

# Equality Impact Assessment Toolkit (October 2021)

## **Section 1: Your details**

**EIA led Officer:** John Highton

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**Head of Section:** Nancy Clarkson

**Chief Officer:** Julie Webster

**Directorate:** Adult Social Care and Health

**Date:** 01/10/2021

## **Section 2: What Council proposal is being assessed?**

### **Pharmaceutical Needs Assessment for Wirral (2022 - 2025) and public survey regarding access and use of pharmacy services**

This report details the proposed public consultation of public use of pharmacies that will be included in the process to produce a new Pharmaceutical Needs Assessment for Wirral. A further report will be brought forward for the public consultation of the full draft Pharmaceutical Needs Assessment for 2022 – 2025 when it is and ahead of signing off the final publication of a new Pharmaceutical Needs Assessment for Wirral on or before 30th September 2022.

## **Section 2a: Will this EIA be submitted to a Committee meeting?**

**Yes**

If 'yes' please state which meeting and what date

Health & Wellbeing Board.....

**Hyperlink to where your EIA is/will be published on the Council's website**

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state e.g.: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

**Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?**

**You may also want to consider socio-economic status of individuals.**

**Please list in the table below and include actions required to mitigate any potential negative impact.**

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
<p><b>Age</b></p> <p><b>Disability</b></p> <p><b>Race</b></p> <p><b>Religion or belief</b></p>	<p><b>Potential negative impact</b></p> <p>We recognise that some residents need information in alternate formats such as language or access to paper versions, to be able to engage and contribute as others can</p>	<ul style="list-style-type: none"> <li>• <b>Review proposed consultation approach</b> and questions at PNA Development Group with Communication Leads, Senior partner officers and Health watch Wirral</li> <li>• Develop <b>co-produced approach</b> through this review</li> <li>• <b>Proactive in engaging</b> with groups and venues in order to ensure that we have a wide and reflective selection of views.</li> </ul> <p><b>Options to mitigate include</b></p> <ul style="list-style-type: none"> <li>• <b>Survey to last at least one-month</b></li> <li>• <b>Co-produce EasyRead</b> version of survey questions (posted to people with paid return envelope)</li> </ul>	<p>John Highton and PNA Development Group</p>	<p>October and November 2021</p>	<p>Officer time, partner support</p>

		<ul style="list-style-type: none"> <li>• <b>Produce and provide hard paper copy of survey questions</b> upon request (posted to people with paid return envelope or accessible PDF)</li> <li>• <b>Provide alternate language version</b> of EasyRead key issues and survey questions (where person requesting provides adequate notice to procure this work before closure date of survey)</li> <li>• <b>Created and supplied a general email address</b> for those who wish to request information in different languages and formats</li> <li>• <b>Partners to promote the alternate engagement routes</b> - when informing their respective contact groups about the PNA survey</li> <li>• <b>Communications approach</b> - through Comms Leads at Wirral Council, Wirral CCG and HealthWatch Wirral that promotes PNA survey and alternate access to survey</li> </ul>			
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**Section 4a: Where and how will the above actions be monitored?**

Through a co-produced approach to this PNA consultation the pre-survey approach and post survey results will be considered at PNA Development Group with Communication Leads, Senior partner officers and HealthWatch Wirral present.

The group has met since September 2021 to review progress to the development of the PNA and engagement processes.

The results of the surveys are reported to the group, and be within the draft PNA, and will form a point of discussion for future learning and if issues arise during the survey timeframe.

Meetings with lead officer for EIA within Wirral Council will be held pre and post process with continued discussions on approach and content then approaches to maximise benefits and minimise any potential negative impacts

This is a developing proposal and the EIA may be reviewed and amended.

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

N/A

**Section 5: What research / data / information have you used in support of this process?**

Update post process to be added to revised EIA

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

Yes

If 'yes', please continue to section 7.

If 'no' please state your reason(s) why:

(Please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

## **Section 7: How will consultation take place and by when?**

The mandatory public consultation on Wirral's Pharmaceutical Needs Assessment (2022-2025) will be hosted on Liverpool City Council who are hosting 9 Local Authorities using Survey Monkey platform.

The platform will host the 42 key questions about the public views on how they are using pharmacy services in the recent past - some questions taking account of the impact of COVID-19 - with survey running for November 2021.

The results will be analysed and presented as content within the final draft PNA.

Pre-survey meetings with PNA Development Group of partners and Healthwatch Wirral were held in order to inform process and content with adaptations made where necessary to mitigate any potential impacts and widen access where possible.

Agreement to report an EasyRead summary of results for the overall engagement report when developing the draft PNA content and when submitted to HWBB for approval.

Also, the results of the pharmacy services survey will be shared with specific groups who contributed to the survey (request of Healthwatch Wirral) once HWBB have approved the draft PNA for public consultation between April and June 2022.

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

## **Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (Section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**