

Equality Impact Assessment Toolkit

(April 2014)

Section 1: Your details

EIA lead Officer: Carol Pilgrim

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Head of Section: Christine Beyga

Chief Officer: Graham Hodgkinson/Christine Beyga

Directorate: Families and Wellbeing, Adult Social Services

Date: 30 May 2014

Section 2: What Council proposal is being assessed?

This is a supplementary, comprehensive Equality Impact Assessment (EIA) conducted following the changes agreed by Cabinet on 13 March 2014. This EIA will address any impact the agreed changes may have on staff, the people who use services, the parents and carers of these people and the wider public.

This EIA has been conducted on the same group of individuals affected following the report to Cabinet dated 13 March 2014.

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

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

Cabinet 19 June 2014

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 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
Staff	<p>Negative Many staff have been employed by Wirral Council for a long time. A change of employer would be an imposed change - should they wish to continue to be employed in their existing role. Some staff may consider this to be a negative move.</p> <p>Positive Staff will have more involvement and autonomy in decision making. A new company will enable a refresh of practise and delivery. The scope of services will be developed and enhanced. Staff will play a major part in the future forward planning of the services to be delivered.</p>	<p>TUPE protection will apply to all affected staff. This will ensure the continuation of existing terms and conditions.</p> <p>Consultation informal and formal with all affected staff and representatives will be consistent throughout this process. Staff will be encouraged to engage in this process and feedback will be documented and evaluated regularly.</p>	Carol Pilgrim	April 2015	

<p>People who use the service (PWUS)</p>	<p>Negative It is not anticipated that there will be any negative impact for PWUS</p> <p>Positive Day Centre Services will be reviewed. PWUS will have an input into how they would like centres to be run which will enhance involvement in the decision making process. The activities the PWUS currently engage in will be enhanced and outcomes improved. There will be further training and development opportunities. The opportunity to gain a recognised qualification will be enhanced and will have improved attainment levels and skills to enable them to fulfil their aspirations. Opening hours will be reviewed and extended to be user more user friendly. This will promote and encourage the wellbeing and social inclusion of individuals and ensure there is appropriate support and challenge to settings.</p>	<p>A Co-design group has been set up thus enabling stakeholders to have input and opinion on the future of Day Service provision.</p> <p>Formal Consultation with all stakeholders will commence subject to Cabinet approval.</p>	<p>Senior Management lead by Janice Fryer</p>	<p>Ongoing informally. To be progressed to formal process if approval is granted</p>	
<p>Parents and Carers</p>	<p>Negative Some parents and carers will not want to be involved in 'how the service runs'. They are happy with the existing arrangements and feel 'The Council' provides a package that suits their needs, so why change things?</p>	<p>Full consultation will be undertaken with parents and carers groups. Listening to concerns and reducing fear around future changes.</p> <p>Parents and Carers groups will be invited to join a co-design group who will have influence and opinion on the delivery of the proposed future of Day Services</p>	<p>Senior Management lead by Janice Fryer</p>	<p>Ongoing informally. To be formalised if approval is granted</p>	

	<p>Positive</p> <p>There is currently an active group of parents and carers affiliated to each day centre. These groups are keen to broaden and develop services that will enable PWUS to enjoy an enhanced quality of personal wellbeing, a sense of achievement and integration and inclusion into local and mainstream society. To ensure parents/carers are recognised as partners with expert knowledge, experience and understanding of the person they care for and to support them to have a life outside of caring.</p>				
Catering Services	<p>Negative</p> <p>The provision of the current daily hot meal service will be reviewed in line with the restructure of provision of services. It may be proposed that hot meals should no longer be provided at Day Centres The impact of this could be that staff that currently prepare and cook daily meals would not be required to perform this task. PWUS would also need to adjust to a revised lunchtime arrangement. This is a costly and time consuming exercise and is not taken up by all who use the service.</p> <p><i>An analysis of the % uptake of the hot meal service is not available at the present time.</i></p>	<p>Evaluation uptake and cost of current service needed Projected saving to be identified</p> <p>Current Job Role to be evaluated in line with future business plan</p>	<p>Janice Fryer</p> <p>Carol Pilgrim</p>	<p>April 2015</p> <p>April 2015</p>	

	<p>Positive</p> <p>Currently PWUS are able to access a cooked meal at lunchtime in all but two of the day centres. Study of providing a fit for purpose midday meal arrangement will be undertaken. This will include; consultation with PWUS, parents & carers, and staff. At this stage a full analysis of the uptake and provision costs will be undertaken. Currently PWUS have the choice to bring a packed lunch from home, purchase cold food and snacks locally or buy a hot meal at the Day Centre. Store cupboard food and condiments are available.</p> <p>To enable more freedom of choice for the individual when PWUS want a hot meal at lunchtime, this can be purchased locally. Or they may choose to go out for a hot meal to a commercial outlet.</p> <p>It is proposed that cold food and snacks will be available in Day Centres. This will be purchased locally on a choice/needs basis. This broader choice will encourage the individual to be more fully engaged in the community. It will develop social skills and encourage independence and freedom of choice. The staff that currently provide the hot meal service will be utilised in other areas of the service provision. This generic role will also encourage career development.</p>				
Domestic Services	<p>Negative</p> <p>Domestic Services within Day Service buildings will be reduced. Current staff will be redeployed to alternative duties within the Day Centres wherever possible.</p>	<p>Cost of current service needed</p> <p>Projected saving to be identified</p>	Lorraine Moran & Janice Fryer	April 2015	

	<p>Positive</p> <p>Training to re-skill existing domestic staff will be made available. Job Descriptions will be generic and will include day to day internal maintenance of building</p>	Current Job Role to be evaluated in line with future business plan	Carol Pilgrim	April 2015	
Trustees and voluntary groups	<p>Negative</p> <p>Some areas of day service provision e.g. Dale Farm and Masque Theatre are supported by voluntary groups and Trustees. These groups have been pivotal to the development of these establishments, often raising substantial monetary amounts to finance equipment and assets. There could be resistance to change as these groups have expressed an interest in becoming 'a silent partner' in decision making that affects future of their chosen beneficiary. It could also be felt that funds raised should not be 'clubbed together' and funds raised with a particular group/facility in mind should go to that respective beneficiary.</p> <p>Positive</p> <p>Trustees and Volunteers are a very valued support. There is potential for these groups to have as much or as little input into the decision making process affecting their chosen beneficiary. Provision will be made for non executive members on the board of the new company. It is also intended that a joint group of representatives is established to support the overall provision of services provided by the new company.</p>	Full consultation with groups of Trustees and Volunteers. Listening to concerns and dispelling fears around future changes.	Senior Management lead by Janice Fryer	Ongoing informally. To be formalised if approval is granted	

<p>The Local community</p>	<p>Negative It is not anticipated that there will be any negative impact to the local community.</p> <p>Positive Social inclusion and integration is a fundamental aspect of development for the PWUS. It is essential that links with the local community already established are developed further. The intent of the new company is to engage with the local and wider community by encouraging PWUS to be further involved in community activities and events and by inviting local groups of all ages, faiths, gender, nationality etc to engage in day to day activity and in the social events provided by each facility.</p>		<p>Senior Management Team. Lead by Janice Fryer</p>	<p>Ongoing informally. To be formalise if approval is granted</p>	
<p>Women/Men</p>	<p>Negative Workforce The current workforce is predominately female part-time workers. A large percentage of these workers are aged over 55. Therefore, due consideration will be give to the eligibility of these staff to access occupational pension within the next five years. Proportionately there is negative gender balance within the workforce. The ratio of male care staff to male PWUS is low, whereas the ratio of female care staff to female PWUS is high. PWUS It is not anticipated that there will be any negative gender impact to PWUS.</p>	<p>Future recruitment will address this issue. Should a gender imbalance be identified as detrimental to any group this will be addressed in compliance with Employment Legislation.</p>	<p>Carol Pilgrim</p>	<p>April 2015 – on-going</p>	

	<p>Positive</p> <p>All staff have many years of experience of working in a social care setting, maintaining standards and providing appropriate support. Currently each day on every shift there are male and female workers on duty at all times. If a PWUS requests a same gender worker to assist him/her with a specific task, a senior member of staff will evaluate the request against all appropriate policy and procedure for appropriateness.</p>				
Staff Training	<p>Negative</p> <p>There has been some slippage, in that, some managers have not maintained CPD by accessing in-house training and development packages. This has resulted in delays in implementation of standard operational procedures e.g. Absence Management, First line disciplinary issues, performance capability etc. One reason for this slippage is that some managers also provide an operational service delivery role. The necessity to undertake management responsibilities whilst providing hands on delivery of service has had a negative impact on some managerial tasks.</p> <p>Positive</p> <p>Managers are currently required to maintain competency levels by undertaking mandatory in-house Management Development Training provided by the Organisational Development Team. This facility is available year-round. All training and development in compliance statutory obligation is up to date.</p>	<p>A skills audit and training plan will be implemented. All staff will be required to attend mandatory training and maintain CPD. This will be monitored by internal audit systems and supervision.</p> <p>New Job Design will ensure that a manager fulfils the obligations of the role and delegates appropriately non managerial tasks.</p> <p>KPI will be implemented and evaluated via performance appraisal. Training needs and on-going training will be agreed and implemented with teams and individual employees.</p>	Carol Pilgrim	October 2014 and on-going	

Age	<p>Negative Age profile identifies that a large percentage of Day Centre staff are over the age of 50 years.</p> <p>New company would need to find a way to retain staff whilst promoting career development opportunities to a wider age range.</p> <p>Positive Staff have many years experience of working in a social care setting, maintaining standards and providing appropriate support. These skills and best practice would be passed on to newly recruited staff enabling the continuity of high level of Care Standards</p> <p>PWUS favour continuity. Staff retention ensures this.</p>	<p>Recruitment of new staff will include engagement with colleges and schools to promote the benefits of a career in a social care setting.</p> <p>Implementation of strategic succession planning. Cost of recruiting and training new staff evaluation. Methods of staff retention to be identified.</p>	Carol Pilgrim	April 2015 and On-going	
Race	<p>Negative</p> <p>Positive Wirral council is compliant with all aspects of the Equality Act (2010)</p>	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	
Disability	<p>Negative</p> <p>Positive Wirral council is compliant with all aspects of the Equality Act (2010)</p>	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	

Religion or Belief	Negative Positive Wirral council is compliant with all aspects of the Equality Act (2010)	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	
Sexual Orientation	Negative Positive Wirral council is compliant with all aspects of the Equality Act (2010)	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	
Gender Reassignment	Negative Positive Wirral council is compliant with all aspects of the Equality Act (2010)	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	
Pregnancy	Negative Positive Wirral council is compliant with all aspects of the Equality Act (2010)	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	
Marriage/Civil Partnership	Negative Positive Wirral council is compliant with all aspects of the Equality Act (2010)	This adherence to 'The Act' and Equality and Inclusion will be continued in the new company. Compliance will be addressed via mandatory training	Carol Pilgrim	April 2015 and On-going	

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

Regular internal and external audit.
Performance appraisal.
Implementation of KPI's in line with business objectives.
Formal evaluation of service provision.

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

Compliance with legislation is already in place within WBC. This practice would continue.
Positive impact is such that the risk of negative impact is minimal

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

Wide spread staff analysis
Evaluation of current process
Evaluation of current practice
Consultation with all stakeholders
Inclusion of stakeholders

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 for publishing)

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

Regular informal consultation with all stakeholders is currently in place. Formal consultation will commence subject to Cabinet approval.

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting its 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 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 via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**