

# Equality Impact Assessment Toolkit

## (April 2014)

### Section 1: Your details

**EIA lead Officer:** Deborah Gornik

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**Head of Section:** Deborah Gornik

**Chief Officer:** Julia Hassall

**Directorate:** Families and Wellbeing

**Date:** 21 November 2014

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

Day Nursery provision as full day care will cease to be delivered at 5 Council sites.

### Section 2a: Will this EIA be submitted to a Cabinet or Policy & Performance Committee?

**Yes / No**

**If 'yes' please state which meeting and what date**

**9 December 2014 Cabinet Committee**  
.....

**Please select hyperlink to where your EIA is/will be published on the Council's website (please select appropriate link & delete those not relevant)**

**Families & Well-Being** (Adult Social Services, Children & Young People, Sport & Recreation)

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-april-2014/eias-families-wellbeing>

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

- ✓ **Services**
- ✓ **The workforce**
- ✓ **Communities**
- ✓ **Other** (please state eg: 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 (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

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.

<b>Which group(s) of people could be affected</b>	<b>Potential positive or negative impact</b>	<b>Action required to mitigate any potential negative impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>
Parents with Children under 5 years of age currently accessing the service.	Negative impact – Parents will be required to source & secure alternative childcare provision. In addition to the disruption for childcare, it may also impact on travel arrangements for parents to places of work or study	Childcare sufficiency assessment review has identified that alternative provision is available across all areas of the Borough and through all provider types - to offset the requirement to accommodate any child displaced as a result of the proposed changes  A tailored brokerage service will be offered for to all families, currently using the service and those who have identified a potential future requirement to use the service.	Kath Lloyd	Up to July 2015	Will be met from within the department's budget

		<p>Interface with other providers to ensure transparent communication and negotiate reasonable adjustments such as: extended settling in periods, place allocation (if applicable), a child's individual needs and requirements including cultural, religious ethical or dietary requirements/needs, personal or development requirements. On a one to one basis.</p> <p>Staff will support children to re-settle as advised/required by parents/carers. They will make sure a familiar person is part of any transition plan and ensure support to the family, from a time and expense position - reducing the amount of time parents may have to take out of work/study to resettle a child</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015), therefore reducing/negating</p>			
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		the need for an additional move/transition, before going to school.			
Black and ethnic minority groups of parents and children	Negative impact – Parents will be required to source & secure alternative childcare provision. In addition to the disruption for childcare, it may also impact on travel arrangements for parents to places of work or study	<p>Childcare sufficiency assessment review has identified that alternative provision is available across all areas of the Borough and through all provider types - to offset the requirement to accommodate any child displaced as a result of the proposed changes</p> <p>A tailored brokerage service will be offered to all families, currently using the service and those who have identified a potential future requirement to use the service. Cultural, religious and ethical needs and beliefs will be considered as part of any tailored brokerage service, to ensure that families are able to access childcare that best suits their needs.</p> <p>Interface with other providers to ensure transparent communication and negotiate reasonable adjustments such as:</p>	Kath Lloyd	Up to July 2015	Will be met from within the department's budget

		<p>extended settling in periods, place allocation (if applicable), a child's individual needs and requirements including cultural, religious ethical or dietary requirements/needs. On a one to one basis.</p> <p>Staff will support children to re-settle as advised/required by parents/carers. They will make sure a familiar person is part of any transition plan and ensure support to the family, from a time and expense position - reducing the amount of time parents may have to take out of work/study to resettle a child</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015), therefore reducing/negating the need for an additional move/transition, before going to school.</p>			
Young parents	Negative impact – Parents will be required to source & secure alternative childcare provision. In addition to the disruption for childcare, it may also impact on travel	Childcare sufficiency assessment review has identified that alternative provision is available across	Kath Lloyd	Up to July 2015	Will be met from within the department's

	<p>arrangements for parents to places of work or study</p>	<p>all areas of the Borough and through all provider types - to offset the requirement to accommodate any child displaced as a result of the proposed changes</p> <p>A tailored brokerage service will be offered for to all families, currently using the service and those who have identified a potential future requirement to use the service.</p> <p>Interface with other providers to ensure transparent communication and negotiate reasonable adjustments such as: extended settling in periods, place allocation (if applicable), a child's individual needs and requirements including cultural, religious ethical or dietary requirements/needs, personal or development requirements. On a one to one basis.</p> <p>Staff will support children to re-settle as advised/required by parents/carers. They will make sure a familiar person</p>			<p>budget</p>
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		<p>is part of any transition plan and ensure support to the family, from a time and expense position - reducing the amount of time parents may have to take out of work/study to resettle a child</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015), therefore reducing/negating the need for an additional move/transition, before going to school.</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015) Support Transitions to other settings</p>			
Children currently accessing the service.	Negative – children’s childcare could be disrupted	Childcare sufficiency assessment review has identified that alternative provision is available across all areas of the Borough and through all provider types - to offset the requirement to accommodate any child displaced as a result of the	Kath Lloyd	Up to July 2015	Will be met from within the department’s budget



		<p>proposed changes</p> <p>A tailored brokerage service will be offered for to all families, currently using the service and those who have identified a potential future requirement to use the service.</p> <p>Interface with other providers to ensure transparent communication and negotiate reasonable adjustments such as: extended settling in periods, place allocation (if applicable), a child's individual needs and requirements including cultural, religious ethical or dietary requirements/needs, personal or development requirements. On a one to one basis.</p> <p>Staff will support children to re-settle as advised/required by parents/carers. They will make sure a familiar person is part of any transition plan and ensure support to the family, from a time and expense position - reducing the amount of time parents</p>			
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		<p>may have to take out of work/study to resettle a child</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015), therefore reducing/negating the need for an additional move/transition, before going to school.</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015) Support Transitions to other settings</p>			
Parents of children who are disabled	<p>Negative – accessibility at other setting may be compromised.</p> <p>Parents may have to travel further to secure fully accessible services</p> <p>In addition to the disruption for childcare, it may also impact on travel arrangements for parents to places of work or study</p>	<p>Childcare sufficiency assessment review has identified that alternative provision is available across all areas of the Borough and through all provider types - to offset the requirement to accommodate any child displaced as a result of the proposed changes</p> <p>A tailored brokerage service</p>	Kath Lloyd	Up to July 2015 and ongoing	Will be met from within the department's budget

		<p>will be offered for to all families, currently using the service and those who have identified a potential future requirement to use the service.</p> <p>Interface with other providers to ensure transparent communication and negotiate reasonable adjustments such as: extended settling in periods, place allocation (if applicable), a child's individual needs and requirements including cultural, religious ethical or dietary requirements/needs, personal, accessibility and development requirements. On a one to one basis.</p> <p>The School Readiness Team and Special Education Support Service (SESS) will be involved in supporting this discreet group of children and their families</p> <p>Staff will support children to re-settle as advised/required by parents/carers. They will make sure a familiar person</p>			
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		<p>is part of any transition plan and ensure support to the family, from a time and expense position - reducing the amount of time parents may have to take out of work/study to resettle a child</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015), therefore reducing/negating the need for an additional move/transition, before going to school.</p>			
Children who are disabled	Negative – children’s childcare could be disrupted and accessibility at other setting may be compromised.	<p>Childcare sufficiency assessment review has identified that alternative provision is available across all areas of the Borough and through all provider types - to offset the requirement to accommodate any child displaced as a result of the proposed changes</p> <p>A tailored brokerage service will be offered for to all families, currently using the service and those who have identified a potential future requirement to use the</p>	Kath Lloyd	Up to July 2015	Will be met from within the department’s budget

		<p>service.</p> <p>Interface with other providers to ensure transparent communication and negotiate reasonable adjustments such as: extended settling in periods, place allocation (if applicable), a child's individual needs and requirements including cultural, religious ethical or dietary requirements/needs, personal, accessibility and development requirements. On a one to one basis.</p> <p>The School Readiness Team and Special Education Support Service (SESS) will be involved in supporting this discreet group of children and their families.</p> <p>Staff will support children to re-settle as advised/required by parents/carers. They will make sure a familiar person is part of any transition plan and ensure support to the family, from a time and expense position - reducing the amount of time parents</p>			
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		<p>may have to take out of work/study to resettle a child</p> <p>Phase out the service for those children who are due to go to school, over the preceding 2 terms (Spring/Summer 2015), therefore reducing/negating the need for an additional move/transition, before going to school.</p>			
Future or potential parents	<p>Negative – accessibility at other setting may be compromised.</p> <p>Parents may have to travel further to access appropriate service</p>	<p>Childcare Sufficiency demonstrates sufficient childcare places in each area and a Brokerage Service to support the impact will be offered.</p>	Kath Lloyd	Up to July 2015 and ongoing	Will be met from within the department's budget
Private, voluntary and independent sector	<p>Positive – there is a currently an over sufficiency of childcare places in these geographical areas and the reduction of council subsidised day care will support market forces</p>	<p>The Early Years Service will work closely with the sector to ensure that they are supported to provide additional places to children who wish to access them.</p> <p>Interface with providers in the PVI sector will support transparent communication and assist any negotiation of reasonable adjustments such as: extended settling in periods, place allocation (if applicable), a child's</p>	Kath Lloyd	Jan – March 2015 and ongoing	Will be met from within the department's budget

		individual needs and requirements including cultural, religious ethical or dietary requirements/needs, personal, accessibility and development requirements. On a one to one basis.			
Staff	<p>Negative – staff will be disruptive and staff will face employment uncertainty and instability.</p> <p>Positive – there may be opportunities for staff within any new positions created</p>	<p>Staff will receive full support from Council HR and OD.</p> <p>Unions will be consulted at every stage.</p> <p>Schools and partners have agreed to prioritise existing staff teams within any recruitment processes to progress as a result of them developing the 2, 3 and 4 year old early education offer. This position will stay under review.</p>	Kath Lloyd	Up to July 2015 and ongoing as required	From within the department's budget

**Section 4a: Where and how will the above actions be monitored?**

Children's Centres Advisory Boards, meeting quarterly will provide oversight and direction of travel to staff management teams.

The four Advisory Boards (one in each constituency Locality) will report to the Early Years Steering Group.

Information updates and advice for delegated decisions will progress through Cabinet Member briefings for the Cabinet Member for Children and Young People 's services

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

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

Childcare Sufficiency Audit 2013 has been updated – it shows sufficient childcare in the geographical localities and by all provider type. The childcare needs analysis for settings likely to be affected by the proposals in the December 2014 Cabinet report has been used to advise.

The Childcare Act 2006 and the Apprenticeships, Skill, Children and Learning Act 2009 directs that the Council is open to challenge if it continues to directly deliver (or subsidise) childcare when other providers are willing and able to do so.

The Children's Centre Statutory Guidance (2013) has been advised.

Child level data (anonymous) has been used to advise current position and future need

Staffing records (anonymous) held by the Council have been consulted

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

**No – consultation has already been undertaken**

**If 'yes' please continue to section 8.**

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



Consultation was carried out between 15<sup>th</sup> July 2014 to 22<sup>nd</sup> October 2014 as advised in a report to Cabinet and agreed by Cabinet on the 07<sup>th</sup> July 2014. The consultation resulted in 456 responses from local parents and community members and 65 from early year's providers.

The consultation was made available on line and through Children's Centres and is detailed in the Cabinet report December 2014

The consultation included local families, communities and local private, independent and voluntary providers of early year's childcare.

(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?**

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?**