

# Equality Impact Assessment Toolkit

## (April 2014)

### Section 1: Your details

**EIA lead Officer:** Rajinder Ghataora

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**Head of Section:** Deborah Gornik

**Chief Officer:** Julia Hassall

**Directorate:** Families and Wellbeing

**Date:** 4<sup>th</sup> March, 2015

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

Wirral Early Years and Children's Centre Consultation

### 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**

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**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)

<http://bit.ly/famwellEIA>

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

- √ **Services**
- √ **The workforce**
- √ **Communities**
- √ **Other** - Partners, 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.

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
Parents of children under 5 who currently access services	<p>Positive – opportunity to be consulted and potentially influence future service delivery.</p> <p>Negative impact may include:</p> <ul style="list-style-type: none"><li>• Parents may not be able to participate in meetings at the centre they attend</li><li>• Parents may not be able or feel confident to participate in an open meeting</li></ul>	<ul style="list-style-type: none"><li>• Open meetings are being held in accessible venues, at a range of dates and times of the day (morning, afternoon and evening sessions) as well as weekend sessions. Parents can attend any session.</li><li>• Meetings are in small groups</li></ul>	DG	6 weeks 16 <sup>th</sup> Feb 15 to 27 <sup>th</sup> March 15	Staff capacity

	<ul style="list-style-type: none"> <li>• Crèche provision is not available to enable parents to attend meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators will be available before or after the meeting for a one to one discussion</li> <li>• A consultation feedback form is available to contribute comments and suggestions. Centre staff will support parents to complete if required</li> <li>• Consultation boards are displayed at all children's centres where parents can discuss issues with staff and paper copies of the questionnaire will be available support to complete will be available</li> <li>• All venues are used by the community and the majority of venues chosen are child friendly. Staff will make toys available for children under 5 and staff will be on hand to support parents.</li> <li>• Crèche facilities have not been made routinely available however a</li> </ul>			
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		number of the sessions are planned been held at the beginning or end of existing groups where children are already in crèche. In addition where there is capacity within childcare provision on site will has been made available on a first come first served basis if required.			
Parents of under 5's who do not currently access services	Negative – opportunity to hear about the Early Years Review and the consultation may be limited	Information about the consultation has been circulated widely through children's centres and other community venues. It has also been advertised in the local paper. The consultation form and information is also on the Wirral.gov website. Stakeholder events will also be facilitated with a wide range of partners who can cascade information to families they work with.	SH, SH, TR	6 weeks 16 <sup>th</sup> Feb 15 to 27 <sup>th</sup> March 15	Staff capacity
Parents of under 5's with specific needs	Negative – there are no interpretation facilities available for families where little or no English is spoken or where there are limited literacy skills  Positive - Adults or children with disabilities	<ul style="list-style-type: none"> <li>Staff have worked with the MEAS team to support parents with English as a second language.</li> </ul>	SH, SH, TR	6 weeks 16 <sup>th</sup> Feb 15 to	Staff capacity

	<p>requiring wheelchair access. All sites are wheelchair accessible for adults and children. Where other needs are identified staff will make appropriate arrangements eg where loop systems are available for hearing impaired. Or requests for sign language services.</p>	<ul style="list-style-type: none"> <li>• There are a small number of staff available who may be able to offer language support within sessions. (makaton, other language)</li> <li>• Staff organising sessions have worked together with partner organisations such as the Multi-cultural Centre</li> <li>• Staff will be made available to support with completion of forms.</li> <li>• Consultation events will be reviewed to assess representation and targeted events will be held in week 6</li> </ul>		27 <sup>th</sup> March 15	
Staff	<p>Negative – wider consultation has caused some anxiety within staff teams around the future of the service. Public comments could be detrimental to staff morale.</p>	<p>Separate staff consultation sessions will be organised for council staff. Staff time allocated to attend session Managers supporting staff through supervision and staff meetings Managers have an open door policy to deal with immediate concerns Staff are encouraged to discuss concerns with their unions representatives or access the Employee Assistance Programme helpline. Unions are advised</p>	SH, SH, TR	6 weeks 16 <sup>th</sup> Feb 15 to 27 <sup>th</sup> March 15	Staff capacity

		of the consultation and welcome to attend, public meetings, stakeholder events and future staff meetings			
Partners and stakeholders	<p>Positive – partners and stakeholders will be able to contribute to the future service approach for early years and children’s centres</p> <p>Positive – partners and stakeholders have been specifically requested to contribute suggested uses for some sites where the development of multi-agency partnership delivery will be encouraged</p> <p>Negative – partners and stakeholders perception of loss of funding and loss of services has the potential to create barriers to future working</p>	<ul style="list-style-type: none"> <li>Partners and stakeholders will be able to attend any of the public sessions as well as 4 stakeholder events that will be held.</li> <li>Children’s Centre Advisory Board members will have the opportunity to attend public meetings and stakeholder events</li> <li>Partners are encouraged to complete the feedback form to record concerns, challenges or suggestions</li> <li>A Frequently Asked Questions page has been created on the Council website and will be regularly updated</li> <li>Where Individuals are requesting direct responses this will be provided</li> <li>An expression of interest form has been promoted</li> </ul>	SH, SH, TR	6 weeks 16 <sup>th</sup> Feb 15 to 27 <sup>th</sup> March 15	Staff capacity

		to all partners and stakeholders for suggestions on alternative use of buildings.			
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**Section 4a: Where and how will the above actions be monitored?**

The above actions will be monitored through the Early Years Leadership Team

**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?**

The consultation process has been undertaken in line with the Council's procedures. Consultation process was developed to ensure a full representation across the geographical area as well as across partners and stakeholders. The council's corporate marketing officer was involved in the design of the consultation.

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

**Yes**

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

**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?**

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?**