exercises described above will involve talking to all people in receipt of a service within affected LDAS.</p> <p>Staff, families, advocates, IMCA's and stakeholders will also be included in the Consultation</p>	<p><u>Consultation Process:</u> Potential for some people to miss the opportunity to engage in the consultation due to communication. Representation for these people will be sought from families/carers or IMCA's.</p> <p>Anxiety: Some service users and families may be anxious about a change or loss of continuity of care</p> <p><u>Consultation Findings:</u></p>	<p><u>Consultation Process:</u> Ensure that all service users, staff, families and stakeholders are included in the Consultation.</p> <p>We will use clear & robust communication strategy- explaining the process & providing frequently asked questions.</p> <p>Total Communication tools will be used where appropriate</p> <p><u>Consultation Findings:</u></p>
<p>Disability (a person is disabled if they have a physical or mental impairment which has a</p>	<p>Occupational Health Assessments will be carried out where appropriate to seek advice regarding reasonable</p>	<p>The consultation exercises described above will involve talking to all people in receipt of a service within affected LDAS.</p>	<p><u>Consultation Process:</u></p> <p>Access to venues</p> <p>Transport issues</p>	<p><u>Consultation Process:</u></p> <p>Ensure that all venues identified to undertake focus groups in will be suitable for disabled access.</p>

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substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)	adjustments/redeployments Access audit was carried out on all LDAS in 2011 Equalities Act 2010 Care First CQC Essential Guidance for safety and Supporting People Framework Valuing People Now As identified above	Staff, families, advocates, IMCA's and stakeholders will also be included in the Consultation	Communication needs-translations, deaf etc Availability of advocates <u>Consultation Findings:</u>	Where possible provide venues that are near to good public transport. We will be setting up meeting in both sides of the City. We will provide communication materials on request and a summary statement will be translated and form part of the communication materials. Need to explore Makaton/deaf awareness. Explore all options available for advocacy if required to support people in this process <u>Consultation Findings:</u>
Gender reassignment (a transsexual person is someone who proposes to, starts or has completed a process to change	Equalities Act 2010 and relevant info CQC Essential Guidance for safety and	Ensure that transgender groups are included in the consultation. We do not collect monitoring information regarding transgender service	<u>Consultation Process:</u> Potential that transgender users may fear being identified through consultation process	<u>Consultation Process:</u> Ensure findings are kept anonymous and publicity statements guarantee anonymity and protection of

Different groups included in scope	Data¹ that you have	Community engagement exercises or mechanisms²	Impacts identified (actual and potential)³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
his or her gender. A person does <u>not</u> need to be under medical supervision to be protected)	Supporting People Framework Valuing People Now	users and therefore do not know if we have a significant number of transgender users (perhaps some anecdotal info regarding B&H large LGBT./transgender pop here-we need statistics of the community)	<u>Consultation Findings:</u>	characteristics <u>Consultation Findings:</u>
Pregnancy and maternity (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)	Equalities Act 2010 Employment Law will protect staff There are currently 3 pregnant staff within the service	N/A	Staff rota's will be adjusted accordingly The consultation will take into account any staff members that are on/due to go on maternity leave to ensure that good communication is delivered and agreed prior to going on leave.	Adjust rota's as required to ensure that feedback is communicated
Race (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)	Equalities Act 2010 Existing Equalities clauses as standard in contracts-info required Race Relations (Amendment) Act 2000-	The consultation exercises described above will involve talking to people within LDAS, families and stakeholders asking them what they think of the proposed models.	<u>Consultation Process:</u> Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc. Potential for some people to miss the opportunity to	<u>Consultation Process:</u> Any needs will be identified through the Assessment process to ensure that they are met

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	overridden by Equalities Act Equalities Act 2010 CQC Essential Guidance for safety and Supporting People Framework Valuing People Now	The consultation exercises described above will involve talking to people within LDAS, families and stakeholders asking them what they think of the proposed models.	engage in the consultation due to communication. Representation for these people will be sought from families/carers or IMCA's <u>Consultation Findings:</u>	<u>Consultation Findings:</u>
Religion or belief (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)	Equalities Act 2010 CQC Essential Guidance for safety and Supporting People Framework Valuing People Now	The consultation exercises described above will involve talking to all people in receipt of a service within affected LDAS. Staff, families, advocates, IMCA's and stakeholders will also be included in the Consultation	<u>Consultation Process:</u> Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc. Potential for some people to miss the opportunity to engage in the	<u>Consultation Process:</u> Ensure that all service users, staff, families and stakeholders are included in the Consultation. We will use clear & robust communication strategy- explaining the process & providing

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			<p>consultation due to communication needs. Representation for these people will be sought from families/carers or IMCA's</p> <p><u>Consultation Findings:</u></p>	<p>frequently asked questions.</p> <p>Total Communication tools will be used where appropriate</p> <p><u>Consultation Findings:</u></p>
<p>Sex (both men and women are covered under the Act)</p>	<p>Equalities Act 2010</p> <p>CQC Essential Guidance for safety and</p> <p>Supporting People Framework</p> <p>Valuing People Now</p>	<p>The consultation exercises described above will involve talking to both men & women and asking them what they think of the proposed new model/changes.</p>	<p><u>Consultation Process:</u> Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc.</p> <p>Potential for some people to miss the opportunity to engage in the consultation due to communication needs. Representation for these people will be sought from families/carers or IMCA's</p>	<p><u>Consultation Process:</u> Ensure that all service users, staff, families and stakeholders are included in the Consultation.</p> <p>We will use clear & robust communication strategy- explaining the process & providing frequently asked questions.</p> <p>Total Communication tools will be used where appropriate</p> <p><u>Consultation Findings:</u></p>

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			<p>Consultation Findings: Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc.</p> <p>Potential for some people to miss the opportunity to engage in the consultation due to communication needs. Representation for these people will be sought from families/carers or IMCA's</p>	<p>Ensure that all service users, staff, families and stakeholders are included in the Consultation.</p> <p>We will use clear & robust communication strategy- explaining the process & providing frequently asked questions.</p> <p>Total Communication tools will be used where appropriate</p>
<p>Sexual orientation (the Act protects bisexual, gay, heterosexual and lesbian people)</p>	<p>Equalities Act 2010</p> <p>CQC Essential Guidance for safety and Supporting People</p>	<p>The consultation exercises described above will involve talking to all people in receipt of a service within the affected LDAS.</p>	<p>Consultation Process: Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc.</p>	<p>Consultation Process: Ensure that all service users, staff, families and stakeholders are included in the Consultation.</p>

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	<p>Framework</p> <p>Valuing People Now</p>	<p>Staff, families, advocates, IMCA's and stakeholders will also be included in the Consultation</p>	<p>Potential for some people to miss the opportunity to engage in the consultation due to communication needs. Representation for these people will be sought from families/carers or IMCA's</p> <p><u>Consultation Findings:</u></p>	<p>We will use clear & robust communication strategy- explaining the process & providing frequently asked questions.</p> <p>Total Communication tools will be used where appropriate</p> <p><u>Consultation Findings:</u></p>
<p>Marriage and civil partnership (only in relation to due regard to the need to eliminate discrimination)</p>	<p>Equalities Act 2010</p> <p>CQC Essential Guidance for safety and</p> <p>Supporting People Framework</p> <p>Valuing People Now</p>	<p>The consultation exercises described above will involve talking to both & women and asking them what they think a good service should provide.</p>	<p><u>Consultation Process:</u> Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc.</p> <p>Potential for some people to miss the opportunity to engage in the consultation due to communication needs. Representation for these people will be sought from families/carers or IMCA's</p>	<p><u>Consultation Process:</u> Ensure that all service users, staff, families and stakeholders are included in the Consultation.</p> <p>We will use clear & robust communication strategy- explaining the process & providing frequently asked questions.</p> <p>Total Communication tools will be used where appropriate</p>

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			<u>Consultation Findings:</u>	<u>Consultation Findings:</u>
<p>Other relevant groups, e.g.: Carers, people experiencing domestic violence, substance misuse, homeless people, looked after children etc</p>	<p>Carers Survey 2009</p> <p>Equalities Act 2010</p> <p>CQC Essential Guidance for safety and</p> <p>Supporting People Framework</p> <p>Valuing People Now</p>	<p>The consultation exercises described above will involve talking to Carers and asking them what they think a good service should provide.</p>	<p><u>Consultation Process:</u> Arrange for Interpreter to attend focus groups with specific groups to ensure communication etc.</p> <p>Potential for some people to miss the opportunity to engage in the consultation due to communication needs. Representation for these people will be sought from families/carers or IMCA's</p> <p><u>Consultation Findings:</u></p>	<p><u>Consultation Process:</u> We are offering a variety of time for people to engage in the process – including evening & weekend sessions. If people are not available in the offered times then the opportunity to be interviewed on the phone outside this process will be provided.</p> <p><u>Consultation Findings:</u></p>

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Consultation

What consultation has been used or taken?	Date	Methods used	Findings

Action Plan

Agreed action	Timescale	Lead officer	Review date

Sign Off / Approval

Lead Equality Impact Assessment Officer:

Date:

Departmental Equalities Lead:

Date:

Head of Delivery Unit / Lead Commissioner:

Date:

Corporate Equalities & Inclusion Team:

Date:

(NB: Actions must now be transferred to service or business plans)

Equality Impact Assessment Summary Template

Name of review:	
Period of review:	
Date review signed off:	
Scope of the review:	
Review team:	
Relevant data and research:	
Consultation: indicate who was consulted and how they were consulted	
Assessment of impact, outcomes and key follow up actions:	
Name and contact details of lead officer responsible for follow-up action:	
For full report contact:	

