

Equality Impact Assessment Template

Version 4: January 2019

Title of proposal (include forward plan reference if available)	Staff reductions
Directorate and Service Area	School Improvement
Name and title of Lead Officer completing this EIA	Julie Andrews
Contact Details	Email: julie_andrews@sandwell.gov.uk Mobile: 07919291012
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	04 February 2022
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

Staffing reductions linked to reduced DfE funding but subject to consultation.

The proposed saving is £90,000.

2. Evidence used/considered

Feedback from maintained schools and academies using the service. This indicates that services currently being provided are viewed positively and are valued.

3. Consultation

Service users (predominantly maintained schools and academies) have been informed of the potential impact of the withdrawal of grant funding for school improvement services. Consultation will continue as alternative models for delivering these services with a reduced budget and /or workforce are considered.

Alternative models of service delivery are being discussed with the school improvement team and potential partners.

The potential impact of a reduced workforce on overall and individual workload is being discussed with the school improvement team.

Sandwell MBC has offered all employees the opportunity to express an interest in leaving their post under the Planned Leavers Scheme.

Reductions outside of this route, if any, would necessitate a redundancy consultation involving all affected employees and relevant trade unions.

4. Assess likely impact

Please give an outline of the overall impact if possible.

The proposal could lead to a reduction in advisory support and more pressure on the rest of the team.

Reduction in staffing may mean that it would no longer be feasible to provide some of the services currently offered or that services would need to be offered in a different way.

Service users may need to source some services from an alternative provider which could lead to an increase in cost to them.

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
Age			✓	<p><i>NB: Comments below are applicable to all characteristics listed in section 4a.</i></p> <p>The proposed saving could be achieved via deleting vacant posts.</p> <p>Further staffing reductions are being sought through the Council's planned leavers scheme. Deletions to posts by this means would be via expressions of interest.</p> <p>Reduction in services offered to service users would be unlikely to affect any of the listed protected characteristics more adversely than another as provision is typically directed at a whole organisational level. Overall provision of service would be reduced, rather than</p>

Disability			✓	
Gender reassignment			✓	
Marriage and civil partnership			✓	
Pregnancy and maternity			✓	
Race			✓	

Religion or belief			✓	
Sex			✓	
Sexual orientation			✓	
Other				N/A

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 4: January 2019

Title of proposal (include forward plan reference if available)	Remove vacant post and reduce training budget
Directorate and Service Area	Early Years
Name and title of Lead Officer completing this EIA	Sara Baber – Lead Manager for Early Years Services
Contact Details	sara_baber@sandwell.gov.uk or 07769 283297
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	03.02.22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Michael Jarrett
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

To reduce the Early Years target budget to produce the required budget savings.

1. Remove vacant post from FIS structure Band C admin assistant.
2. Reduce the workforce development fund of £120,000 (05161) by £32,000 to £88,000 (this amount has been agreed, and due to clerical error, represents a 26% cut of budget in 1 year)
3. Reduce the sustainability fund of £100,000 (05165) by 10% to £90,000.

2. Evidence used/considered

The available target budget was considered and reduced accordingly.

3. Consultation

None, due to the timing request to produce savings.

4. Assess likely impact

Please give an outline of the overall impact if possible.

The workforce development

1. Admin post vacant due to retirement. No longer required due to the changing nature of the FIS service developing social media and online presence. FIS team also have access to the Early Years Team admin team if required.
2. The workforce development fund is used to provide ongoing CPD opportunities and Statutory Training courses to the early years workforce and schools to develop the quality of provision and to ensure that statutory requirements are met. Mandatory training such as paediatric first aid, Food safety and Hygiene and risk assessment have to be delivered by recognised organisations.
We will have to increase the charges made to providers to attend training events, this may well impact on the take up of training as providers struggle with increased business rates, increases in NI contributions and National Living Wage and rising utility bills.
3. The sustainability fund is used to support providers with health and safety actions following an Inadequate or Requires Improvement Ofsted judgement to enable the provider to ensure the environment is safe for the children attending. The impact of the withdrawal of this funding could mean that child care providers close before they get a chance to

improve. This would then impact on the local authority's duty to ensure sufficiency of child care places.

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age			√	
Disability			√	
Gender reassignment			√	

Marriage and civil partnership			√	
Pregnancy and maternity			√	
Race			√	
Religion or belief			√	
Sex			√	
Sexual orientation			√	
Other			√	

Does this EIA require a full impact assessment? Yes No

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

The impact of reducing support to child care providers will be monitored by;

- the judgements Ofsted make at inspection
- parental complaints
- the annual Childcare Sufficiency Report.
- Officer visit notes
- The uptake of training events

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA

This report will be published alongside other reports that are produced to demonstrate budget cutting.

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 4: January 2019

Title of proposal <i>(include forward plan reference if available)</i>	Employment and Skills staff reduction
Directorate and Service Area	Childrens Services and Education
Name and title of Lead Officer completing this EIA	Kelly Thomas – Employment and Skills Services Manager
Contact Details	Kelly_thomas@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	N/A
Partners involved with the EIA where jointly completed	
Date EIA completed	04.02.22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

The reduction of Employment advisers from 8 to 7. Area employment advisers provide information, advice and guidance and job brokerage support to local residents.

2. Evidence used/considered

Ability/Capacity to deliver current contracts
Match funding arrangements

3. Consultation

Meetings with team managers regarding current workloads/pipeline of work

4. Assess likely impact

Please give an outline of the overall impact if possible.

Reducing the core advisers from the Employment and Skills team would reduce our ability to provide match funding for future projects. Reducing staffing will reduce capacity in the team however team managers assessed the delivery of employment support in the community could be covered by existing resources and staff funded via external programmes.

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
Age			✓	Reducing the staffing will not have an adverse impact on the age range served by the service.
Disability			✓	The staff reduction would not have an adverse impact on the support offered to residents with disabilities.

Gender reassignment			✓	It has been assessed there are no adverse impacts to protected characteristics.
Marriage and civil partnership			✓	It has been assessed there are no adverse impact to any protected characteristics.
Pregnancy and maternity			✓	It has been assessed there are no adverse impact to any protected characteristics.
Race			✓	It has been assessed there are no adverse impact to any protected characteristics.
Religion or belief			✓	It has been assessed there are no adverse impact to any protected characteristics.

Sex			✓	It has been assessed there are no adverse impact to any protected characteristics.
Sexual orientation			✓	It has been assessed there are no adverse impact to any protected characteristics.
Other			✓	It has been assessed there are no adverse impact to any protected characteristics.

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 4: January 2019

Title of proposal <i>(include forward plan reference if available)</i>	
Directorate and Service Area	Children and Education Support Services
Name and title of Lead Officer completing this EIA	Sue Moore Group Head Education Support Services
Contact Details	sue_moore@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	3 rd February 2022
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

1. The purpose of the proposal or decision required (Please provide as much information as possible)

Efficiency saving

- Re-structuring of Business Support function across directorate
- Remodelling of Attendance Service
- Merger of Admissions an Education Benefits and Transport under one manager
- Developing multi functionally posts that work across a number of teams

Re-structure of Business Support function for directorate	50	Efficiency savings generated by establishing a single business team for directorate
Re-modelling of Attendance Service	50	Reduction in senior practitioners from 4 to 3 as part of a restructure of service
Re-modelling of School Organisation	9	Re-assign project officer to business support
Merge Admissions with Education Benefits	55	Loss of Band G post

2. Evidence used/considered

Future business needs

3. Consultation

Proposed savings have been discussed and agreed by DMT and with key officers involved in proposed restructure

4. Assess likely impact

Please give an outline of the overall impact if possible.

Impact will be minimal in terms of service delivery, and reflect;

- different ways of working that are already in place
- a need to change service focus as the education sector continues to re-cover from the impact of COVID
- request from officers to leave the Council's employment

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

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- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
Age			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Disability			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities

Gender reassignment			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Marriage and civil partnership			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Pregnancy and maternity			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Race			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Religion or belief			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities

Sex			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Sexual orientation			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities
Other			√	Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities

Does this EIA require a full impact assessment? Yes No X

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 4: January 2019

Title of proposal <i>(include forward plan reference if available)</i>	Various staffing reductions and increased income
Directorate and Service Area	Connexions
Name and title of Lead Officer completing this EIA	Erroll Blackwood
Contact Details	erroll_blackwood@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	None
Partners involved with the EIA where jointly completed	None
Date EIA completed	04/02/22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Michael Jarrett
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

To request approval to reduce the size of the Connexions staff due to the pressure to save money as part of the Council's 3-year efficiency savings plan.

2. Evidence used/considered

Chief Executive all staff meeting
Director attending staff meeting

3. Consultation

Several meeting and discussions with
Finance
Staff
Line Manager & Director

4. Assess likely impact

Please give an outline of the overall impact if possible.

The Careers, information, advice and guidance statutory function for the Authority is currently delivered by a Team of 36 staff. The proposal is to reduce the staffing by just under 4 FTE, releasing a saving of circa £250k (including some associated supplies and services savings).

The proposal would result in a 10% reduction in the capacity of the team to deliver 3 roles:

- Reduced capacity for Careers Adviser to provide information, advice and guidance
- Developing and delivering a range of initiatives the Council wishes to prioritise that improve the lives of young people
- Sitting on some Boards/groups/partnerships led by other organisations/partners and other departments within the Council.

The impact on the work of Connexions will be mitigated (to be neutral impact) by a prioritisation of this area of work within the reduced staffing.

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

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- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Disability			X	By ensuring that there are clear robust staff allocations in place there should be no impact.

Gender reassignment			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Marriage and civil partnership			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Pregnancy and maternity			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Race			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Religion or belief			X	By ensuring that there are clear robust staff allocations in place there should be no impact.

Sex			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Sexual orientation			X	By ensuring that there are clear robust staff allocations in place there should be no impact.
Other			X	By ensuring that there are clear robust staff allocations in place there should be no impact.

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

- Monthly team meeting with staff to discuss caseloads
- Six month staff Business Plan meetings
- Quarterly review with Service Manager.

8. Action planning

You may wish to use the action plan template below

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress
7	Monthly Team meeting	Erroll Blackwood	Monthly	ongoing
7	Six month Business Planning	Erroll Blackwood	June 22 & December 22	ongoing
7	Quarterly review with Service Manager.	Erroll Blackwood/Andrew Timmins	March, June, September December 2022	Ongoing

9. Publish the EIA

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 4: January 2019

Title of proposal (include forward plan reference if available)	Deletion of Management Post
Directorate and Service Area	Post 16 Service
Name and title of Lead Officer completing this EIA	Andy Timmins
Contact Details	andrew_timmins@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	N/A
Partners involved with the EIA where jointly completed	N/A
Date EIA completed	4.2.22.
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

Pressure to save money and provide cuts to address the demands of Strategic Finance. The Manager however is of an age where retirement / redundancy would be an option

2. Evidence used/considered

Meetings and discussions with the Manager and other senior leaders

3. Consultation

Spoken with the Manager on many occasions both formally and informally about this decision to apply for planned leavers

4. Assess likely impact

Loss of knowledge and management capacity in a number of areas including Post 16, Connexions and Adult Learning. However, this will create new opportunities for other staff to develop their own careers.

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age			✓	
Disability			✓	

Gender reassignment			✓	
Marriage and civil partnership			✓	
Pregnancy and maternity			✓	
Race			✓	
Religion or belief			✓	

Sex			✓	
Sexual orientation			✓	
Other			✓	

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

Undertake meetings with the Manager and other senior Officers to put in place suitable replacements to backfill the gap left by the Manager

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 4: January 2019

Title of proposal (include forward plan reference if available)	Review delivery model and charging structure to break even
Directorate and Service Area	Workforce Nursery
Name and title of Lead Officer completing this EIA	Sara Baber – Early Years Manager
Contact Details	sara_baber@sandwell.gov.uk 07769 283297
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	03.02.22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Michael Jarrett
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

1. The purpose of the proposal or decision required (Please provide as much information as possible)

To reduce the Workplace Nursery target budget to £0 and ensure the nursery reaches break even point.

2. Evidence used/considered

The nursery has recently lost a good proportion of their paid for child care hours due the changing nature of child care during and following the Coronavirus pandemic.

In December 2021 an external child care consultancy was tasked with completing a full financial audit and asked for recommendations to ensure the nursery remains sustainable. The report contains a number of recommendations;

3.1 Short- to medium-term recommendations

- Improve the accommodation for nursery children inside and the outside play space and signage to improve the nurseries visibility (cost implication)
- Develop a strategic business plan that can be monitored, used to forecast and track progress by the management team.
- Improve the financial forecasting and monitoring using a commercial nursery package, freeing up budget officers and enabling nursery management to monitor effectively. (cost implications)
- Reviewing fee and funding structure
- Current council purchasing arrangements mean that the nursery cannot demonstrate best value for money for every day resource purchases.
- Consider how savings can be made to the food and meals budget. Breakfasts and teas could be provided by the nursery if the kitchen is refurbished to meet hygiene and safety standards (cost implications)
- Complete a breakeven analysis
- Track all funding is received by the nursery ie SEND funding.
- Improving marketing and online presence with the development of a website.

3.2 Medium- to long-term recommendations

- Remodelling occupancy to maximise the funded income across the day.

- Consider Governance of the nursery
- Conduct a staffing restructure to ensure the needs of the nursery are met and that it maximises the hours that are available for parents to purchase. This will involve a consultation and a change in staffing contracted hours.

3. Consultation

None, due to the timing request to produce savings. Would be required for a staffing restructure.

4. Assess likely impact

Please give an outline of the overall impact if possible.

Higher charges for parents could impact on the uptake of places and some parents might move their children to find cheaper places creating surplus places and impacting on the income.

Changing the operational offer to parents may also result in losing business.

Currently the nursery is losing business because of the material impression prospective parents have when shown around the nursery. It is not reflective of an outstanding child care provision.

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age			✓	
Disability			✓	

Gender reassignment			√	
Marriage and civil partnership			√	
Pregnancy and maternity			√	
Race			√	
Religion or belief			√	

Sex			√	
Sexual orientation			√	
Other			√	

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

Through;

- the post audit action plan
- the business plan
- termly finance meetings
- occupancy figures and projections

8. Action planning

You may wish to use the action plan template below

Action Plan Template

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress

9. Publish the EIA

This report will be published alongside other reports that are produced to demonstrate budget cutting.

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 1: August 2020

Title of proposal (include forward plan reference if available)	Consultation and Proposed change/closure of Generic Advocacy Service
Directorate and Service Area	Adult Social Care, Health and Wellbeing
Name and title of Lead Officer completing this EIA	Beverley Stevens – Commissioning Officer Justin Haywood, Operations Manager
Contact Details	Justin_Haywood@sandwell.gov.uk 0121 569 5504
Names and titles of other officers involved in completing this EIA	Justin Haywood, Operations Manager Beverley Stevens, Commissioning Officer
Partners involved with the EIA where jointly completed	None
Date EIA completed	11 January 2021
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Rashpal Bishop
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

1. The proposal was to close or to tighten access criteria for this advocacy to release capacity for statutory Care Act or IMCA advocacy

The Liberty Protection Safeguards (LPS) will be implemented in Sandwell in 2022 and the remit of the statutory IMCA role will be widened, taking up more hours per case, and there is expected to be a rise in demand for the statutory IMCA service due to legislative change – including more referrals for 16-17 year olds and more referrals from Health and independent hospitals in the future. There may also be some impact on other statutory advocacy services.

2. More recently an option to decommission the Generic Non-Statutory Advocacy Service has been proposed and Equality Impact issues pertaining to this potential outcome are also covered in this EIA.
3. A further report be presented to Cabinet, to agree the future for generic advocacy in Sandwell, following completion of the consultation, which was originally is contracted to run for 1 year only until March 31, 2022, with 2 options to extend the contract for a further year each.

It is likely that an initial extension of 12onths will be required to undertake the consultation period and to implement either the alignment with Care Act / IMCA advocacy eligibility or to decommission the service.

2. Evidence used/considered

The current Advocacy Services Contract started in April 2021 and covers all statutory services and generic advocacy which is non- statutory. The

services are for vulnerable residents in Sandwell (or those legally entitled to the advocacy because Sandwell are paying for their care or they are detained in a hospital in Sandwell) with the overall aim of ensuring that these people access support to get their views heard on issues and decisions that affect their lives.

The services are: IMCA, IMHA, ICAS, Care Act and Generic advocacy. These have all been delivered by Powher since 2016 – who were successful in both tenders in 2015 and 2020.

Analysis of take up of the generic and other advocacy services since April 2016 have been analysed to demonstrate current and future capacity, movement and expected demand across the services, in terms of the protected characteristics in the Equality Act 2010. The overall take up of generic advocacy has reduced over last few years from 303 in 2018/19 to 214 in 2019/20, and 193 in 2020/21, unlike statutory services which all increased pre-COVID. COVID reduced take up of all services. It should be noted that from 2016- 2020 the take up of Generic Advocacy and Care Act advocacy by different groups were reported together as they were part of the same contract- but most cases were generic, with Care Act cases taking an increasing share as referrals increased.

Discussions with relevant staff, partners and contractors about the generic advocacy service, and other advocacy services, have been recorded and considered, including outcomes, any issues raised by casework, and their views about the impact of the introduction of LPS, and COVID and lockdown on advocacy take up.

Consultation survey forms will be collated and analysed to find out the views of generic advocacy service users on the usefulness and difference the service makes to their lives, and the views of referrers on the same.

The good practice in advocacy commissioning in the West Midlands region will be looked at and compared to Sandwell.

3. Consultation

Commissioners have identified individuals and groups who will be consulted. These include:

Stakeholders who refer or use the generic services – social workers in Adult Social Care and Children’s Services, community organisations, carer groups etc

Staff who refer to the services – social care and volunteers, Powher staff such as statutory advocates

Service users of Generic Advocacy

Intentions to decommission the Generic Advocacy service or to significantly change access to it will require a reasonable period of Consultation Further paper will be presented to Cabinet outlining the findings of the consultation, and further proposals for generic advocacy – this may include extending the contracted service but with a waiting list for the service if needed by increased demand for IMCA, tightening the access criteria/remodelling and closure of the service.

4. Assess likely impact

There may be an impact on the service users who are concerned about the possibility of change or reductions in advocacy services, and where they will access support in future. The consultation will include maintenance and updating of the EIA to provide a breakdown of stakeholders by protected characteristics.

The protected characteristics most likely to impact on the service users if service closed/tightened/waiting list are age, parental responsibility and disability because people undergoing Continuing Health Care or Child Protection Proceedings are extremely vulnerable/stressed and unable to gain support easily elsewhere.

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age		✓		Many of the service users of generic advocacy service are older adults, and they will be given opportunity to comment on the proposals, and how they can be supported. In 2016 - 18% of Generic/Care Act service users were aged over 75 and 28% over 60, by 2022 this share dropped to 9% over 75 and 22% over 60 - this group are more likely to be frail and have health conditions, so may need advocacy for Continuing Health Care (CHC -a process to decide if they have needs for health care or social care), or communication with health or care services - the communication can be covered by NHS and services in Community and Voluntary Sector, but CHC cannot.

Disability			✓	<p>Many service users of generic advocacy have some form of disability, and they will give the opportunity to comment on the proposals and how they can be supported. The group with disabilities with the largest take up of generic advocacy are adults with learning disabilities (26/125)– who are more likely to need advocacy for communication, care, housing etc, followed by physical disabilities (20/125)– these could be supported by Community Offer/local voluntary organisations. There was low take up by those with Sensory impairments - there are voluntary organisations and Sensory team in Council who support these.</p>
Gender reassignment			✓	<p>Generic advocacy does not cover support specifically around this but may deliver this in response to related issues that are presented e.g. communication issues because of gender reassignment. In the last few years, some service users have declared they are intersex.</p>
Marriage and civil partnership			✓	<p>Generic advocacy does not cover support to personal relationships but may deliver this in response to related issues that are presented – e.g. housing cases, mental health cases or child protection cases can be related (not always) to abusive or broken relationships. There is no monitoring to cover marriage/civil partnership.</p>
Pregnancy and maternity		✓		<p>About a third of the non- statutory Generic Advocate time is taken up by parents with learning disabilities and/or mental health conditions who are undergoing child protection processes. These parents are in high need of advocacy support and the consultation, while causing uncertainty in the short term, will offer these parents an opportunity to express their needs and how they can be most effectively supported. Many but not all the parents are mothers – some of whom are pregnant and/or have had several children legally removed. When advocates were asked not to</p>

				attend court proceedings to support the parents, due to waiting time involved, the parents presented at other voluntary organisations for additional support. There is reported a high level of satisfaction with this part of the service, and no alternative advocacy provision for this.
Race			✓	60% of generic advocacy service users who declared race are white, with 18% Asian, 23% Black/African Caribbean, and 1% other/mixed, which roughly matches the makeup of Sandwell, as at January 2022 (2021/22). Many of the service users of generic advocacy service are black and minority groups and communities, and they will be given opportunity to comment on the proposals, and how they can be supported. The provider has made links with community organisations who support minority ethnic groups.
Religion or belief			✓	Generic advocacy does not cover support specifically around this but may provide support around related issues. e.g. religious discrimination, religious practices/preferences in health and care, and hate crime. 35% of service users who declared their faith were Christian, 41% no religion, and other faiths had less than 10% each, 9% Muslim.
Sex			✓	69% of the service users of generic advocacy service who declared gender are women up to January 2021/22, and 31% men. 22% of those using the service are either over 60 (with more women in this age group) or are mothers or couples whose children have or may be removed due to child protection proceedings. They will be given the opportunity to say how they can be best supported.
Sexual orientation			✓	Generic advocacy does not cover support specifically around this – but may provide support around related issues e.g. discrimination at work.

			<p>About 2% self-declared as LGBT in 2016 and 1% in 2021/22– the non-declaration rate is high (43 out of 125) and the contractor is making links with LGBT organisations.</p>
Other	✓	✓	<p>The main group of service users are adults with mental health (55/125) or long-term conditions (37/125) whose conditions are not (at the time of the case) severe to warrant residential care - so generic advocacy acts as a preventative service to support with care, housing etc. Many are repeat service users who could be referred to other Community Offer and other providers in voluntary and community sector for preventative support. Other service users include small numbers with autism, dementia, cognitive impairment/stroke/acquired brain injury etc.</p> <p>Case studies show that there are Generic Advocacy Service Users who are undergoing Continuing Health Care assessments due to their possible need for health funded care, and they have difficulty accessing this care due to fluctuating conditions, or other reasons that the Generic Advocate can support with addressing.</p> <p>Adults who are assessed as lacking mental capacity, or with mental health condition and needing to be detained, or as having a substantial difficulty in engaging with social care processes, use IMCA, IMHA, Care Act advocacy may benefit from the closure/tightening of Generic Advocacy, which will increase capacity to deliver these statutory services. These people may have dementia, head injury or complex needs which affect their need for these services. Many of these people have statutory advocacy but then need further support such as with housing or care in the community which the Generic Advocate picks up – they could be referred to a housing charity or voluntary sector befriending/care agency for this support.</p>

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

Many service users can be referred to Community Offer and other Organisations in Community and Voluntary Sector, or statutory services including

- Health – Healthwatch and their respective PALS service
- Housing – Local housing officer or SHELTER etc
- Immigration Issues -Judiciary - A solicitor
- Welfare rights Benefits and Money – Citizens Advice Bureaux
- Mental Health issues – Healthwatch
- Communication – reasonable Adjustments by the organisations implicated

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

A survey of service users and referrers to understand need for service, any alternative places to refer or use, and difference that the service makes to service users with different protected characteristics.

7. Monitoring arrangements

The consultation will be done by the Commissioning team. Monitoring of the Generic Advocacy service will be done quarterly.

8. Action planning

You may wish to use the action plan template below

Action Plan Template

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress
All	Undertake survey of service users and referrers to Generic Advocacy Service	BS	2-3 months	
All	Analyse results	BS	2 months	
4a	Look at alternative options for any adverse impacts that surface- especially for parents undergoing Child Protection proceedings and People undergoing CHC.	BS	2 months	

9. Publish the EIA

Equality Impact Assessment

Carers -reducing the number of respite stays, budget saving proposal 2022-23

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Date: December 2021

Title of proposal (include forward plan reference if available)	Review policy on respite support to reduce from offering 56 days to 28.
Directorate and Service Area	Adult Social Care, Health and Well Being – Social Work & Therapy
Name and title of Lead Officer completing this EIA	Graham Terry – Interim Assistant Director Social Work and Therapy
Contact Details	Graham_Terry@sandwell.gov.uk 0121 569 2266
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	N/A
Date EIA completed	18.1.2022
Date EIA signed off or agreed by Director or Executive Director	TBC
Name of Director or Executive Director signing off EIA	Rashpal Bishop Director of Adult Social Care Rashpal_bishop@sandwell.gov.uk
Date EIA considered by Cabinet Member	Councillor Suzanne Hartwell

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

The Equality Impact Assessment is being undertaken in respect of the saving proposal being put forward to review the practice or policy on respite support to reduce from offering 56 days to 28 days in a year. This EIA will be considered in determining whether the proposal is approved for inclusion in the Directorates budget savings plan for 2022-23.

2. Evidence used/considered

The Council currently has statutory responsibilities under the provision of the Care Act 2014. The Act gives local authorities a duty to carry out a needs assessment to determine whether an adult has needs for care and support. The care and support planning process then decides the best way to meet the person's needs. It also considers the needs of the person and their carer/s for respite which is often designed to enable the carer to continue to provide care and support to the individual to stay in the family home. The support plan outlines the number of nights of respite that can be drawn upon in a year up to a current maximum of 56 days. The adequacy and appropriateness of the respite provision is considered within the annual review of a care and support plan. The amount of respite can change if a person's needs have increased or decreased.

3. Consultation

The savings proposal has not been consulted on with carers or those in receipt of a care and support plan at this stage. Section 4 below outlines the individual involvement of the person being assessed and their carer/s in the assessment of need and support planning, and the provision of respite based on those needs.

4. Assess likely impact

Please give an outline of the overall impact if possible.

The potential number of people impacted:

The number of people and the amount of respite accessed during 2019/2020 (pre Covid pattern of usage) is as follows.

No of Nights	People
1 – 28 nights	148
29 – 56 nights	29
57+ nights	2
Total	179

The above data shows that a total of 148 people had respite stays within the proposed maximum guide of 28 nights and 31 people exceeded this amount.

A reassessment of a person's needs would be required, and the person and their carer/s involved in that reassessment to identify any changes in the level of need and a revised care and support plan. If a person's needs have not changed then the amount of respite provided is unlikely to change.

Therefore, any changes from a review of respite practice and policy and a new maximum guide level of respite at 28 days would apply to people not currently in receipt of respite care. A policy of allocating a guide maximum of 28 days of respite care would still be subject to an annual review of an individual's needs. An appropriate level of respite support based on the level of need or circumstances may result in a higher amount of respite than the guide maximum 28 days.

The application of a policy of a maximum guide of 28 days allocation of respite days would be monitored via the current senior sign off of assessments and care and support plans with professional practice supported by new policy and guidance approved by the Director of Adult Social Care. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis and mitigating action taken to ensure continued compliance with the Care Act 2014.

Each existing respite recipient above the 28 days would have their needs reviewed during their annual review and if needs have changed a reassessment would be undertaken as described above. The new maximum guide of 28 days policy would be applied to new assessments. There are risks to carer breakdown if respite is reduced.

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
Age			✓	<p>Workforce: The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p>Public: The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Disability			✓	<p>Workforce: The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p>Public: The majority of the people in receipt of more than 28 days of</p>

				<p>respite a year are people with a learning disability. A new guide maximum of 28 days will not affect existing recipients of respite care as the amount is based on their current level of needs, unless those needs decrease and less respite is required.</p> <p>For new assessments, the maximum guide level of 28 days will apply unless the level of needs exceeds this on assessment or subsequent review.</p> <p>The proposal does not otherwise change the services approach to supporting people of this protected characteristic.</p>
Gender reassignment			✓	<p>Workforce: No known impact</p> <p>Public: The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Marriage and civil partnership			✓	<p>Workforce: No Known impact</p> <p>Public: The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Pregnancy and maternity			✓	<p>Workforce: The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p>Public:</p>

				The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.
Race			✓	<p>Workforce: The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p>Public: The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Religion or belief			✓	<p>Workforce: No known impact</p> <p>Public: The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Sex			✓	<p>Workforce: The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p>Public: Most care givers are women and therefore most at risk from this proposal. This is mitigated by the requirement to base the amount of respite required on the assessed needs of the cared for. The application of the proposal for new assessments will similarly take into account individual</p>

				<p>need in the allocation of respite days. Otherwise, the proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Sexual orientation			✓	<p>Workforce: No known impact</p> <p>Public: The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
Other				

Does this EIA require a full impact assessment? Yes No ✓

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

Section 4 of this EIA outlines the actions required in assessing and reviewing people's needs to be compliant with the Care Act 2014 and care act requirements that are required.

The application of a policy of a maximum guide of 28 days allocation of respite days would monitored via the current senior sign off of assessments and care and support plans with professional practice supported by new policy and guidance approved by the Director of Adult Social Care. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis and mitigating action taken to ensure continued compliance with the Care Act 2014.

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

N/A

7. Monitoring arrangements

The application of a policy of a maximum guide of 28 days allocation of respite days would monitored via the current senior sign off of assessments and care and support plans with professional practice supported by new policy and guidance approved by the Director of Adult Social Care. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis and mitigating action taken to ensure continued compliance with the Care Act 2014.

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA