

Equality Impact Assessment Tool



Click on the symbols to view the guidance for each stage

Stage 1: Initial screening



The Stage One screening is a quick and easy process. It should:

- identify those projects, policies, and proposals which require a full EIA by looking at the potential impact on any of the equality groups
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Not all policies will require an EIA: Click on the information symbol to view a set of key questions which will help you to decide whether you need to complete the form. If you do not need to go any further because a full EIA is not required, please ensure that you complete all the questions in Stage 1 and get the EIA signed off by the appropriate person (see Section 5). **Please note, if you are assessing a budget proposal please complete all the questions. The information in 1e, should be transferred to the Equality Impact Screening section on the budget proposal form.**

Lead Officer:	Lynda Megram
People involved in completing EIA:	
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes ✓ No Date of original EIA: N/A

General Information

1a	Which service does this project, policy, or proposal relate to?	3 accommodation based contracts comprising 104 units
1b	What is the project, policy or proposal?	To request an Exemption to extend current contracts for the provision of housing-related support. The main body of this EIA outlines the potential impacts of <u>not</u> approving the requested extension, in order to inform the decision. The proposal will ensure that vulnerable people within Oldham can continue to receive appropriate housing related support services to enable them to live independently and contribute positively to the wider community. The services support vulnerable people to stay safe and avoid homelessness.

1c	What are the main aims of the project, policy or proposal?	The main aims of the proposal are to request an Exemption to extend current contracts for the provision of housing-related support.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>As the services currently exist and positively impact on vulnerable individuals and on the wider community, the focus of this EIA is on the impacts of losing this service should the contract extension not be approved.</p> <p>Vulnerable people within Oldham would be affected. Detrimental effects could be that:</p> <ul style="list-style-type: none"> • The service now supports 104 vulnerable people/households at any one time: in 2016/17 the services have supported 290 (88 (total number in service at the start of 2016/17) + 202 new admissions) households in total. Vulnerable households would not have access to the support they need to maintain independent accommodation • In the first 2 quarters of 2017/18 there have been 123 new admissions. This represents a 22% increase compared by average quarter admissions in 2016/17 • Referrals to the services are as follows: 2016/17, direct to WS, 320 and to the CAP, 297. In the first 2 quarters of 2017/18 there were 184 referrals direct to WS and 170 to the CAP. This represents a 2% decrease in direct referrals to WS and a 4% increase in referrals to the CAP this year compared to the same period last year. • Unmet need could put additional resource and financial pressures on a range of other providers & services. Given the profile of those accessing the services unmet need may escalate to the extent where some service users become eligible for social care • There could be an increase in numbers of cases of homelessness with associated cost pressures • The removal of the services could mean that people 'block' other more expensive services

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input type="checkbox"/>

Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
People with complex needs		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

If the answer is “negative” or “unclear” consider doing a full EIA

1f. What do you think that the overall NEGATIVE impact on groups and communities will be? <u>Please note that an example of none / minimal impact would be where there is no negative impact identified, or there will be no change to the service for any groups.</u> Wherever a negative impact has been identified you should consider completing the rest of the form.	None / Minimal	Significant
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Potential negative effects if the contracts are allowed to expire and the services cease

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1h	How have you come to this decision?	Potential negative effects identified which merit further assessment
1i	Review date	N/A

If you need to complete a full EIA, please go on to Stage 2.

Stage 2: What do you know?

An EIA should be based upon robust evidence. This stage will guide you through potential sources of information and how to interpret it. Understanding the current context is a key stage in all policy making and planning.

What do you know already?

The proposal to **approve** the contract extension would have a positive impact on people who are at risk of social exclusion; in particular on issues relating to gender, young people and

people on a low income.

The support provided by these services has a positive impact on people's lives, enabling them to address a variety of issues preventing them from reaching their full potential.

The service undertakes preventative work, reducing the likelihood of crisis, especially homelessness. The services work with service users to address issues which increase the likelihood of service users' ability to maintain a tenancy. When incidents occur, the services support people to work through the issues which reduces or prevents the need for Adult Social Care involvement.

Service delivery is outcome-focused based around the Every Child Matters framework and this is evidenced by the submission of outcomes data.

Client Record Forms (CRF) are completed for all new service users.

Analysis of admissions to the services gives a picture of key characteristics of those supported. Data is submitted by the service provider and a margin of error is likely.

Analysis of CRF data for 2016/17 and Q1 and Q2 2017/18 (18 months data)

The data is summarised in two ways: as total services data and as data excluding women's services

Total services data:

There were 325 admissions to all the services

The gender split was 35%male/65%female.

44% of new admissions were under 25 and 26% were over 35.

70% of new admissions were white British.

15% of new admissions had a disability

The split by economic status is as follows: 25% JSA, 20% long-term sick or disabled, 47% not seeking work, 1% in work, 7% student and 0.5% retired

Primary and secondary client group data shows that there are various main support needs:

Fleeing domestic violence: 59%

Young people at risk: 4%

Drug and Alcohol: 6%

Mental Health/complex needs: 8 %

Offenders/at risk of offending: 6%

Learning Disability:2%

Single Homeless:15%

Rough Sleeper: 0.5%

Data excluding women's services:

There were 162 admissions to services

The gender split was 70%male/30%female.

52% of new admissions were under 25 and 25% were over 35.

Primary and secondary client group data shows that there are various main support needs:

Fleeing domestic violence: 3%

Young people at risk: 9%

Drug and Alcohol: 12%
 Mental Health/complex needs: 20%
 Offenders/at risk of offending: 16%
 Learning Disability: 5%
 Single Homeless: 35%
 Rough Sleeper: 1%

What don't you know?

Data re sexual orientation shows that:
 94% are heterosexual
 1% is bisexual
 1% is lesbian
 1% is gay and
 3% does not wish to disclose or is blank

Client record data does not currently include information on gender reassignment so there is no data which can be relied upon to assess the impact on these groups.

In addition, whilst the client record data does include information on religion it is not as reliable as the other indicators, as there are more instances where data is incomplete or where the information is unknown or has been refused.

The completed data for the above period showed the following breakdown by religion:
 None/not known/did not wish to disclose =84%
 Christian = 6%
 Muslim = 10%

Further data collection

N/A

Summary (to be completed following analysis of the evidence above)

Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				
Women fleeing domestic violence		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People with complex needs			<input checked="" type="checkbox"/>	

Once you have identified who might be impacted, continue to Stage 3 to consider what the impact might be.

Stage 3: What do we think the potential impact might be?



In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

Consultation information

This section should record the consultation activity undertaken in relation to this project, policy or proposal.

3a. Who have you consulted with?	Consultation has taken place with the support providers, service users and key stakeholders such as Landlords and Strategic Housing
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	Feedback from other support services about this service is given at multi agency meetings held every 6-8 weeks which includes feedback from the CAP. Formal feedback/monitoring returns are completed by the support provider on a quarterly basis which includes the submission of several case studies.

3c. What do you know?

The impact of losing this service should the contract not be extended would be considerable. The support needs of those groups potentially impacted if the service ceases would have to be fully considered and planned for.

3d. What don't you know?

As per section 2

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)	The impact across all groups using the services would be considerable as currently there are no other services available to meet the needs met by the services
Men or women (include impacts due to pregnancy / maternity)	Given that the majority of service users is female (65%), the withdrawal of the service would have a disproportionate effect on vulnerable women, particularly on women who are fleeing domestic violence (59% of all service users)

Disabled people	Given the high percentage of people with a disability who enter the service (15%), the effects of withdrawing the service would have a disproportionate effect on disabled people.
Particular ethnic groups	Given the high percentage of people in particular ethnic groups (30%), the effects of withdrawing the service would have a disproportionate effect on those from particular ethnic groups
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
People on low incomes	Given that the majority of people accessing the service are on low incomes, the withdrawal of the service would have a disproportionate effect on vulnerable people on low incomes.
People in particular age groups	Given that 44% of service users are under 25, the withdrawal of the service would have a disproportionate effect on young people
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

Once you have identified who potentially might be impacted, continue to Stage 4 to consider what actions we could take to reduce / mitigate the impact.

Stage 4: Reducing / mitigating the impact



As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Impact 1: Service users with a disability will experience a loss of support	If the extension is not approved and the service ceases, Council services would need to be sufficiently prepared/resourced to deal with additional demand, particularly for single people with support needs with a disability whose needs could escalate and who may become homeless and present in crisis to statutory agencies
Impact 2: Vulnerable female service users will experience a loss of support, particularly those fleeing domestic violence	If the extension is not approved and the service ceases, Council services would need to be sufficiently prepared/resourced to deal with additional demand, particularly for females whose needs could escalate and who may become homeless and present in crisis to statutory agencies
Impact 3: Vulnerable service users on low incomes will experience a loss of support	If the extension is not approved and the service ceases, Council services would need to be sufficiently prepared/resourced to deal with additional demand, particularly for people on low incomes whose needs could escalate and who may become homeless and present in crisis to statutory agencies

<p>Impact 4: Vulnerable service users with mental health problems and/or complex needs will experience a loss of support</p>	<p>If the extension is not approved and the service ceases, Council services would need to be sufficiently prepared/resourced to deal with additional demand, particularly for people with mental health problems and/or complex needs whose needs could escalate and who may become homeless and present in crisis to statutory agencies</p>
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<p>4b. Have you done, or will you do anything differently as a result of the EIA? No, the EIA supports the recommendation in the report to extend the contract</p>
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<p>4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored? If approved, Council officers will monitor the impact of the decision, including further consultation with providers, stakeholders and service users.</p>

<p>Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact</i></p> <p>If the proposal is rejected and the service ceases, Council services would need to be sufficiently prepared/resourced to deal with additional demand, particularly for people with a disability, females (in particular those fleeing domestic violence) people on a low incomes and people with a mental health problem and/or complex needs who could become homeless and present in crisis to statutory agencies.</p> <p>If approved, Council officers will monitor the impact of the decision, including further consultation with stakeholders and service users.</p>
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**Once you have considered the options for reducing the impacts, please complete the Action Plan and Risk Table at Appendix 1.
When the EIA is complete, please ensure that it is signed off by the lead officer and the appropriate senior officer.**

<p>Stage 5: Signature </p>	
<p>Lead Officer: LV Megram</p>	<p>Date: 19/01/18</p>
<p>Approver signature:</p>	<p>Date:</p>
<p>EIA review date: 28/09/18</p>	

APPENDIX 1: Action Plan and Risk Table

Action Plan

Once you have decided on the course of action to be taken in order to reduce or mitigate the impact, please complete the action plan below (An example is provided in order to help you)

Number	Action	Required outcomes	By who?	By when?	Review date
	If approved, Council officers will monitor the impact of the decision, including further consultation with providers, other stakeholders and service users.	The council, service users and key agencies are confident that the service continues to achieve its aims (This evidence process will be supported by admission and outcome data)	L Megram	Quarterly monitoring meetings and ongoing analysis of data	28/09/18

Risk table

Record any risks to the implementation of the project, policy or proposal and record any actions that you have put in place to reduce the likelihood of this happening.

Ref.	Risk	Impact	Actions in Place to mitigate the risk	Current Risk Score	Further Actions to be developed
	The contract is not extended leading to withdrawal of the service	This would have a serious and disproportionate effect on women (in particular those fleeing domestic violence), young people, vulnerable and disabled people currently accessing the service	Related Council & Health services would need to be sufficiently resourced to deal with additional demand	D:II	
	Contract is extended but level or profile of demand changes	Should not directly impact on front line delivery, however may be unintended consequences arising from the changes	This would be monitored closely via quarterly contract monitoring meetings and by ongoing analysis of admission and outcomes data	D:III	



