



## GENERIC EQUALITY IMPACT ASSESSMENT FORM

### Stage 1 – screening to establish if the function has any relevance to any equality issue and/or monitored group i.e.

- Could the function affect one or more equality group in a different way to another group?
- Establish whether different equality groups have different needs
- Establish whether the function contributes to or hinders equality of opportunity

1a	<p>Please give a brief description of the function and its purpose*</p> <p>Non residential contribution policy and additional income generation (per committee report <a href="#">CS 17090 Care Services PDS 10th January 2017 and Executive</a> )</p> <ul style="list-style-type: none"> <li>• <b>Domiciliary Care Charge Rates</b> - proposed charges for 2017/18 (managed service and direct payments)</li> <li>• <b>Reablement</b> - introduction of a cancellation fee</li> <li>• <b>Extra Care Housing</b> - potential introduction of a 'blended rate' if the outcome of tendering results in changing the provision around the in house service.</li> </ul> <p>*Function can mean process, service, policy or project</p>		
1b	<p>How would you classify the function type?</p> <p><input checked="" type="checkbox"/> The service is provided on the basis of an application and /or targeted then go to question 1c</p> <p><input type="checkbox"/> The service is open to all go to question 1d</p>		
1c	<p>Is the function accessible for all groups? Either tick the box 'Accessible to all groups' and provide <u>relevant evidence</u> OR tick the box for each group to whom the function is <u>not accessible</u> or for whom there may be needs or considerations to accommodate.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top; padding: 5px;"> <input checked="" type="checkbox"/> Accessible for all groups  <input type="checkbox"/> Age  <input type="checkbox"/> Disability  <input type="checkbox"/> Gender reassignment  <input type="checkbox"/> Marriage &amp; civil partnership         </td> <td style="width: 50%; border: none; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Pregnancy &amp; maternity  <input type="checkbox"/> Race  <input type="checkbox"/> Religion or belief  <input type="checkbox"/> Sex  <input type="checkbox"/> Sexual orientation         </td> </tr> </table>	<input checked="" type="checkbox"/> Accessible for all groups <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation
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1d	<p>Is it likely that there will be a negative impact on one or more of the equality groups, or is it clear at this stage that it will be equality neutral? (No negative impact on the groups) Please tick in the box equality neutral OR tick the box for the group(s) that will suffer a negative impact. If you have ticked the box 'equality neutral' please provide evidence.</p>		

<input checked="" type="checkbox"/> Equality Neutral <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation
<p>If you consider that the impact is Equality Neutral then go to question 1h  Otherwise go to question 1e</p>	

1e	What are the negative impacts associated with this function? Please list and give details then go to question 1f
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1f	Are there positive impacts associated with this function? If yes, please list and give details.
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1g	At this stage, what plans could be built in to address any negative impacts, and/or to add measures which promote a positive impact, or could you consider an alternative approach which may better achieve the promotion of equality?
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1h	<p>The Council has a responsibility to promote positive attitudes to equal opportunities in public life. Has this responsibility been discharged in the application of this function? If yes give examples.</p> <p><b>Domiciliary Care Charge Rates</b>  Adult Social Care service users have their contributions assessed as part of a financial assessment. The charges levied on service users are aimed to be fair and reasonable and due care will be taken in assessing the service users' finances and their ability to contribute towards the cost of their care according to their means.</p> <p><b>Reablement</b>  All Reablement Service users who may be subject to the proposed cancellation charge will be made aware of the charge and the circumstances in which it will be imposed, together with details of the appeals process (<i>if appeals process is applicable</i>) (included in Stage 3 action plan).</p> <p><b>Extra Care Housing</b>  A bespoke Equalities Impact Assessment should be considered as part of the option analysis (included in Stage 3 action plan).</p>
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1i	<p>Are there any Human Rights Issues? If so what are they?</p> <p>No</p>
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1j	<p>Is a full impact assessment required?</p> <p><input type="checkbox"/> YES – If you have established that there may not be equality of opportunity in 1c or assessed that there would be negative impact on an equality group in 1 d go to Stage 2</p> <p><input checked="" type="checkbox"/> NO - please sign off the process (stage 3) and fill in any actions identified, if any in the action plan.</p> <p><input type="checkbox"/> Don't know. i.e. not enough evidence. Please go to stage 2.</p>
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**Stage 2 – full impact assessment**

2a	Does the function affect or impact on the public, whether directly or indirectly?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
	Provide any relevant information here.		
2b	Have complaints or feedback been received about the function and its effect on different equality groups?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
	Provide evidence by documenting all reliable up to date information.		
2c	Outsourced services - if the function is provided by external organisations/agencies on behalf of the Council please detail any arrangements you have to ensure that the function promotes equality; this may include contract conditions.		
	Provide evidence by documenting all reliable up to date information.		
2d	Does the function have employment implications for Council staff		
	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
	Provide evidence by documenting all reliable up to date information.		

2e	<p>If you have established that the function does have an adverse impact on one or more of the groups, then you must identify whether this is justifiable. If not, then the function must be changed. Please set out the adverse impact and the business justification for continuing with this situation.</p>			
2f	<p>Monitoring – give details of any monitoring being carried out on existing functions.</p>			
2f (i)	<p>If this is a new function, or not currently monitored, are you planning to monitor the impact of the function</p> <table border="1" data-bbox="212 797 1509 869"> <tr> <td data-bbox="212 797 612 869"><input type="checkbox"/> yes</td> <td data-bbox="612 797 1023 869"><input type="checkbox"/> no</td> <td data-bbox="1023 797 1509 869"><input type="checkbox"/> Don't know</td> </tr> </table> <p>If yes <b>add details to action plan</b></p> <p>If no please explain why it is not considered appropriate to do so.</p>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know		
2g	<p>Consultation – If you have not carried out consultation, or if you need to carry out further consultation who will you be consulting with and by what methods?</p> <p><b>Add details to action plan</b></p>			
2h	<p>Evidence – what further evidence do you have about considerations with regard to equality issues that you have made concerning this function? e.g. audit reports, minutes from meetings or survey results</p>			
2i	<p>Publishing – if the equality impact assessment forms part of an overall review then the results should be published as part of any report that goes forward to Elected Members. If not the findings of the impact assessment should be published on our Council's web site.</p> <p><b>Add details to action plan</b></p>			
2j	<p>Training and development - please list any staff training issues that have arisen as a result of conducting the impact assessment</p> <p><b>Add details to action plan</b></p>			

**Stage 3 - GENERIC EQUALITY IMPACT ASSESSMENT ACTION PLAN** please list actions that you plan to take as a result of this assessment, continuing on a separate sheet if necessary. If appropriate these actions should be added to any business/service plan for the function.

Issue	Action to be undertaken	Desired outcome	Action owner	Target date
<p><b>Reablement</b></p> <p>Introduction of a cancellation fee to be communicated to all reablement service users who may be subject to the charge, the circumstances in which it may be imposed and details of the appeals process <i>(if appeals process is applicable)</i></p>	<p>All Reablement service users who may be subject to the proposed cancellation charge will be made aware, in writing, of:-</p> <ul style="list-style-type: none"> <li>- the charge,</li> <li>- the circumstances in which it may be imposed,</li> <li>- who to contact should the service user need to cancel the appointment,</li> <li>- details of the appeals process <i>(if appeals process is applicable)</i>.</li> </ul>	<ul style="list-style-type: none"> <li>- Reduction in last minute cancellations,</li> <li>- reduction in number of reablement officers being turned away on arrival as the appointment is no longer convenient.</li> </ul>	<p>Stephen John, Director, Adult Social Care</p>	<p>TBC</p>
<p><b>Extra Care Housing</b></p> <p>Options are currently under review for the delivery of the in house service which could impact on how this service is charged for in the future.</p>	<p>A bespoke Equalities Impact Assessment should be considered as part of the option analysis.</p>	<p>To establish if any changes to how the in house extra care housing service is charged for in the future are relevant to an equality issue and/or impact on a protected characteristic group.</p>	<p>Stephen John, Director, Adult Social Care</p>	<p>Immediate</p>



**Signed:**

**Date:** 10<sup>th</sup> March 2017

FINAL