



## EQUALITY IMPACT ASSESSMENT TEMPLATE

**PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE**

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision.

### SECTION 1:

Title	<b>Adult Social Care – Review of Contracts (1.4)</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The following analysis is based on savings proposals that form part of the broader “Adult Social Care Commissioning Programme”.</p> <p>These proposals are all associated with commissioned longer term care and support services and therefore were brought together into one overarching programme.</p> <p>The core aim of the programme is to deliver improved processes, better outcomes that maximise independence, more choice and personalised services.</p> <p>This supports Adult Social Care’s statutory duties under the Care Act 2014, whereby ASC is required to meet eligible needs under the national eligibility criteria.</p> <p>The underpinning business case for this work is based on the aim that we can continue to improve the quality of life that customers with eligible needs have and make a moderate level of continued savings by taking this approach.</p> <p>The programme incorporates the following projects and work streams. The initial position on EIA considerations is set out for each, however this is a preliminary assessment and there is a need for further analysis to manage equality in provisions with the constraints of the budget pressures to minimise risks. Where applicable proposals will have a final Impact Assessment, with input from residents, service users, and carers, undertaken prior to mobilisation in order to eliminate the potential for unlawful discrimination.</p> <p><b>Summary</b></p> <p>Strategic review of contracts across Adult Social Care to identify opportunities as part of the recommissioning cycle to</p>

	<p>deliver savings, whilst ensuring that providers are delivering effective, efficient services that deliver good outcomes.</p> <p>This is an ongoing project that has made recommendations around the streamlining of contracts to deliver efficiencies and opportunities over both the current and the next financial years where there may be potential opportunities to merge contracts that will result in lower costs.</p> <p>This forms part of the Business As Usual commissioning processes and governance structures.</p>
Details of the lead person completing the screening/EIA	<p><b>(i) Full Name:</b> James Partis</p> <p><b>(ii) Position:</b> Interim Director of Integrated Commissioning</p> <p><b>(iii) Unit:</b> Adult Social Care</p> <p><b>(iii) Contact Details:</b> <a href="mailto:jpartis@westminster.gov.uk">jpartis@westminster.gov.uk</a></p>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	
Version number and date of update	V02 25/11/2019
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

## **SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li>• <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>
	<p>These proposals may impact individuals who currently access Adult Social Care. Further analysis and monitoring will be completed as part of the commissioning and contracting process in line with council guidance.</p> <p>It should be noted that access to services is determined by national guidance under the Care Act 2014. None of these proposals will change who is eligible for services from Adult Social Care.</p> <p>The following is based on all people who have an adult social care package at 31 March 2019.</p>

<p>How many people use the service currently? What is this as a % of Westminster's population?</p>	<p>5,255 people access social care services representing 2.06% of the population <i>(based on the 2018 ONS MY estimate Westminster resident population of 255,324)</i></p>																									
<p>Gender</p>	<table border="1" data-bbox="719 412 1453 636"> <thead> <tr> <th>Gender</th> <th>Numbers</th> <th>%</th> <th>WCC Population</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>2,885</td> <td>54.90%</td> <td>121,852</td> <td>47.72%</td> </tr> <tr> <td>Male</td> <td>2,354</td> <td>44.80%</td> <td>133,472</td> <td>52.28%</td> </tr> <tr> <td>Unknown</td> <td>16</td> <td>0.30%</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>5,255</b></td> <td><b>100%</b></td> <td><b>255,324</b></td> <td><b>100.00%</b></td> </tr> </tbody> </table> <p>As per the ONS, the gender split in Westminster is unusual, with more men than women. This is particularly the case in the 18-57 year old age groups, but there are more women in the 58+ groups. This is reflected in the breakdown of people with Adult Social Care packages, where the number of men with a package is 44.80% vs a population of 52.28%.</p> <p>As we do not currently collect data on gender identity/ reassignment on any of our social surveys, research and engagement (as part of additional EIA development and ongoing monitoring) will be undertaken to ensure there is no disproportionate impact on this protected characteristic.</p>	Gender	Numbers	%	WCC Population	%	Female	2,885	54.90%	121,852	47.72%	Male	2,354	44.80%	133,472	52.28%	Unknown	16	0.30%			<b>TOTAL</b>	<b>5,255</b>	<b>100%</b>	<b>255,324</b>	<b>100.00%</b>
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Sexual orientation	<p>It is not possible to know how many LGBT+ people live in the City of Westminster or indeed in the UK as no baseline data exists on this issue. In the absence of this data, it is generally estimated that between five and ten percent of the population identify as lesbian, gay or bisexual. This would mean that there were between 9,064 and 18,128 LGBT+ people living in the City of Westminster seven years ago, based on the most recent census data from Galop.</p>																																																		
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	<p>The above numbers are 2016 estimates presented by the London Dataset, and indicate that in Westminster there is a lower percentage of individuals who list themselves as Christian, and a higher percentage of individuals who list themselves as Muslim as benchmarked against the rest of London.</p>
<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b></p>	<p>There is a disproportionate number of older people with Adult Social Care packages of care as compared with the general population, which is consistent with national trends, and can be attributed to older people having greater needs for care and support and aligns with national trends.</p> <p>A detailed analysis will be performed when recommendations are made to fully understand what, if any, impacts this work will have on BMEs or any other group impacted by this work. This analysis will be included in a project-specific EIA and will be monitored/updated throughout the services' lifecycles.</p>
<p><b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</b></p>	<p>Initial demographics for Westminster indicate that the percentage of BME's with an Adult Social Care package is 40% with the BME population making up 38% of the overall population (based on the 2011 Census). However, it should be noted that there is 6.41% of people with a package who do not have Ethnicity recorded.</p> <p>A detailed analysis will be performed when recommendations are made to fully understand what, if any, impacts this work will have on BMEs or any other group impacted by this work. This analysis will be included in a project-specific EIA and will be monitored/updated throughout the services' lifecycles.</p>
<p><b>2.4</b></p>	<p><b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b></p>

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is a preliminary assessment, further analysis will be completed as part of the contracting and commissioning processes.

Impact Assessment, with input from residents, service users, and carers will be undertaken prior to mobilisation of any recommendations in order to eliminate the potential for unlawful discrimination.

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

- |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Adult Social Care has statutory duties under the Care Act 2014 and is required to meet eligible needs under the national framework and criteria.</li><li>• The proposals do not impact on an individual's eligibility for services and are designed to improve processes, provide more choice and personalise services that provide better outcomes that maximise independence.</li><li>• The need to ensure that the actions that result from these proposals do not disproportionately impact users within any protected characteristics.</li><li>• Central to these proposals is working with the wider care and support market to ensure we maximise value for money while providing services that deliver better outcomes.</li><li>• As each of the recommendations made in the review are completed, EIAs will be completed and be co-produced with residents, service users and carers.</li></ul> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SECTION 3: ASSESSING THE IMPACT**

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. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					✓		
	Women					✓		
Race	White					✓		
	Mixed/Multiple ethnic groups					✓		
	Asian/Asian British					✓		
	Black/African/Caribbean/Black British					✓		
	Gypsies / travellers					✓		
	Other ethnic group					✓		
Disability	Physical				✓		Further work is required to gauge the impact of this work on disability groups.  EIAs will be produced as part of the commissioning and contracting process.	
	Sensory				✓			
	Learning Difficulties				✓			
	Learning Disabilities				✓			
	Mental Health				✓			



Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓		
<b>Age</b>	Older people (50+)				✓		Further work is required to gauge the impact of this work on older people.  EIAs will be produced as part of the commissioning and contracting process.	
	Younger people (16 - 25)					✓		
<b>Gender Reassignment</b>						✓		
<b>Impact due to pregnancy/maternity</b>						✓		
<b>Groups with particular faiths and beliefs</b>						✓		
<b>People on low incomes</b>						✓		

## SECTION 4: ACTION PLAN

4.1	<p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>						
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>
	Produce EIAs as part of the contract and commissioning processes.	All	A better understanding of potential impacts, which can then be managed to ensure that no protected group is unfairly discriminated against.	To be confirmed	Paul Rackham, Head of Commissioning	31-MAR-20 and throughout 2021 when required	Amber
	<i>Enter additional rows if required</i>						

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER	
SIGNATURE:	.....
FULL NAME:	.....
UNIT:	.....
EMAIL & TELEPHONE EXT:	.....
DATE (DD/MM/YYYY):	.....

**WHAT NEXT?**

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).

All completed EIAs should be sent to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)