



Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

How should you assess impact?

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.

The form should be completed electronically and returned to the Equalities Section :

LJBrown@valeofglamorgan.gov.uk

If you have any queries, telephone: 01446 709362

Policy/practice title: Review of Adult Services Service Level Agreements/Contracts

Who is responsible for developing and implementing the policy/practice?	
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Name: Chris Payne	Job Title: Business Support Manager
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Directorate: Social Services	Division: Business Management & Innovation
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Assessment Date: 14 th March 2011
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1. Objectives

What are the objectives of the policy/practice being developed or reviewed?
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- Ensure that services provided to and received by Social Services are what is required by those most in need.
- Ensure those most vulnerable have timely access to appropriate services.
- Ensure Value for Money is being obtained, services are efficient.
- Providers can be monitored more effectively on services provided.
- Older people are supported to remain independent, healthy and active and receive the necessary services to meet their diverse and changing needs.
- Health inequalities are reduced and residents are able to access the necessary services, information and advice to improve their wellbeing and quality of life.

2. Background data:

Who is intended to benefit from this policy/practice?	Please ✓
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All residents of the Vale of Glamorgan	
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Internal departments (please state): Adult Service teams	✓
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Customers/residents in a specific geographical location	
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Specific customers (age, gender, etc.)	✓
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Please identify: People over 18 who require the support of services funded via Social Services.	
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Other	
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Please specify:	
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What research or baseline information do you have about how your service is used by various groups of people?
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- Regular monitoring information evidenced by providers on a quarterly basis
- Number of people supported, services offered, attendances, number of Social Service clients supported, other funding streams.
- Front line teams knowledge of services offered – Positives/Negatives
- Details provided by health, Cardiff Local authority on joint funded services.

3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

Please ✓	Yes	No
Women		✓
Men		✓

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

Please ✓	Yes	No
Women	✓	
Men	✓	

Please give details of the negative impact?
Please give details of the positive impact?
<ul style="list-style-type: none"> • Services provided more appropriate to service user needs. • Services to be provided more efficiently. • Enable service user to remain independent in their home. • Improve service user quality of life through appropriate access to services
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
Regular monitoring of services from a contracting and operational perspective.
What supporting evidence do you have?

4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

Please ✓	Yes	No
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

Will the policy/practice have a **positive impact** on the following groups?

Please ✓	Yes	No
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

Please give details of the negative impact?
Please give details of the positive impact?
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
What supporting evidence do you have?

5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

Disability: please ✓	Yes	No
Visually impaired		✓
Hearing impairment		✓
Physically disabled		✓
Learning disability		✓
Mental health problem		✓
Other:		✓

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

Disability: please ✓	Yes	No
Visually impaired	✓	
Hearing impairment	✓	
Physically disabled	✓	
Learning disability	✓	
Mental health problem	✓	
Other:	✓	

Please give details of the negative impact?
Please give details of the positive impact?
Appropriate and timely access to services Services accustomed to meeting needs of service users
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
<ul style="list-style-type: none"> • Regular monitoring of appropriate information to ensure changes are appropriate. • Communication between relevant teams with an interest in the services being provided. • Development of appropriate contract documentation to ensure all stakeholders are aware of responsibilities within the contract.
What supporting evidence do you have?

6. Welsh language

Will the policy/practice have a **negative impact** on the Welsh language?

Please ✓	Yes	No
		✓

Will the policy/practice provide a **positive impact** on the Welsh language, in accordance with the Council's Welsh Language Scheme, e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms, etc.?

Please ✓	Yes	No
		✓

Please give details of the negative impact?
Please give details of the positive impact?
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
What supporting evidence do you have?

7. Age

Will the policy/practice have a **negative impact** for younger/older people?

Please ✓	Yes	No
Under 25 years		✓
Over 50 years		✓

Will the policy/practice provide a **positive impact** for younger/older people?

Please ✓	Yes	No
Under 25 years	✓	
Over 50 years	✓	

Please give details of the negative impact?
Please give details of the positive impact?
Adult service arrangements for people aged 18+ will be more suited to meeting their varying needs.
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
<ul style="list-style-type: none"> • Regular monitoring of appropriate information to ensure changes are appropriate. • Communication between relevant teams with an interest in the services being provided. • Development of appropriate contract documentation to ensure all stakeholders are aware of responsibilities within the contract.
What supporting evidence do you have?

8. Religion and belief

Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

Religion/belief: please ✓	Yes	No
		✓

Will the policy provide a **positive impact** for people with different religions or beliefs?

Religion/belief: please ✓	Yes	No
		✓

Please give details of the negative impact?
Please give details of the positive impact?
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
What supporting evidence do you have?

9. Sexual orientation

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

Please give details of the negative impact?
Please give details of the positive impact?
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
What supporting evidence do you have?

10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community

- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)
<ul style="list-style-type: none"> • Meetings with individual providers involving contracting and operational staff • Providers have had the opportunity to meet with Director of Social Services • Meetings with Cardiff LA and C&V UHB on joint schemes • Third Sector task group meetings involving voluntary sector representatives.
Who was consulted?
All providers affected by policy requirement
How have the results of the consultation been implemented?
<ul style="list-style-type: none"> • Funding levels for 2011/12 have been communicated to respective providers. • Monitoring arrangements to be updated and confirmed.

11. Monitoring

How will you monitor the impact of this policy on service users?
<ul style="list-style-type: none"> • Regular monitoring of services provided attended by both operational and contracting teams • Regular liaison with operational teams • Development of commissioning plans/strategies based upon services required in the future.
What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?
<ul style="list-style-type: none"> • Who supported? • Number of people supported? • What services are being provided? How often? How long for per service user? • Proportion of service users supported known to Social Services? • What are the outcomes for respective service users? • Other funding streams utilised?

Publication of policy

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?

Details:
Details will be provided where appropriate to relevant stakeholders and be publicised on the Council website.

12. Further action

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

13. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

14. Authorisation

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name):	Date:
Designation:	