



# **Equality Impact Assessments (EIAs) of final budget proposals**

# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Budget Proposals for the Library Service 2015/2017
<b>Type of activity:</b>	Budget Proposals
<b>Lead officer:</b>	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
<b>Approved by:</b>	Andrew Blake Herbert, Group Director
<b>Date completed:</b>	January 2015
<b>Scheduled date for review:</b>	The proposals will be reviewed in January 2016

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

## About your activity

1	<b>Title of activity</b>	Budget Proposals for the Library Service 2015
2	<b>Type of activity</b>	Budget Proposals
3	<b>Scope of activity</b>	<p>A proposal for a new delivery model for Library Services in a context of significant budget reductions. Changes, if agreed, will include a reduction in staffing and opening hours for libraries, the increase of Library Fines by 30%, and a greater use of volunteers to help deliver services including the Local Studies and Family History Service and the work of the Reader Development team, and the use of volunteers to deliver the Housebound Service.</p> <p>New ways to generate income will also be explored as part of the new model, such as new membership arrangements, philanthropy, donations and sponsorship.</p>
4a	<b>Is the activity new or changing?</b>	Yes - changing
4b	<b>Is the activity likely to have an impact on individuals or groups?</b>	Yes
5	<b>If you answered yes:</b>	<i>Please complete the EIA on the next page.</i>
6	<b>If you answered no:</b>	N/A

<b>Completed by:</b>	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
<b>Date:</b>	January 2015

## 2. Equality Impact Assessment

### Background/context:

As has been noted in the draft Library Strategy, the Library service will be working in an entirely new context in the next three years. Significant reductions to the Library service budget will be required as the Council faces up to the challenge of finding £60m of savings (representing a third of its controllable budget).

It is clear that the Library service cannot continue to operate as it has done in the past and with the majority of the budgets covering staffing and building costs, the principal way to achieve the significant reductions that will be required is to either reduce the number of staff working for the service and/or close Library buildings.

Havering Council has decided to avoid building closures and prioritise the continued opening of the existing 10 library buildings, for the following reasons:

- The importance of retaining Libraries buildings in the town centres and communities in which they are based (for the reasons set out in this Strategy);
- The importance of ensuring that the current accessibility of the Libraries is maintained, particularly for disabled people, for those people who have mobility problems and for those people who do not have access to a car;
- Avoiding building closures (which could result in the disposal of those buildings) means that future investment in those services remains possible, assuming greater levels of funding become available at some point in the future. Closing Library buildings means that they will almost certainly be lost forever.

If all of the buildings are to be retained, which is proposed, the only realistic way of making significant budget savings is to reduce the opening hours, which in turn means reducing the number of staff employed by the Library service and reducing the number of staff on duty at any one time. At first glance this sounds as if the service to users will significantly reduce, but this need not be the case: in fact, it is the Council's intention to retain as much of the existing service as possible through a new delivery model (or business model) for the Library service. Increasing the number and involvement of volunteers, working alongside professional staff, is at the heart of the new delivery model which has worked well in other Local Authorities across the country.

The Arts Council, in their report: "Community Libraries: Learning from Experience: Summary Briefing for Local Authorities" (January 2013), have identified two main types of "community libraries" that have emerged across the country in the last few years:

1. "Independent community libraries", where there is no public sector involvement;
2. "Co-produced Libraries", where there is both public sector and community involvement.

Havering Council propose to adopt the "co-produced libraries" model, believing it important that a core team of professional Library staff are retained to provide a bed rock for the service. Their experience and skills are considered vital to underpinning the Library service offer and to help motivate, train and develop the increased number of

volunteers who will be required to help run the service. In fact there are three types of “co-produced library” sub models identified in the Arts Council report: Havering Council proposes to adopt the “community supported” sub model, where the service is Council led and funded, with professional staff employed, but with significant support from volunteers.

In Havering we propose to call the Library service the “Partnership Library Service”, so that the vital role that is to be played by both volunteers and Council employed staff is recognised.

Havering Council believes the current significant involvement of volunteers, the quality of that involvement and their commitment provides strong evidence that the “Partnership Library Service” model can work. The input of volunteers, however, cannot be assumed and the Council will have to work hard to both retain the existing volunteers and encourage involvement from new volunteers. To ensure the new delivery model is a success and to ensure that this Strategy is achieved, the Council estimate that the number of volunteers will need to increase by up to 100% by March 2016. The aim will be to create teams of volunteers that have a strong association with their local library, so that they can support each other and provide cover if a volunteer cannot fulfil their commitments for whatever reason. It is not essential that the number of volunteers will need to increase by up to 100%, but this target is considered desirable given the need for the volunteers to provide support and cover for each other.

It is envisaged that up to 100 volunteers will be needed to run the Housebound service; up to 140 volunteers will be needed to support the running of the five strategically important libraries; 100 volunteers will be needed to support the running of the other five libraries (a pool of 20 per library) and up to 40 volunteers will be needed to run events / activities, support the Local Studies and Family History Centre and to support literacy related work.

A separate Volunteer Strategy for the Library service will be written to ensure that this target is reached. The role of the partners will be set out in this Strategy.

The Volunteer Strategy will set out how the Council intends to

1. Learn from and apply best practice from around the country;
2. Retain the existing volunteers working with the Library service (there are currently approx. 380 volunteers);
3. Work with umbrella organisations, such as HAVCO and the Volunteer Centre to encourage new volunteers to join the service;
4. Define the various roles and responsibilities of the different types of volunteers that will be deployed, including identifying that roles they will not be able to carry out in Libraries (ie those roles that only staff will be able to carry out);
5. Market and communicate the volunteering opportunities that will become available;
6. Train and develop the volunteers, with the support of Havering College and the Council Equality and Diversity team, so that they are able to help manage the library buildings and meet the needs of all the library users, including disabled people;
7. How the volunteers will be motivated and incentivised to continue with their volunteering over an extended period of time;
8. How the deployment of volunteers will be organised and managed across the

service, including the strategic management of volunteers and the management of volunteers within each library;

9. What changes are required in relation to staff training and job profiles to ensure that an effective partnership is developed with volunteers.

The new delivery model proposes that the current Library building managers are retained to provide leadership and management expertise in each Library building (as they currently do) and that they are supported by a small team of staff, to ensure that there are always two Library staff on duty at any one time, during the “core opening hours” (the core opening hours are highlighted below). It is proposed that a small central team of peripatetic staff are also employed to provide cover for annual leave, sickness etc. It is further proposed that trained volunteers work alongside paid staff during the “core opening hours” and, where they are willing to do so, they work by themselves to extend the opening hours beyond the core offer.

The day to day management of the volunteers working in Libraries will be the responsibility of the relevant Library manager, but the overall responsibility for co-ordinating and developing the volunteer programme will be led by a post in the Reader Development team.

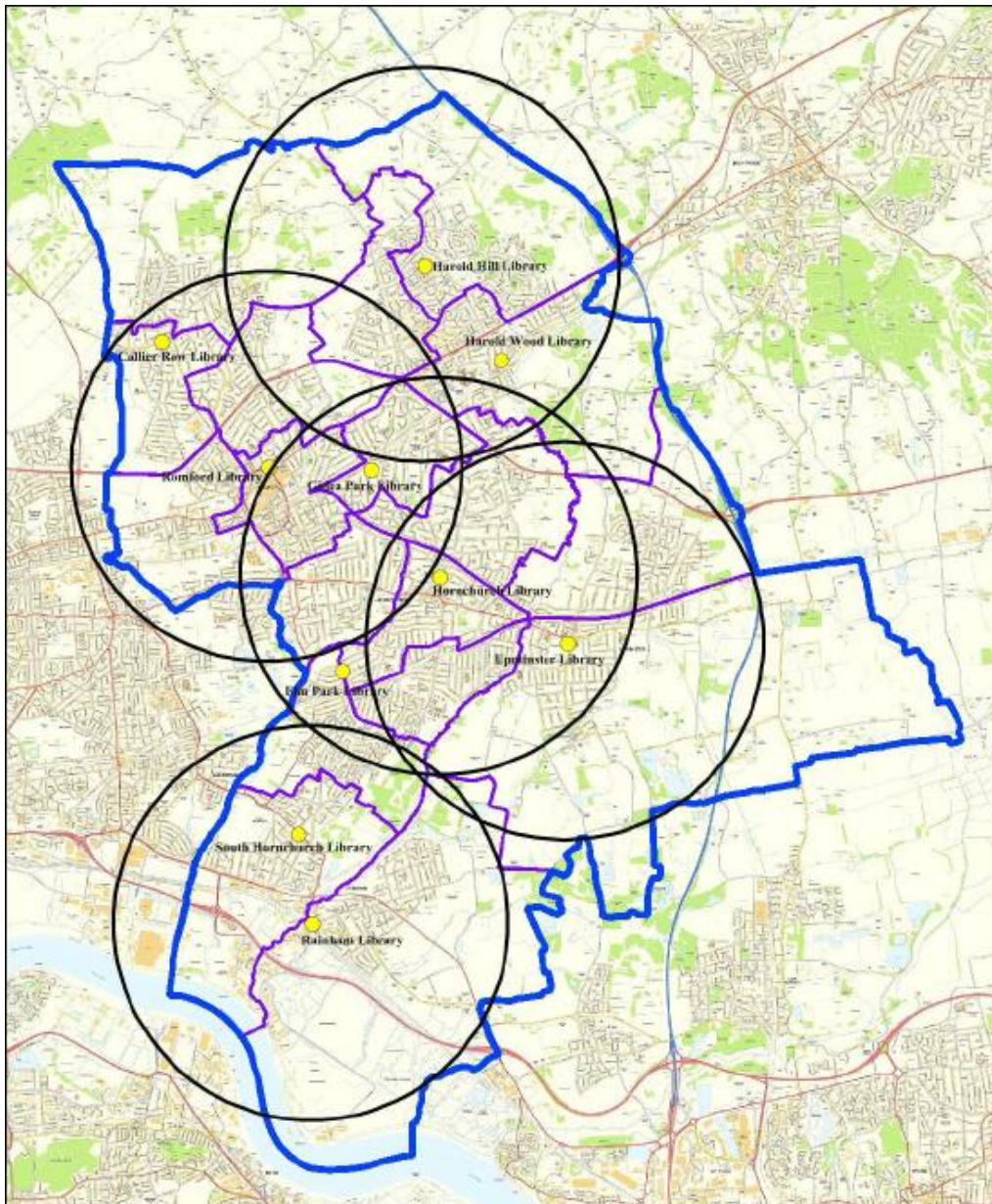
The new delivery model envisages the five strategically most important Libraries (Romford, Hornchurch, Upminster, Harold Hill and Rainham) opening at least 50 hours a week and the remaining five Libraries (Elm Park, South Hornchurch, Collier Row, Harold Wood and Gidea Park) opening at least 24 hours a week. The opening hours would include evening periods and Saturday opening. As set out above, these hours would be the “core opening hours” (ie. the minimum opening hours); but the intention would be to increase those opening hours, with the help of trained volunteers.

The table below details the number of physical visits at each library over the last 12 months (November 2013- October 2014)

<b>Libraries</b>	<b>Number of Physical Visits (January -14 to December -14)</b>
Romford	356,827
Hornchurch	339,812
Upminster	238,026
Collier Row	121,618
Elm Park	110,620
Gidea Park	125,941
Harold Hill	128,608
Harold Wood	70,701
Rainham	72,344
South Hornchurch	48,152
<b>Total</b>	<b>1,612,649</b>

The five strategically important libraries include the three busiest libraries (Romford, Hornchurch and Upminster) and the two libraries that, although are not the busiest, are located in areas of relative deprivation and where there is perceived to be a greater need for library services to be provided (Rainham and Harold Hill). The selection of Harold Hill Library and Rainham Library also takes account of the fact that they are new buildings and there are plans to build a significant number of new houses in the catchment area for these two library buildings, which means they will become busier in the future.

The map below highlights the library building locations and a 3 kilometre catchment area for the 5 most strategically important libraries (Romford, Rainham, Upminster, Harold Hill and Hornchurch).



		N ↑
		<b>Scale: 1:80000</b> <b>Date: 14 January 2015</b> 
	London Borough of Havering Town Hall, Mafn Road Romford, RM1 3BD Tel: 01708 434343	© Crown copyright and database rights 2015 Ordnance Survey 100024327

As the map shows, almost all of the main residential areas in the borough are included in the catchment area of one of the five most strategically Important Libraries. It is also worth mentioning that there is a small community run Library in Cranham (operated by volunteers in the Cranham Community Centre).

It is envisaged that the vast majority of library users will continue to use the libraries that they currently use, albeit some of them will have to visit those libraries at different times. Members of the Library service can also continue to use the virtual Library on a 24/7 basis, which allows people to download a variety of materials and can renew library books on-line at any time.

The borough's ten libraries all occupy excellent sites in good locations. They are all based in or located close to town centres, so they are well served by public transport and are located in areas where people go shopping (thus allowing one visit to include both shopping and a library visit). The libraries also occupy prime locations on the main roads connecting the town centres, so are very visible as people travel around the borough, thus making the marketing of the buildings a lot easier than if they were "tucked away" on side roads.

Although the library buildings are located in prime positions, there may be a limited number of Library users that can only access their local Library at certain times of the week, which do not coincide with the new opening hours. The Council will mitigate this impact as far as possible by ensuring that there is a spread of opening hours across the different Libraries.

Should library users not be able to access one of the five libraries with reduced opening hours (52 hours down to 24) they will have the opportunity to travel to one of the five strategically important Libraries that will have longer opening hours (ie.50 hours a week). The distance of travel and travel time from the five smaller libraries to one of the five strategically important libraries is set out in the table below.

Library	Nearest strategically important library (open 50 hours a week)	Distance (miles)	Public transport link	Travel Time (minutes)
Collier Row	Romford	1.9	3 bus routes	Bus x 15 Drive x 8 Walk x 36
Harold Wood	Harold Hill	1.2	1 bus route	Bus x 11 Drive x 5 Walk x 23
South Hornchurch	Rainham	0.8	1 bus route	Bus x 7 Drive x 3 Walk x 16
Gidea Park	Hornchurch	1.4	2 bus routes	Bus x 12 Drive x 5 Walk x 26
Elm Park	Hornchurch	1.7	1 bus route	Bus x 13 Drive x 7 Walk x 31



The table above shows that the smaller libraries are within a reasonable distance from the strategically important libraries and that there are very good public transport links between the two. The term “reasonable distance” refers to a distance of approximately 2 miles, which is perceived to be reasonable because people could travel relatively quickly by car or public transport.

It is intended that the “Partnership Library Service” model that is proposed for the library buildings, will be extended to include the delivery of the Housebound Service and help deliver the Local Studies and Family History Service, and the work of the Reader Development team.

The proposed new delivery model for the Library service retains the existing book stock and computer budgets, so Library users will have access to the same range of book stock and computer services as they do now; plus users will also be able to access the same level of service through the London Library consortium. The new delivery model also includes a 30% increase to Library fines to help achieve the required budget savings.

The new delivery model envisages the Library service developing new ways to generate income through new membership arrangements, philanthropy, donations and sponsorship, using the experience of Library authorities, such as Northamptonshire, as a base to work from. A change of emphasis in the Culture and Leisure Marketing team will result in one post spending a significant amount of time on income generation in the Library service.

The Library Service will experience significant change in the next two years as it moves to a different delivery model. This transformation will have a significant impact on staff, as well as the services that can be provided to the public, during a period of transition.

In order to ensure that the proposed model will meet the needs of library users, we will enhance our volunteer offer and induction programme and, will provide volunteers with the required training on Equality & Diversity, Safeguarding, Disability Awareness, etc. Details of how this will be achieved will be set out in the Library Volunteer Strategy.

It is very likely that the proposed delivery model will also affect people in supported employment via the Rose Program (Realistic Opportunities for Supported Employment). The impact on staff members, including people in supported employments will be subject to a separate equality impact assessment.

### Consultation on Library Budget Proposals

A statutory consultation on the budget proposals for the Library Service took place from the 29<sup>th</sup> September 2014 until the 5<sup>th</sup> January 2015. This ran alongside a consultation on the overall budget proposals for the Council from the 29<sup>th</sup> September 2014 – 29<sup>th</sup> December 2014.

The consultation took a number of forms. These included an online survey via the Council website and prepaid questionnaires available in Libraries and other council buildings that could be returned in the post. Users of the Library Housebound Service were sent the relevant pre-paid questionnaire, draft Library Strategy and Equality Impact Assessment and users of the Housebound Service with visual impairments were also sent an audio version of the Covering letter, draft Library Strategy and Equality Impact Assessment.

There were five public meetings to discuss Library budget proposals at Rainham, Hornchurch, Romford and Upminster Libraries, as well as at myplace in Harold Hill, attended by the Head of Service, with the Cabinet Member also in attendance at several meetings. An additional meeting took place at Romford library prior to the arranged meeting where a member of staff recorded questions which were responded to by the Head of Service.

There was a good response to the consultation. 898 Library surveys were completed, 191 residents attended the Library public meetings (120 of these were from the Upminster Library meeting) and an additional 37 letters to the Lead Member and Head of Service for Culture and Leisure were received. There was also a 'Havering Libraries Campaign' on facebook with 944 'likes' and an online campaign against reducing the opening hours at Upminster Library signed by 266 people. Finally there were 25 'tweets'.

The Equality Impact Assessment has been updated and reflects on the equality and diversity issues raised through the Library consultation and the wider Budget consultation.

<b>Age: Consider the full range of age groups</b>	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p> <p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity, Safeguarding, Disability Awareness, etc so that they can better understand and meet library users' needs, including the needs of children, young people and older people.</p> <p>Whilst the proposals will impact Library users of all ages, there may be a disproportionate impact on some age groups.</p> <p>Across all Library branches, the age group with the most library users is 25-64 (54.3%), higher than the percentage of residents in this age group (51.3%). This is followed by those aged 24 and under who represent 30.9% of Library users, slightly higher than the percentage of residents in this age group (30.2%). In terms of residents aged 65+, these represent 14.9% of Library users, lower than the percentage of residents in this age group (18.5%).</p> <p>Targeted outreach work will therefore have to be carried out to promote Library services to older residents and provide them with accessible information on the available services and facilities.</p> <p>Looking purely at age data, the proposals may have a disproportionate</p>
<b>Neutral</b>	
<b>Negative</b>	

impact on residents aged 25-64 and 24 and under. However, the impact of change may be greater for library users in older age groups who are also disabled (multiple disadvantage) due to additional difficulty in accessing alternative or more limited service provision. The impact on younger age groups or dependant / vulnerable children and adults may also impact on women as carers and those falling within the pregnancy / maternity characteristic.

Working age service users and full time students are also likely to be affected by the proposed reduction of opening hours.

Although there is no quantitative evidence, anecdotal evidence suggests Libraries are used by older residents during week days. A reduction in weekday opening hours may mean that these residents, who are already under-represented in the service user profile, stop using the library as frequently as before. In addition, a reduction in opening hours may mean a reduction in activities run in libraries, such as Knit and Natter, Baby Bounce, Young at Heart etc., which are primarily attended by older residents and parents with younger children, which means that the proposals may negatively impact small children and their parents, as well as older residents.

The Library Budget Consultation supports the anecdotal evidence in that residents were concerned about the impact on younger and older people. Residents stated that Libraries provide a place for younger and older residents to meet, combatting social isolation, and provide a place for study and socialising via various clubs/talks. There were also comments about the importance of libraries for families.

The Housebound Service is for people who are housebound either for a temporary period of time (i.e. coming out of hospital) or as an ongoing service for people who meet the criteria (people who cannot get to a library based on age, illness or disability). The primary users of this service are older people. Whilst the proposal envisages volunteers delivering this service, or a scaled down version, it likely that the proposals will have a negative impact on this group. There were many comments about the importance of the Housebound Service throughout the Library Budget Consultation and that for many users it is an important lifeline.

The Reader Development Team is primarily used by younger residents and the team interacted with 50,858 children in 2013/14 to assist them with their reading – for example the Summer Reading Challenge (There is also an adult outreach team that interacted with 6216 Adults in 2013/14). Volunteers already help deliver this service and this volunteer role could be expanded, but a reduction in paid staff in this area may have a negative impact particularly on young service users.

Again there were comments about the importance of the work of the Reader Development Team and the Summer Reading Challenge throughout the Library Budget Consultation in developing young people and encouraging them to read.

The virtual or online library has seen an increase in virtual visits in recent months. This service will continue to be promoted as it increases accessibility of the library for all age groups.

**Evidence:**

Library User Data 2015

Across all Library branches (based on available information on service users that provided their age), the age group with the most library users is 25-64 (54.3%). This is higher than the percentage of residents in this age group (51.3%) (please see table below). In terms of residents aged 65+, these represent 14.9% of Library users, lower than the percentage of residents in this age group (18.5%). Of those aged 24 and under, this groups represents 30.9% of Library users, slightly above the percentage of residents in this age group (30.2%). The proposals may therefore have a disproportionate impact on those aged 25-64 and under 24.

2013	Number	Percentage of population (%)
All persons	242,080	100.0
0-4 years	14,808	6.1
5-10 years	16,867	7.0
11-17 years	20,445	8.5
18-24 years	21,048	8.7
25-64 years	124,097	51.3
65-84 years	38,306	15.8
85+ years	6,509	2.7

*(Source: 2013 Mid-year population estimates, Office of National Statistics)*

There has been a significant increase in the number of people visiting the online library – 313,874 hits in Quarter 3 of 2014/15 compared to 112,569 hit in Quarter 3 of 2013/14. The intention is to further promote the online access to the library services as it is available 24/7.

Library Budget Consultation

Of the 898 residents that completed the survey, 829 provided their age. The table below provides a breakdown.

Last Birthday	Count	Percentage
13-24	37	4%
25-44	222	25%
45-64	298	33%
65+	272	30%
Unanswered	69	8%
<b>Total</b>	<b>898</b>	<b>100%</b>

When comparing Library User data to survey respondent data the following conclusions can be made:

- 30.9% of Library Users are aged below 24, over half of whom (16.5%) are aged 11-24. However only 4% of 13-24 year olds completed the survey. The under 24 age group is therefore underrepresented through the Library budget consultation survey.
- There are 54.3% Library Users aged 25-64. 58% of survey respondents were in this age group; therefore the 25-64 age group is overrepresented through the Library budget consultation survey.
- 14.9% of Library Users are aged 65+. However 30% of survey respondents were in this age group; therefore the 65+ age groups is overrepresented through the Library budget consultation survey.

Analysis of the comments as part of the survey showed that residents are concerned about the impact of the Library proposals particularly on younger and older people. Respondents stated Libraries provide a place for people to meet, use facilities and attend groups such as knit and natter and homework clubs and provide a place for students to study. Some comments also stated the importance of libraries for families.

There were arguments that Libraries should remain open in the daytime for older people, but also in the evenings and weekends for working people, children and families.

**Sources used:**

Library Service Data Profiles 2015

2013 ONS mid-year estimates

Library Budget Consultation 2014

**Disability:** Consider the full range of disabilities; including physical mental, sensory and progressive conditions

Please tick (✓) the relevant box:

**Positive**

**Neutral**

**Overall impact:**

It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family

<p><b>Negative</b></p>	<p>History Service and the Reader Development Team.</p> <p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity, Safeguarding, Disability Awareness, etc so that they can better understand and meet library users' needs, particularly the needs of library users with learning Disabilities, Mental Health needs, hearing and/or sensory impairments.</p> <p>Based on 2011 Census data, 8.2% of the Havering residents have a long term health problem or disability (day to day activities limited a lot) and further 9% have a long term health problem or disability (day to day activities limited a little).</p> <p>According to the Annual Population survey (2012-13), 31,400 (21%) working age people (16-64) and 22,320 (52%) of older people (65+ years old) living in Havering have a disability or long term illness/health condition.</p> <p>Wards with the a highest percentage of residents with a long term health problem or disability (day to day activities limited a lot) that have a library include Gooshays (Romford Library), St Andrews (Hornchurch Library) and Elm Park (Elm Park Library). In terms of those who have a long term health problem or disability (day to day activities limited a little), wards with the highest percentage with a library include Elm Park (Elm Park Library), Harold Wood (Harold Wood Library) and Gooshays (Romford Library). Residents in these wards, particularly those where the Library opening hours will reduce to 24 hours per week (Elm Park Library and Harold Wood Library) will be disproportionately affected.</p> <p>The impact of change may be greater for library users in older age groups who are also disabled (multiple disadvantage) due to additional difficulty in accessing alternative or more limited service provision.</p> <p>The impact on younger age groups or dependant / vulnerable children and adults may also impact on carers, the majority of whom are women.</p> <p>A reduction in opening hours and staff may also mean a reduction in activities that are currently run in libraries. The Library Service does have some activities directly aimed at residents with a disability, for example the reading group for deaf people, a 'listening' reading group for visually impaired or blind people and events such as "Celebrates" and "Make A Noise in Libraries Fortnight" which again are for visually impaired or blind people.</p> <p>The Reader Development Team works with pupils from Corbets Tey School and Dycorts School, which are both schools for pupils with special education needs. The Team also works with the Romford Autistic Group to offer better access to our services and support to young people, parents and their carers. A reduction in opening hours</p>
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and staff may limit the Service's ability to work with these groups in the future.

The Housebound Service is primarily used by disabled service users and older residents who would not otherwise be able to access library services. One of the criteria for using the service is that a resident is not able to get to a library because of disability. Whilst the proposal envisages volunteers delivering this service, the proposals may have a negative impact on this group.

The Library Service has 8 people in supported employment via the Rose Program (Realistic Opportunities for Supported Employment). As part of the proposal the impact on these members of staff will be reviewed along with all Library staff. Every effort will be made to retain these employees in the Council.

**Evidence:**

No data on Library users with disabilities is collected. Evidence used is anecdotal.

Based on 2011 Census data (see tables below), 8.2% of the Havering residents have a long term health problem or disability (day to day activities limited a lot) and further 9% have a long term health problem or disability (day to day activities limited a little).

Wards with the a highest percentage of residents with a long term health problem or disability (day to day activities limited a lot) that have a library include Gooshays (Romford Library), St Andrews (Hornchurch Library) and Elm Park (Elm Park Library). In terms of those who have a long term health problem or disability (day to day activities limited a little), wards with the highest percentage with a library include Elm Park (Elm Park Library), Harold Wood (Harold Wood Library) and Gooshays (Romford Library). Residents in these wards, particularly those where the Library opening hours will reduce to 24 hours per week (Elm Park Library and Harold Wood Library) will be disproportionately affected.

Ward data (2011 Census)

Ward	Day-to-Day Activities Limited a Lot		
	Count	Ward total percentage	LLTI Borough percentage
Harold Wood	1067	8.43	5.48
Mawneys	1092	8.46	5.61
South Hornchurch	1164	8.59	5.98
Squirrel's Heath	854	6.47	4.39
Elm Park	1093	8.77	5.61
Upminster	923	7.19	4.74
Gooshays	1529	10.41	7.85
Romford Town	1193	7.49	6.13
St Andrew's	1183	8.87	6.08
Rainham and Wennington	982	7.87	5.04
Havering	19466 (8.2%)		

(Source: 2011 Census data)

Ward	Day-to-Day Activities Limited a Little		
	Count	Ward total percentage	LLTI Borough percentage
Harold Wood	1207	9.54	5.62
Mawneys	1199	9.28	5.58
South Hornchurch	1236	9.13	5.75
Squirrel's Heath	995	7.54	4.63
Elm Park	1256	10.08	5.85
Upminster	1169	9.11	5.44
Gooshays	1399	9.52	6.51
Romford Town	1281	8.05	5.96
St Andrew's	1245	9.34	5.8
Rainham and Wennington	1079	8.64	5.02
Havering	21478 (9%)		

(Source: 2011 Census data)

#### Library Budget Consultation

Of the 898 residents that completed the survey, 747 stated if they had a disability. The table below provides a breakdown.

Illness or disability	Count	Percentage
Yes	128	14%
No	619	69%
Unanswered	151	17%
<b>Total</b>	<b>898</b>	<b>100%</b>

Based on the data in the above section, 17% of residents have a disability that affects data to day activities a lot or a little. In the survey, 14% of respondents stated that had a disability. The views of disabled residents are therefore underrepresented in the survey.

Comments during the consultation regarding disability included that Libraries provide a place for people with disabilities to socialise, again combatting social isolation. Although the majority of respondents (including respondents with disclosed disabilities) agreed that the Council should find more cost-effective ways of supporting Housebound service users, there were also comments that the Housebound Service was a lifeline for some residents and should be protected.

#### **Sources used:**

2011 Census

2012/13 Annual Population Survey, Office of National Statistics

Library Budget Consultation 2014



<b>Sex/gender:</b> Consider both men and women													
<i>Please tick (✓) the relevant box:</i>													
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p> <p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity, Safeguarding, Disability Awareness, etc. so that they can better understand and meet library users' needs.</p> <p>The Library service has significantly more users who are female than male. This can be seen across all libraries across the borough and all age groups. The proposals are therefore likely to have a disproportionate impact on girls and women.</p> <p>Targeted outreach work will therefore have to be carried out to promote Library services to boy and men and provide them with accessible information on the available services and facilities</p> <p>The impact on younger age groups or vulnerable and dependent children / adults may also impact on women as carers and those falling within the pregnancy / maternity characteristic.</p>												
<b>Neutral</b>													
<b>Negative</b> ✓													
<b>Evidence:</b>													
<u>Library User Data 2015</u>													
<p>The percentage of female Library Users is 58%, compared to males at 39% (3% where gender is 'unknown'). This is disproportionate to the number of females (52%) and males (48%) in the borough (2013 Mid-year population estimates, Office of National Statistics). The proposals will therefore have a disproportionately high impact on girls and women.</p>													
<table border="1"> <thead> <tr> <th>2013</th> <th>Number</th> <th>Percentage of population (%)</th> </tr> </thead> <tbody> <tr> <td>All persons</td> <td>242,080</td> <td>100.0</td> </tr> <tr> <td>Male</td> <td>116,232</td> <td>48.0</td> </tr> <tr> <td>Female</td> <td>125,848</td> <td>52.0</td> </tr> </tbody> </table>		2013	Number	Percentage of population (%)	All persons	242,080	100.0	Male	116,232	48.0	Female	125,848	52.0
2013	Number	Percentage of population (%)											
All persons	242,080	100.0											
Male	116,232	48.0											
Female	125,848	52.0											
<i>(Source: 2013 Mid-year population estimates, Office of National Statistics)</i>													
<u>Library Budget Consultation</u>													
<p>Of the 898 residents that completed the survey, 815 stated their gender. The table below provides a breakdown.</p>													

Gender	Count	Percentage
Male	292	33%
Female	523	58%
Unanswered	83	9%
<b>Total</b>	<b>898</b>	<b>100%</b>

A disproportionately higher number of females completed the survey than males when comparing the survey data to the gender breakdown in the borough (58% females completed the survey compared to a figure of 52% females in the borough). However the same percentage of females completed the survey is comparable with the proportion of female Library users (58%), which means that the survey results are a representative reflection of the views of female Library users. As 33% males completed the survey compared to 39% male library users, the views of male service users are therefore underrepresented in the survey.

**Sources used:**

Library Service Data Profiles 2015

2013 Mid-year population estimates, Office of National Statistics

Library Budget Consultation 2014

**Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

*Please tick (✓) the relevant box:*

**Overall impact:**

**Positive**

It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.

**Neutral**

We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality & Diversity and Cultural Awareness so that they can better understand and meet library users' needs.

**Negative**

✓

The majority of service users are White (83.74%) so this group is more likely to be affected by the proposals, particularly those from deprived backgrounds. However, there are fewer White Library Users compared to the proportion of residents who are White in the borough (87.66%).

There is an over representation of Black and Asian Library Users compared to the number of Black and Asian Residents in the borough. Therefore the proposals will have a disproportionate impact on these groups. There is an under representation of residents from Mixed and

Other Ethnic backgrounds.

Targeted outreach work will therefore have to be carried out to promote Library services to non-users from both White and BME backgrounds and provide them with accessible information on the available services and facilities.

Three libraries are based in the most ethnically diverse wards: Romford Library (based in Romford Town), South Hornchurch (based in South Hornchurch) and Rainham (based in Rainham and Wennington). The Libraries in these Wards also have the most diverse Library Users. It is envisaged that black and ethnic minority groups will not be adversely affected in the Romford and Rainham wards, as it is proposed that these two libraries will be open 50 hours per week. However, residents living in the South Hornchurch ward may be disproportionately affected as this is one of the libraries where opening hours are proposed to be reduced to 24 per week.

Other Libraries where the opening hours are proposed to be reduced to 24 per week include Collier Row (Mawneys ward), Elm Park, (Elm Park Ward), Gidea Park (Squirrels Heath Ward) and Harold Wood (Harold Wood Ward). Of these wards, Elm Park is the only ward (in addition to those listed in the paragraph above) that is more diverse than the borough as a whole.

BME communities living in the above wards might also be affected by potential reduction in events and activities that are attractive to particular groups; although the intention is to maintain as many of these events and activities as possible.

In terms of the Library Budget Consultation Survey the views of White residents are overrepresented compared to the proportion of library service users who are White. The views of Black residents are Asian residents are under-represented in the survey, but the views of residents from a Mixed Ethnic Background and Other ethnic groups are over-represented.

**Evidence:**

Borough data

The table below shows the breakdown of Havering’s population by ethnicity.

2011 Ethnic Groups	Count	% total population
White	207,949	87.66
Mixed Ethnic Background	4,933	2.08
Asian or Asian British	11,545	4.87
Black or Black British	11,481	4.84
Other Ethnic Group	1324	0.56

Source: 2011 Census, ONS

### Library User Data 2015

2015 Ethnic Groups	Count	% total population
White	49,570	83.74
Mixed Ethnic Background	1,115	1.88
Asian or Asian British	3,339	5.64
Black or Black British	4,905	8.29
Other Ethnic Group	262	0.44

Source: Library Service Data Profiles 2015

Of the 59,191 Library users who have provided details of their ethnicity, 83.74% are White, an underrepresentation of White residents in the borough (87.66%). The number of Black Library users is 8.29%, an overrepresentation of Black residents in the borough (4.84%). This is also true of Asian Library Users (5.64%) and Asian residents (4.87%). Library users of a Mixed Ethnic Background (1.88%) and Other Ethnic Group (0.44%) are underrepresented when looking at the number of residents that are Mixed (2.08) and Other in the borough (0.56).

The Libraries with the most diverse user group are Rainham (75.7% of users who provided their ethnicity are White), South Hornchurch (78.2% White ) and Romford (75.3% White).

### Ward Data

Ethnicity	People in White British ethnic group (Census) (% of total population) (2011)	Total of BME population in each ward with a Library
HAVERING	83.3	16.66
Elm Park	82.02	17.88
Harold Wood	85.89	14.06
Squirrels Heath	84.21	15.73
Upminster	91.61	8.37
Rainham and Wennington	80.48	19.43
South Hornchurch	79.35	20.52
Gooshays	82.71	17.2
St. Andrews	88.64	11.35
Romford Town	75.82	24.19
Mawneys	84.24	15.71

*(Source: 2011 Census data)*

The most ethnically diverse ward in the borough is Romford Town with residents from ethnic minority groups making up 24% of the population. This is followed by South Hornchurch (21%) and Rainham and Wennington (19%). The least ethnically diverse wards are Upminster (8%) followed by St Andrews (11%).

### Library Budget Consultation

Of the 898 residents that completed the survey, 816 provided their ethnicity. The table below provides a breakdown.

Survey Ethnic Group	Count	Percentage
White	670	89.21%
Mixed background	17	2.26%
Black or Black British	30	3.99%
Asian or Asian British	25	3.33%
Other ethnic group	9	1.20%
<b>Total</b>	<b>751</b>	<b>100%</b>

Of those that provided their ethnic group (751 residents of the 898 that completed the survey), 89.21% were White compared to 83.74% White Library Users. The views of white residents are therefore over-represented in the survey. 3.99% of Black residents completed the survey compared to 8.29% Black Library Users in the borough and 3.33% of Asian residents completed the survey compared to 5.64% of Asian Library Users in the borough. The views of Black and Asian residents are therefore underrepresented in the survey. However, the percentage of residents that completed the survey that are Mixed (2.26%) and from an Other ethnic Group (1.20%) are higher than the percentage of Mixed Library Users in the borough (1.88%) and residents from an Other Ethnic Group in the

borough (0.44). The views of these residents are therefore over-represented in the survey.
<p><b>Sources used:</b></p> <p>Library Service Data Profiles 2015</p> <p>Census 2011</p> <p>Library Budget Consultation 2014</p>

<b>Religion/faith:</b> Consider people from different religions or beliefs including those with no religion or belief	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>Not known</p>
<b>Neutral</b>	<p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p>
<b>Negative</b>	<p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity and Cultural Awareness so that they can better understand and meet library users' needs.</p> <p>The work currently undertaken to inform the final EIA will further look into potential and likely impact on all protected characteristics.</p>
<p><b>Evidence:</b></p> <p>We do not hold data on the religious profile of libraries' service users but it is envisaged that the proposals will not have a disproportionate impact on this group.</p>	
<p><b>Sources used:</b></p> <p>N/A</p>	

<b>Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>Not known</p>
<b>Neutral</b>	<p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are</p>

<b>Negative</b>	<p>sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p> <p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity and Bullying &amp; Harassment awareness so that they can better understand and meet library users' needs, but also understand their rights and responsibilities in carrying out their duties and in the interaction will colleagues and service users.</p>
<p><b>Evidence:</b></p> <p>We do not hold data on the sexual orientation profile of libraries' service users but it is envisaged that the proposals will not have a disproportionate impact on this group.</p>	
<p><b>Sources used:</b></p> <p>N/A</p>	

<p><b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth</p>	
<p><i>Please tick (✓) the relevant box:</i></p>	<p><b>Overall impact:</b></p>
<p><b>Positive</b></p>	<p>Not known</p>
<p><b>Neutral</b></p>	<p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p>
<p><b>Negative</b></p>	<p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity and Bullying &amp; Harassment awareness so that they can better understand and meet library users' needs, but also understand their rights and responsibilities in carrying out their duties and in the interaction will colleagues and service users.</p>
<p><b>Evidence:</b></p> <p>We do not hold data on the gender identity of libraries' service users but it is envisaged that the proposals will not have a disproportionate impact on this group.</p>	

<p><b>Sources used:</b></p> <p>N/A</p>
--

**Marriage/civil partnership:** Consider people in a marriage or civil partnership

<p><i>Please tick (✓) the relevant box:</i></p>		<p><b>Overall impact:</b></p>
<p><b>Positive</b></p>		<p>Not known</p>
<p><b>Neutral</b></p>		<p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p>
<p><b>Negative</b></p>		<p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity so that they can better understand and meet library users' needs.</p>

**Evidence:**

We do not hold data on the marital status of libraries' service users but it is envisaged that the proposals will not have a disproportionate impact on this group.

<p><b>Sources used:</b></p> <p>N/A</p>
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**Pregnancy, maternity and paternity:** Consider those who are pregnant and those who are undertaking maternity or paternity leave

<p><i>Please tick (✓) the relevant box:</i></p>		<p><b>Overall impact:</b></p>
<p><b>Positive</b></p>		<p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p>
<p><b>Neutral</b></p>		<p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity, Safeguarding, Disability Awareness, etc so that they can better understand and meet library users' needs.</p>
<p><b>Negative</b></p>	<p>✓</p>	<p>The Library Service has no data on service users' pregnancy, maternity</p>



	<p>or paternity status. However, a reduction in staff and opening hours may mean a reduction in activities run in libraries. This could include groups such as Baby bounce and Read and Rhyme which are aimed at parents / carers with young children. Therefore the proposals may negatively impact these groups.</p> <p>The Library Budget Consultation included some comments from residents about the importance of groups like the ones listed above and that Libraries are an important resource for families.</p> <p>The impact on younger age groups or vulnerable children / adults may also impact on women as carers and those falling within the pregnancy / maternity characteristic.</p>
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<p><b>Evidence:</b></p> <p>The Library Service has no data on service users' pregnancy, maternity or paternity status.</p> <p><u>Library Budget Consultation</u></p> <p>Whilst no data was provided on residents pregnancy, maternity or paternity status through the consultation, there were comments about the importance of groups such as 'baby bounce' and 'read and rhyme' for parents with young children and that Libraries are an importance resource for families.</p>
<p><b>Sources used:</b></p> <p>N/A</p>

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	<p><b>Overall impact:</b></p> <p>It is intended that volunteers will assist in keeping libraries open for the core opening hours (and longer than the core hours where there are sufficient numbers of volunteers); will maintain the Housebound Service and will support the delivery of the Local Studies and Family History Service and the Reader Development Team.</p> <p>We recognise that if we use volunteers to complement work carried out by paid staff, we need to enhance our volunteer offer and induction programme. Volunteers will be provided with the necessary support and required training on Equality &amp; Diversity, Safeguarding, Disability Awareness, etc so that they can better understand and meet library users' needs.</p> <p>The data we have shows that our proposals may have a particularly negative impact on service users living in more deprived areas of the borough where fewer people have access to other sources of books and information generally. For example,</p>
<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	

residents who rely on public transport to get to a strategically important library, or those who do not have a computer at home and use the computers in libraries instead will have less access to this facility. There may also be a reduction in access to some services e.g. Citizens Advice Bureau at Hornchurch Library.

Of the five most strategically important libraries, Romford Library and Harold Hill Library are in some of the most deprived wards (Romford Town and Gooshays respectively). Of the other five libraries where the opening hours are proposed to be reduced to 24 hours per week, South Hornchurch and Harold Wood Libraries are also in some of the most deprived wards (South Hornchurch Ward and Harold Wood Ward respectively). These wards also have amongst the highest proportions of benefit claimants (DWP 2014), and we know that households on benefits are 1.21 times more likely to be Library members than non-benefit households (Draft Mayhew Harper report, 2013).

The 30% increase in Library fees may have a negative impact on low income residents and lone parents (more likely to be women), but only if fines are incurred.

There were comments provided through the Library Budget Consultation regarding the importance of Libraries for poorer residents.

The potential removal of some of the activities and groups currently available could also negatively impact residents from disadvantaged backgrounds as they might not be able to afford to pay for groups/activities available outside the libraries.

The changes in the housebound service and service user activities and groups could potentially also affect older service users, particularly those living in deprived areas who are at higher risk of becoming socially excluded due to the removal of the above arrangements.

**Evidence:**

Library User Data 2011

As the table below shows, the most active library users are in Upminster at 17%, which is the least deprived ward in the Borough. However other wards with a high percentage of active users include Gooshays, the most deprived area of the Borough and Romford Town, which is ranked 6<sup>th</sup> in terms of deprivation. Residents in these wards from low income or financially excluded backgrounds are likely to be most affected by the proposals.

Deprivation ranking by ward

Ward	% of Population who are active library users	Deprivation Rank
------	--	------------------

Gooshays	14%	1
Heaton	10%	2
South Hornchurch	12%	3
Havering Park	12%	4
Brooklands	9%	5
Romford Town	13%	6
Harold Wood	12%	7
Rainham and Wennington	11%	8
Mawneys	12%	9
Elm Park	14%	10
St Andrew's	13%	11
Hylands	12%	12
Pettits	12%	13
Squirrel's Heath	14%	14
Hacton	12%	15
Emerson Park	13%	16
Cranham	13%	17
Upminster	17%	18

(Table of Index of Multiple Deprivation by Lower Super Output Area in Havering Wards, Department of Communities and Local Government, 2011)

NB. Rank 1 = Most deprived ward, Rank 18 = least deprived ward.

Highlighted wards have a library.

Of the five most strategically important libraries, Romford Library and Harold Hill Library are in some of the most deprived wards (Romford Town and Gooshays respectively). Of the other five libraries where the opening hours are proposed to be reduced to 24 hours per week, South Hornchurch and Harold Wood Libraries are also in some of the most deprived wards (South Hornchurch Ward and Harold Wood Ward respectively).

These wards also have amongst the highest proportions of benefit claimants (see table below), and we know that households on benefits are 1.21 times more likely to be Library members than non-benefit households (Draft Mayhew Harper report, 2013).

#### Benefit claimants by ward (with a library)

	Total claimants	Job seekers	ESA and incapacity benefits	Lone parents	Carers	Others on income related benefits	Disabled	Bereaved	Key out-of-work benefits <sup>†</sup>
DWP (2014)									
HAVERING	10.9	2.1	4.7	1.4	1.2	0.3	1	0.2	8.5
Elm Park	11.4	2.5	4.3	1.5	1.5	0.3	1.1	0.3	8.6
Harold Wood	11	1.8	5.1	1.3	1.3	0.4	1	0.2	8.6
Squirrels Heath	8.7	1.7	3.7	1.1	1	0.2	0.8	0.2	6.7
Upminster	4.7	0.9	1.8	0.3	0.7	0.1	0.7	0.2	3.1
Rainham and Wennington	11.9	2.3	4.8	1.8	1.2	0.3	1.2	0.2	9.3
South Hornchurch	14.7	3.4	6	1.7	1.6	0.4	1.1	0.4	11.5
Gooshays	19.5	3.6	9.1	3	1.7	0.5	1.4	0.2	16.2
St. Andrews	8.9	1.8	3.7	1	0.9	0.2	1.1	0.1	6.8
Romford Town	11.9	2.5	5.5	1.7	1	0.3	0.7	0.1	10.1
Mawneys	10.5	1.7	4.5	1.5	1.2	0.3	1.2	0.2	7.9

(2014 DWP Claimants data)

### Library Budget Consultation

Whilst no data was provided on residents' socio-economic status through the consultation, there were comments about the importance of Libraries for poorer residents.

#### **Sources used:**

Table of Index of Multiple Deprivation by Lower Super Output Area in Havering Wards, Department of Communities and Local Government, 2011

Library Profiles 2011 based on local service data, national population statistics and Mosaic Customer Profiling

2014 DWP Claimants data. Draft Mayhew Harper report, 2013

Library Budget consultation

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
All	Library Profiles 2011 are now outdated and data is patchy so doesn't allow us to fully assess the impact on people with protected characteristics	<p>Update the Library Profiles and ensure that all relevant protected characteristics are collected and monitored.</p> <p>Use data to inform decision-making related to the future of libraries and to ensure libraries continue to provide diverse book stock to meet the changing needs of library users</p>	Culture and Leisure Service to review new profiles. It will need to be agreed how often the profiles will be updated in the future. Monitoring officers will include Policy, Marketing and Administration Manager in Culture and Leisure Services and analyst in the Corporate Policy Team.	June 2015 (to be agreed with CPD team)	Analyst in Corporate Policy

<b>Protected characteristic</b>	<b>Identified negative impact</b>	<b>Action taken to mitigate impact*</b>	<b>Outcomes and monitoring**</b>	<b>Timescale</b>	<b>Lead officer</b>
Age	<p>Negative impact on younger people (0-24 year olds) and older people (65+ groups, particularly 85+.</p> <p>Potential negative impact on working age groups and full time students</p>	<p>Carry out targeted and outreach work</p> <p>Volunteers to be provided with training to ensure the needs of older users are met.</p>	<p>Targeted and outreach work carried out with individuals and groups from this protected characteristic</p>	<p>Ongoing</p> <p>Training, by 31/3/16</p>	<p>Policy. Marketing and Admin manager</p>
Disability	<p>Negative impact on Housebound service users</p> <p>Negative impact in light of reduced opening hours, particularly if a disabled person's local library is not one of the 5 most strategically important Libraries.</p>	<p>Carry out targeted consultation</p> <p>Ensure online resources are accessible to people with Learning Disabilities, Hearing or Sensory impairments.</p> <p>Volunteers to be provided with training to ensure the needs of disabled users are met.</p>	<p>Secure support from volunteers to continue to provide the housebound service.</p> <p>Targeted consultation carried out with individuals and group from this protected characteristic</p>	<p>Ongoing</p> <p>Training, by 31/3/16</p>	<p>Library Services manager</p> <p>Policy. Marketing and Admin manager</p>

<b>Protected characteristic</b>	<b>Identified negative impact</b>	<b>Action taken to mitigate impact*</b>	<b>Outcomes and monitoring**</b>	<b>Timescale</b>	<b>Lead officer</b>
Ethnicity	Library users from some BME backgrounds are under-represented compared to the ethnicity profile of the Borough	Carry out targeted and outreach work  Ensure online resources are accessible to people whose first language is not English  Volunteers to be provided with training to ensure the needs of black and ethnic minority users are met.	Targeted and outreach work carried out with individuals and group from this protected characteristic	Ongoing  Training, by 31/3/16	Policy. Marketing and Admin manager
Gender	Women and girls are disproportionately affected  Potential multiple impact on women due to caring responsibilities, pregnancy or maternity	Carry out targeted and outreach work  Volunteers to be provided with training to ensure the needs of women and girls are met.	Targeted and outreach work carried out with individuals and group from this protected characteristic	Ongoing  Training, by 31/3/16	Policy. Marketing and Admin manager

<b>Protected characteristic</b>	<b>Identified negative impact</b>	<b>Action taken to mitigate impact*</b>	<b>Outcomes and monitoring**</b>	<b>Timescale</b>	<b>Lead officer</b>
Multiple disadvantage due to two or more protected characteristics	Lack of information on multiple deprivation / disadvantage	Further consider multiple deprivation/disadvantage and cumulative impact  Carry out targeted and outreach work	Targeted and outreach work carried out with socio-economic individuals and groups and multiple disadvantage considered	Ongoing  Training, by 31/3/16	Policy. Marketing and Admin manager
Ethnicity, Gender and Age  Potential Multiple disadvantage due to two or more protected characteristics	Under-representation of males, older people and residents of White and some BME ethnic backgrounds	Targeted outreach work will therefore have to be carried out to promote Library services to non-users and provide them with accessible information on the available services and facilities.	Annually updated Library Profiles. Monitoring of events and projects.	January 2016	Library Manager  Policy. Marketing and Admin manager



# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Budget proposals for Fairkytes Arts Centre 2015
<b>Type of activity:</b>	Budget Proposals
<b>Lead officer:</b>	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
<b>Approved by:</b>	Andrew Blake Herbert, Group Director
<b>Date completed:</b>	January 2015
<b>Scheduled date for review:</b>	The proposals will be reviewed in January 2016

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

## About your activity

1	<b>Title of activity</b>	Budget proposals for Fairkytes Arts Centre 2015
2	<b>Type of activity</b>	Budget Proposals
3	<b>Scope of activity</b>	Budget proposals for Fairkytes Arts Centre in order for them to move towards a Cost Recovery business model (receiving no subsidy from the Council).  Whilst several changes are proposed, the existing offer to the community will be preserved as much as possible and savings realised through wholesale reductions in services are not being considered.
4a	<b>Is the activity new or changing?</b>	Yes - changing
4b	<b>Is the activity likely to have an impact on individuals or groups?</b>	Yes
5	<b>If you answered yes:</b>	<i>Please complete the EIA on the next page.</i>
6	<b>If you answered no:</b>	N/A

<b>Completed by:</b>	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
<b>Date:</b>	15 <sup>th</sup> January 2015

## 2. Equality Impact Assessment

### Background/context:

As part of the Council's budget reductions, Fairkytes Arts Centre is considering proposals to move towards a Cost Recovery business model so that it can operate without subsidy from the London Borough of Havering to sustain its long term future. This will mean changes to the existing business model and changes to the nature and style of available activities.

As part of the changes, the way Fairkytes operates is being reviewed, moving from 'service delivery' to a more commercially oriented approach. This will be achieved through:

- Operational savings and efficiencies  
*(For example, changes to the contracting arrangements for drinks machines and ground maintenance)*
- Savings realised through changes to, and development of, the Cultural Offer of Fairkytes and the wider Arts service  
*(Changes to the way in which annual exhibitions and competitions are managed and delivered, reduction in funding to events and projects, introduction of ticketed events and providing more services through Fairkytes Arts Centre rather than commissioning from external providers)*
- Additional income realised through existing programmes  
*(Increases in Fees and Charges for room and hall hire, studio lets and adult workshops. No plans to increase fees for children's workshops)*
- Big Ideas – income realised through new or additional activities and programmes  
*(A series of new ticketed events to be introduced)*

The cultural offer available to the community will be impacted in some way and the Arts Service as a whole needs to become a more event-oriented and a commercially aware organisation, with less subsidy for developmental work in order to develop a sustainable future. However, at this stage, the existing offer to the community will be preserved as much as possible and savings realised through wholesale reductions in services are not being considered.

### Budget Consultation

The Council launched a public consultation on the 2015 – 18 budget proposals on the 29<sup>th</sup> September which ran for three months closing on 29<sup>th</sup> December 2014. In addition to this consultation, there was also a consultation meeting about the proposals for Fairkytes Arts Centre, held at the building on the 4<sup>th</sup> November 2014.

Approximately 20 people attended the meeting and there were various questions and comments. The relevant feedback has been included in the appropriate part of this document.

<b>Age:</b> Consider the full range of age groups	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	<p>Fairkytes Arts Centre runs a number of workshops for Adults (16+ or 18) and Children (5+), as well as being used by independent groups and making rooms available for hire for regular and one off events.</p> <p>From April-July 2014/15 there have been 1395 attendances at Adult Workshops (41%) and 2029 attendances at Children's Workshops (59%). No increases in charges are proposed for Children's Workshops, so the changes will have a disproportionate impact on the existing adult users (these figures do not take into account the use of Fairkytes for private hire or events).</p> <p>The Fairkytes Survey 2014 (completed by Adults only) shows that the age profile of Fairkytes adult users is predominantly older residents aged 55-84 (87%). This is disproportionately higher than the number of residents aged 55-84 living in the Borough at 27% and the percentage of residents aged 55-84 in St Andrews Ward at 30%, where Fairkytes Arts Centre is located (Census 2011).</p> <p>Changes to the way in which exhibitions and competitions are managed (particularly if there is a rationalisation of these) may impact this age group disproportionately. Increases in fees and charges for room hire and tickets for events may also make some activities less affordable and again this may impact this age group more than others. At the same time, however, the development of the adults' cultural offer available in the centre may also benefit this group.</p> <p>The Arts Service has funded many groups and projects in recent years aimed at young people (13-19) and reduction and/or removal of these may be perceived as negatively impacting this age group. However, the groups that received this funding achieved relatively small outputs. Therefore, by reallocating resources and running events and activities through Fairkytes Arts Centre, we believe we will reach and benefit a greater number of young people.</p> <p>In the case of Romford Contemporary Arts Programme (RCAP), funding over the last 3 years has enabled the group to become established and they are in the process of moving to an independent Community Interest Company status with considerable external funding opportunities via private sector and Economic Development partnerships. RCAP's sustainability and legacy are therefore assured and there is little necessity for Cultural Services funding to continue at this level.</p> <p>During the Budget Consultation meeting for Fairkytes Arts Centre there were questions and comments about concessionary charges (which will still apply under the proposals), how a younger audience can be encouraged into the centre.</p>
<b>Neutral</b>	
<b>Negative</b>	

**Evidence:**

Service level performance data illustrates that 41% of attendances for workshops so far in 2014/15 were Adults (16+ or 18+ dependant on the workshop). The 2014 Fairkytes Survey (completed by adults only) showed that the age profile of Fairkytes adult users is predominantly older residents aged 55-84 (87%). (Data from those that completed the survey only). This is disproportionately higher than the number of residents aged 55-84 living in the Borough at 27% (64,600 residents) and the percentage of residents aged 55-84 in St Andrews Ward at 30%, (3951 residents) where Fairkytes Arts Centre is located (Census 2011).

The Fairkytes Survey is completed by adults only and the small number of surveys completed means that the figures are not representative of all Fairkytes users, providing an indication only. Future Fairkytes Surveys will be reviewed so that they include the questions that will provide us with the data we need. The distribution of the survey will also be reviewed so that we get a higher number of respondents and the data is therefore more representative.

At the Budget Consultation Meeting for Fairkytes there were various questions and comments that were relevant to this protected characteristic, including about concessionary charges, and how younger people could be encouraged to use the centre.

**Sources used:**

Service level performance data 2014/15  
 Fairkytes Survey 2014  
 Census 2011, Office of National Statistics  
 Fairkytes Budget Consultation Meeting November 2014

**Disability:** Consider the full range of disabilities; including physical mental, sensory and progressive conditions

*Please tick (✓) the relevant box:*

**Overall impact:**

<b>Positive</b>	<p>Fairkytes Survey data 2012 and 2014 illustrates that a number of Fairkytes survey respondents have a disability. However the survey is only completed by adults who partake in workshops and not those that use the centre for private hire and / or events. It is therefore likely that the number of Fairkytes users with a disability is proportionally much higher, particularly as there are activities that take place at the centre that are aimed at disabled participants who may experience difficulties responding to a written survey.</p> <p>Whilst this group will be impacted negatively by increases in fees and charges, the development of the adults' cultural offer available in the centre may also benefit this group. The future programmes of work could also be developed in a way that is more inclusive for disabled and all users.</p> <p>In light of the limited about evidence from the Fairkytes Survey the impact on this group is not yet known. This gap in information will be addressed.</p>
<b>Neutral</b>	
<b>Negative</b>	

**Evidence:**

7% (or 12 people) of the 163 people who answered a question on disability as part of the Fairkytes Annual Survey 2014 stated they had a disability. This is lower than the figure for the 2012 Survey at 16% (22 of 138 who answered this question in 2012). These figures are lower than the percentage of working age people (16-64) with a disability or long term health condition in Havering (21%) and lower than the figure for the percentage of older people (65+) with a disability or long term health condition in Havering (52%).

While based on this data there doesn't appear to be a disproportionate impact on this group compared to other groups, we recognise that the data we hold has its limitations and gaps.

The Fairkytes Annual Survey is completed by adults only and the small number of surveys completed means that the figures are not representative of all Fairkytes users, providing an indication only. It is also recognised that people with learning difficulties and disabilities, BSL users and service users with sight difficulties/disabilities might be under-represented in the respondents' profile due to barriers in completing this survey.

Other than the Fairkytes Annual Survey, no data on disability is currently collected. Therefore the impact on this group is not yet known.

Future Fairkytes Surveys will be reviewed so that they include the questions that will provide us with the data we need. The distribution of the survey will also be reviewed so that we get a higher number of respondents and the data is therefore more representative.

**Sources used:**

2012/13 Annual Population Survey, Office of National Statistics  
 2011 Census, Office of National Statistics  
 Fairkytes Annual Survey 2014 and 2012

**Sex/gender:** Consider both men and women

*Please tick (✓)  
 the relevant box:*

<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	✓

**Overall impact:**

In total more women attend Fairkytes Arts Centre than men. Women will therefore be disproportionately affected by the proposals to change the nature and style of available activities, increase fees and charges and ticket events.

At the same time, however, the development of the adults' cultural offer available in the centre may also benefit this group.

<p><b>Evidence:</b></p> <p>In 2013/14 of the 83,458 attendances at Fairkytes Arts Center, 66,416 provided their gender (non- unique). Of these 45,869 (69%) were women and girls and 20,547 (31%) were men and boys.</p> <p>As of July 2014, in 2014/15 there have been 21,308 attendances to Fairkytes (non-unique). Of these 11,720 (55%) were women and girls and 9,588 (45%) were men and boys.</p>
<p><b>Sources used:</b></p> <p>Service level performance data 2013/14 and 2014/15</p>

<b>Ethnicity/race:</b> Consider the impact on different ethnic groups and nationalities	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	<p>In 2014 96% of Fairkytes Survey respondents were White British, a significantly higher figure than the percentage of White British residents in the Borough (83%) and higher than the percentage of White British residents living in St Andrews Ward (89%) where Fairkytes is located (2011 Census).</p> <p>It should be noted, however, that the Fairkytes Annual Survey is completed by adults only and the small number of surveys completed means that the figures are not representative of all Fairkytes users, providing an indication only. Furthermore, the survey is not completed by those who hire the centre to run their own groups and there are currently many minority and faith groups that use Fairkytes on a regular basis.</p>
<b>Neutral</b>	<p>Based on the Fairkytes Survey there doesn't appear to be a disproportionate impact on Black and Minority Ethnic (BME) residents, however we recognise that the data we hold has its limitations and gaps. We also recognise that BME service users might be under-represented in the respondents' profile due to language barriers in completing this survey.</p> <p>In light of the limited about evidence from the Fairkytes Survey the impact on this group is not yet known. This gap in information will be addressed.</p>
<b>Negative</b>	
<p><b>Evidence:</b></p> <p>The 2014 Fairkytes survey showed that 96% of respondents were White British, which is disproportionate to the 83% of White British residents in the borough and the 89% of White British residents in St Andrews Ward where Fairkytes Arts Centre is located. The remaining 4% of Fairkytes users were White Irish (0.6%), White Other (1.1%), Asian or Asian British / Indian (0.6%), Black or Black British/ Other (0.6%), Other Ethnic Group</p>	

(0.6%) and prefer not to say (0.6%).

Figures for the 2012 Fairkytes Survey are very similar, with 96% of respondents White British, 1% White Irish, 1% Mixed/Other, 1% Asian or Asian British/Indian and 1% Black or Black British/African.

Based on the Fairkytes Survey there doesn't appear to be a disproportionate impact on Black and Minority Ethnic (BME) residents, however we recognise that the data we hold has its limitations and gaps. We also recognise that BME service users might be under-represented in the respondents' profile due to language barriers in completing this survey. The impact on this group is therefore not yet known. This gap in information will be addressed.

**Sources used:**

Fairkytes Annual Survey 2012 and 2014  
2011 Census

**Religion/faith:** Consider people from different religions or beliefs including those with no religion or belief

*Please tick (✓)  
the relevant box:*

**Overall impact:**

**Positive**

Not known

**Neutral**

**Negative**

**Evidence:**

No information is collected on the Religion of Fairkytes Users. However, it is known that one religious group uses the centre for group meetings and they are likely to be affected by the increased charges and fees of hire.

**Sources used:**

N/A

**Sexual orientation:** Consider people who are heterosexual, lesbian, gay or bisexual

*Please tick (✓)  
the relevant box:*

**Overall impact:**

**Positive**

Not known

**Neutral**

**Negative**



<b>Evidence:</b>	
No information is collected on the sexual orientation of Fairkytes Users but there is no local or national evidence to suggest that this group might be disproportionately affected.	
<b>Sources used:</b>	
N/A	

<b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
No information is collected on the gender reassignment of Fairkytes Users but there is no local or national evidence to suggest that this group might be disproportionately affected.		
<b>Sources used:</b>		
N/A		

<b>Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
No information is collected on the marital status of Fairkytes Users but there is no local or national evidence to suggest that this group might be disproportionately affected.		
<b>Sources used:</b>		
N/A		

<b>Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b>  Not known
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>  Although a small number of activities are run for parents and young children, no data on pregnancy, maternity and paternity is collected. However, as we are not considering to increase fees for children's workshops and activity, the impact on this groups is likely to be neutral.	
<b>Sources used:</b>  N/A	

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds					
<i>Please tick (✓) the relevant box:</i>					
<b>Positive</b>	<b>Overall impact:</b>  The proposals to increase fees and charges for room and hall hire, studio lets and adult workshops as well as an increase in ticketed events may mean that Fairktyes will be less accessible to those who are from low income or financially excluded backgrounds.  However, the majority of Fairktyes users come from relatively affluent parts of the Borough and it is believed that price increases should be affordable for most users.				
<b>Neutral</b>					
<b>Negative</b>					
	✓				
<b>Evidence:</b>  Of those that completed the Fairktyes Survey 2014, the majority came from the more affluent parts of the borough: RM11 (18%), RM12 (22%), RM14 (15%) (primarily made up of wards Emerson Park, St Andrews, Hacton, Upminster, Hylands, Squirrels Health, Elm Park and Cranham). It is therefore believed that price increases should be affordable to most users.  However, 8% of those who responded came from RM2 and 7% from RM3 which include some of the more deprived wards in the Borough (Heaton and Gooshays). Residents who live in these areas of the borough are more likely to be affected by the proposals.					
<table border="1"> <thead> <tr> <th>Ward</th> <th>Deprivation Rank</th> </tr> </thead> <tbody> <tr> <td>Gooshays</td> <td>1</td> </tr> </tbody> </table>		Ward	Deprivation Rank	Gooshays	1
Ward	Deprivation Rank				
Gooshays	1				

Heaton	2
South Hornchurch	3
Havering Park	4
Brooklands	5
Romford Town	6
Harold Wood	7
Rainham and Wennington	8
Mawneys	9
Elm Park	10
St Andrew's	11
Hylands	12
Pettits	13
Squirrel's Heath	14
Hacton	15
Emerson Park	16
Cranham	17
Uppminster	18

*NB. Rank 1 = Most deprived ward, Rank 18 = least deprived ward.*

*Table of Index of Multiple Deprivation by Lower Super Output Area in Havering Wards.  
Department of Communities and Local Government, 2011*

**Sources used:**

Fairkytes Annual Survey 2014  
 JSNA Demographics Update - Table of Index of Multiple Deprivation by Lower Super Output Area in Havering Wards, Department of Communities and Local Government, 2011

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
All	The data we hold is incomplete so doesn't allow us to fully assess the impact on people with protected characteristics	Improve the Fairkytes survey so that it includes the questions that will provide us with the data we need. Also improve the distribution of the survey so that we get a higher number of respondents and the data is more representative. Explore other ways to collect data.	Better data to inform future decisions and use of the centre	2015	Mark Etherington
All	The data we hold is incomplete therefore it is unknown if the current programme is fully inclusive and attractive to all	Review potential for developing new offers in line with the needs and aspirations of the population including researching new	Better information on community needs  Better monitoring of offer verses need	2015	Mark Etherington

	groups.	population groups not currently using the centre			
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# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Budget Proposals for Havering Music School
<b>Type of activity:</b>	Budget Proposals
<b>Lead officer:</b>	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
<b>Approved by:</b>	Andrew Blake Herbert, Group Director
<b>Date completed:</b>	January 2015
<b>Scheduled date for review:</b>	The proposals will be reviewed in January 2016

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

## About your activity

1	<b>Title of activity</b>	Budget Proposals for the Music School
2	<b>Type of activity</b>	Budget Proposals
3	<b>Scope of activity</b>	<p>Havering Music School has revised and refreshed the way it operates and a new charging policy has been successfully trialled in schools. The policy offers the same tuition packages wherever lessons take place but charges all parents directly (historically schools have collected parental fees). This presents an opportunity to reduce overhead costs and increase income further. Following the trial, the model is now being rolled out across the borough.</p> <p>It is proposed that the new model is now rolled out to all schools in the borough.</p>
4a	<b>Is the activity new or changing?</b>	Yes - changing
4b	<b>Is the activity likely to have an impact on individuals or groups?</b>	Yes
5	<b>If you answered yes:</b>	<i>Please complete the EIA on the next page.</i>
6	<b>If you answered no:</b>	N/A

<b>Completed by:</b>	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
<b>Date:</b>	January 2015

## 2. Equality Impact Assessment

### Background/context:

The Council has reduced its subsidy to Havering Music School (HMS) in the last two years and the Music School have responded positively by revising their operating arrangements and pricing structure. This has now been successfully trialled in schools. The revised arrangements offer the same tuition packages wherever lessons take place but charges all parents directly (historically schools have collected parental fees). This presents an opportunity to reduce overhead costs and increase income further. Following the trial, the model is now being rolled out across the Borough.

HMS services are available to any and all children living and/or in education in the Borough so all families and children may potentially be considered to be affected. In practice, our present customer base within the Borough is around 3,000 for weekday school tuition and about 460 at the Saturday and Weekday Music Centres.

It should be noted that under the proposed direct charging scheme overall annual costs will rise to fund the considerable increase in activity offered to HMS students. HMS currently invoices schools for 37 weeks' tuition a year and schools mostly pass this charge onto parents in three termly payments. The proposed scheme will charge parents directly for 52 weeks per year but partners/carers will have the option to pay monthly thereby spreading the costs over twelve months.

The new charging policy has also standardised the packages available, making it much easier for both students and parents to understand. Although as stated there will be a rise in cost, there has been a considerable increase in the offer provided. Parents are now able to choose from the three packages available, as shown below.

	<b>Lesson</b>	<b>Musician-ship Class</b>	<b>Ensemble</b>	<b>Summer School</b>	<b>Cost per week</b>
<b>BRONZE</b>	20 minutes paired (or 3 in 30 mins)	30 minutes per week	30 minutes per week	-	£ 6.50
<b>SILVER</b>	30 minutes paired (or individual 15 mins)	30 minutes per week	60 minutes per week	1 week	£10.50
<b>GOLD</b>	30 minutes individual	30 minutes per week	unlimited	1 week	£16.00



We therefore anticipate that, despite the annual costs increase, both HMS students and parents/carers will benefit from the proposed scheme: HMS students will enjoy a much wider and improved HMS programme offer and their parents/carers will be able to spread the costs over twelve payments which will make tuition more affordable and easier to budget for.

Schools will continue to operate policies for remission of fees and cover the cost of tuition for students who qualify. Eligibility criteria, level of funding, process and funding source are discussed with each school and agreed before the school converts to the Direct Debit scheme (or before HMS tuition starts for the first time). In most cases schools choose to fund this provision from the Pupil Premium but this is at their discretion and some may choose to pay for it from other budgets. HMS will review remission of fees with each school periodically.

One of the drivers for introducing this charging scheme is the fact that the council is currently dependent on schools for the promotion of the services and collection of fees and have in the past relied on their taking an inclusive approach. In consequence we have, at an organisational level, a limited understanding of who our customers actually are.

Consultation has been undertaken with primary and secondary schools, who largely welcome the move, although secondaries have by and large been more cautious in their support. School staff we have consulted all agree that monthly payments will be popular with parents. Feedback from parents who are already invoiced termly (for Saturday and Weekday Music Centres) is that monthly payment options would be welcome.

HMS is constantly looking for new ways of improving access and increasing participation in our activities and services so that everyone can flourish, particularly children from vulnerable and disadvantaged groups, and thereby is actively promoting equality of opportunity and fostering good community relations. Participation in music and other culturally related community projects provides a focus for social activity, reducing isolation, and bringing together people of diverse cultures, ages and backgrounds in a context of mutual understanding and sharing.

The new charging scheme is an opportunity to explain directly to parents/carers the educational and social benefits that children enjoy as a result of participation in musical activity. We will exploit this and the closer links with our paying customers, to effectively communicate the opportunities we can offer through our wide range of partnerships, with the aim of maximising positive impact, by transforming people's quality of life through participation in and enjoyment of culture.

As the proposal will increase ensemble and theory opportunities during the week, groups who may be unable to participate on Saturdays will have increased opportunities at other periods. Furthermore, the new scheme will result in new ensembles and theory classes in schools all over the Borough, making these opportunities more accessible to less well-off families, who may otherwise have difficulty travelling to our Saturday and Weekday Centres in Hornchurch.

**Age:** Consider the full range of age groups

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>  HMS services are available to any and all children up to the age of 18 living and/or in education in the Borough so all families and children may potentially be considered to be affected. In practice, our present customer base within the Borough is around 3,000 for weekday school tuition and about 460 at the Saturday and Weekday Music Centres.  At present there is not data available on the age breakdown of HMS users.		
<b>Sources used:</b>  N/A		

<b>Disability:</b> Consider the full range of disabilities; including physical mental, sensory and progressive conditions		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>  No information on disability is currently available. The Borough's datasets do not permit us to cross-reference against Special Educational Need information.		
<b>Sources used:</b>  N/A		

<b>Sex/gender:</b> Consider both men and women		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  More girls are members of HMS compared to boys (ages 0-18). Girls
<b>Positive</b>	<input type="checkbox"/>	

<b>Neutral</b>	<input checked="" type="checkbox"/>	are therefore more likely to benefit from the proposed changes than boys.
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
<p>HMS's data return to the DfE for the academic year 2011-12 shows that 42% of our students were boys and 58% girls, compared to 51% boys and 49% girls in this age group across the borough (ONS Mid-year population estimates Custom Age Tool 2013).</p> <p>Although more recent statistics are not available, anecdotally we believe the percentage of girls has increased further over the last few years.</p>		
<b>Sources used:</b>		
DfE data 2011/12		
ONS Mid-year population estimates Custom Age Tool 2013		

<b>Ethnicity/race:</b> Consider the impact on different ethnic groups and nationalities		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>
<b>Positive</b>	<input type="checkbox"/>	The majority of HMS students are White British (73%) which is lower than the percentage of this age group living in the Borough (82%) (Those aged 0-19 Census 2011). There will therefore be no disproportionate impact on White British children and their families.
<b>Neutral</b>	<input checked="" type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	<p>Ethnicity information is collated from the Borough's central student records and shows that engagement is high among children of non-White origin.</p> <p>Black children stand out, making up 13.94% of our students compared to the percentage of Black residents in the borough (7%). There is also a higher percentage of Chinese students at HMS (1.65%) compared to the percentage of Chinese residents in the borough (0.7%).</p> <p>Chinese, Other and Mixed origin children appear to out-perform the average at all levels, but especially at NQF level 3. Black children appear to underperform at NQF2 and NQF3 particularly, although this may reflect a bulge in the number of beginners.</p> <p>The proposals therefore are also likely to benefit ethnic minority groups, particularly Black and Chinese, in the Borough.</p>

**Evidence:**

The tables below show the breakdown of ethnicity for HMS, and achievement by different ethnic group (Borough's central student records).

	Total	Pre NQF level 1	NQF level 1	NQF level 2	NQF level 3	
<b>White</b>	73.20%	62.24%	28.96%	6.11%	2.69%	<b>100.00%</b>
<b>Mixed</b>	6.27%	64.04%	25.28%	6.18%	4.49%	<b>100.00%</b>
<b>Asian</b>	4.23%	65.00%	29.17%	3.33%	2.50%	<b>100.00%</b>
<b>Black</b>	13.94%	74.75%	21.46%	2.78%	1.01%	<b>100.00%</b>
<b>Chinese</b>	1.65%	38.30%	31.91%	23.40%	6.38%	<b>100.00%</b>
<b>Other</b>	0.70%	70.00%	15.00%	10.00%	5.00%	<b>100.00%</b>
	<b>100.00%</b>					

These figures have been compared to the ethnic profile of the borough (2012 Round SHLAA ethnic group projection - final, Greater London)

2014 (projection)	Percentage of population (%)	Percentage breakdown of Ethnicity for HMS (%)
White	85.7%	73.20%
Black	7%	13.94%
Asian	5.40%	4.23%
Chinese	0.7%	1.65%
Other	1.2%	0.70%

Although not directly comparable (SHLAA projections do not account for 'Mixed'), the figures illustrate that HMS has a disproportionately lower number of White British Students compared to the percentage of White British residents in the Borough and disproportionately higher number of Black and Chinese Students than Black and Chinese residents in the borough.

**Sources used:**

Borough's central student records

2012 Round SHLAA ethnic group projection - final, Greater London

**Religion/faith:** Consider people from different religions or beliefs including those with no religion or belief

Please tick (✓) the relevant box:

**Positive**

**Neutral**

**Overall impact:**

Not known

<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b> No data is currently available.		
<b>Sources used:</b> N/A		

<b>Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b> No information is collected on sexual orientation.		
<b>Sources used:</b> N/A		

<b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b> No information is collected on gender reassignment.		
<b>Sources used:</b> N/A		

<b>Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>  No information is collected on marriage/civil partnership.		
<b>Sources used:</b>  N/A		

<b>Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>  No information is collected on pregnancy, maternity and paternity.		
<b>Sources used:</b>  N/A		

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  It should be noted that under the proposed direct charging scheme overall annual costs will rise to fund the considerable increase in activity offered to HMS students. HMS currently invoices schools for 37 weeks' tuition a year and schools mostly pass this charge onto parents
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input checked="" type="checkbox"/>	

<p><b>Negative</b></p>	<p>in three termly payments. The proposed scheme will charge parents directly for 52 weeks per year but partners/carers will have the option to pay monthly thereby spreading the costs over twelve months.</p> <p>We therefore anticipate that, despite the annual costs increase, both HMS students and parents/carers will benefit from the proposed scheme: HMS students will enjoy a much wider and improved HMS programme offer and their parents/carers will be able to spread the costs over twelve payments which will make tuition more affordable and easier to budget for, particularly for lone parents and families on low incomes.</p> <p>School staff we have consulted all agree that monthly payments will be popular with parents. Informal feedback from parents whom we already invoice termly (for Saturday and Weekday Music Centres) is that monthly payment options would be welcome.</p> <p>At present, HMS is also not aware which of its students are eligible for the Borough's remission of fees scheme, as families apply directly and confidentially to the relevant Borough department and schools fund remissions. We will become more aware of this as we roll out the new scheme throughout the Borough.</p> <p>As the proposal will increase ensemble and theory opportunities during the week, groups who may be unable to participate on Saturdays will have increased opportunities at other periods. Furthermore, the new scheme will result in new ensembles and theory classes in schools all over the Borough, making these opportunities more accessible to less well-off families, who may otherwise have difficulty travelling to our Saturday and Weekday Centres in Hornchurch.</p>
<p><b>Evidence:</b></p> <p>No data currently available.</p>	
<p><b>Sources used:</b></p> <p>N/A</p>	

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
Age Gender Disability Religion Socio-economic disadvantage	Data is patchy so doesn't allow us to fully assess the impact on children with protected characteristics	As we roll out the new charging scheme across the borough, more data on students will be collected	Data provided will allow us to evaluate the impact of proposals on residents. It will also allow us to review the impact of the new scheme.	Throughout 2015	Gary Griffiths



# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Parking Fees and Charges
<b>Type of activity:</b>	Budget Proposals
<b>Lead officer:</b>	Tina Brooks
<b>Approved by:</b>	Bob Wenman Head of Streetcare Please include your name, job title, service and directorate
<b>Date completed:</b>	January 2015
<b>Scheduled date for review:</b>	Will be reviewed on each occasion changes are made to the charging policy If and when applicable

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

## About your activity

1	<b>Title of activity</b>	Changes to fees and charges
2	<b>Type of activity</b>	Budget Proposals/Strategy/Policy
3	<b>Scope of activity</b>	<p>To amend charges for parking activities within the authority. To provide the amenity of parking spaces for business and residents to ensure adequate turnover of parking space and to maintain road safety through encouraging better driver behaviours.</p> <p>Changes to price and short stay tariffs to support local business.</p> <p>To implement new permitted parking areas and to review mechanisms used for parking payment including the introduction of cashless parking facilities.</p> <p>To make changes to enforcement operations to ensure compliance with moving traffic regulations and to improve driving standards.</p>
4a	<b>Is the activity new or changing?</b>	Yes
4b	<b>Is the activity likely to have an impact on individuals or groups?</b>	Yes
5	<b>If you answered yes:</b>	Please complete the EIA on the next page.
6	<b>If you answered no:</b>	N/A

<b>Completed by:</b>	Tina Brooks Assistant Group Manager Traffic & Parking Services
<b>Date:</b>	12/01/2015

## 2. Equality Impact Assessment

### Background/context:

The Council provides 8422 parking spaces borough wide, off street (2643) on street (779 a number of which are dedicated for use of blue badge holders, in accordance with the recommended ratio given by the Office for National Statistics) and 5000 resident only parking spaces.

Parking Spaces are provided to accommodate either long or short stay parking suitable for each specific area e.g. long stay commuter parking or short stay shopping either on or off street.

Short stay parking charges are designed to promote the responsible use of the available parking spaces by shoppers to ensure turnover of space and to promote the local economy

Permit parking reserves spaces for specific parts of the community e.g. local business or residents who would otherwise be unable to have reasonable access to parking close to their properties if space was not controlled through means of a permit system due to commuter or retail activities. Changes to visitors permits to be considered to allow purchase of hourly or daily permits. This may be facilitated through cashless parking providers using virtual permits.

Increases in charges will ensure the costs of providing these services are met; any surplus income derived from the on street parking service may only be used in accordance with section 55 of the Road Traffic Regulation Act 1984, which includes provision and upgrade of parking facilities, highway and environment provision and provision of public transport e.g. freedom passes.

It is proposed to review parking charges and the payment mechanisms through upgrading existing pay and display equipment and to consider the introduction of cashless parking facilities for all that use parking facilities within the borough.

Cashless parking system will provide an alternative payment mechanism as an enhancement to customer service. Payment by phone, text or online will eliminate the need for the driver to have the correct change available upon parking and will provide the additional facility of allowing a top up payment to be made without the need to return to the vehicle if the driver is delayed. This service has proven successful in other authorities where increasing usage of this payment method has led to reduced costs in respect of machine maintenance and cash collection. The reduced volume of cash collection improves security of both staff and Council income.

Where free parking sessions are offered for limited time periods this will require motorists to input vehicle registration numbers at the machines and to place pay and display tickets within the windscreen of their vehicles.

Currently Blue Badges issued to disabled persons may be used without charge on all permitted parking bays in the Borough with the exception of specific voucher bays which are specifically signed. There is no anticipated change to the existing arrangements at this time.

### Parking in Parks

The parking proposals include applying charges to all car parks in parks and changing the charging arrangements. Before the consultation there were two separate EIAs; one for car parking in parks and one for Parking. However as car parking in parks was included in the Parking Budget Consultation, the two EIAs have been merged post consultation and the impact on park service users is therefore within the scope of this Equality Impact Assessment.

Parking restrictions in car parks are designed to prevent long term parking by residents, commuters or shoppers which could be to the detriment of parks users. However, we recognise that parking restrictions do have the potential to displace parking to adjacent areas and also have cost implications attached to them, which may be detrimental to others, particularly to disabled residents and people from socio-economic groups.

#### Current charges

In July 2012, parking charges were successfully introduced in Cottons Park, Lodge Farm Park (in both Carlton Road and Main Road car parks) and at Upminster Park (in both the New and Old Windmill Hall car parks) at the following times:

#### **Cottons Park Car Park (Cottons Approach):**

Monday – Friday (8:00 – 18:00 hours)

Saturday (8:00 – 18:00 hours)

#### **Lodge Farm Park (Main Road end):**

Monday – Friday (8:00 – 18:00 hours)

Saturday (8:00 – 18:00 hours)

#### **Lodge Farm Park (Carlton Road end):**

Monday – Friday (8:00 – 18:00 hours)

Saturday (8:00 – 13:00 hours)

#### **New Windmill Hall Car Park (St. Mary's Lane):**

Monday – Friday (8:00 – 18:00 hours)

Saturday (8:00 – 13:00 hours)

#### **Old Windmill Hall Car Park (St. Mary's Lane):**

Monday – Friday (8:00 – 18:00 hours)

Saturday (8:00 – 13:00 hours)

Charges start at 20p for 0-2 hours and go up to £8.00 for 8-12 hours. There is no charge from 6pm to 8am. Saturday afternoons are free from 1pm (due to sporting events) apart from Main Road Lodge Farm Park. Sundays are free of charge.

#### New proposals

It is proposed that new parking charges will replace the charges listed above and be introduced to the parks listed below.

Bedfords Park  
Bretons Outdoor Recreation Centre (main)  
Bretons Outdoor Recreation Centre (overflow)  
Brittons (Ford Lane)  
Brittons (Rainham Rd)  
Broxhill Centre  
Central Park  
Cranham Brickfields

Dagnam Park  
Gidea Park Sports Ground Depot  
Gidea Park Bowls  
Hacton Parkway and Playsite  
Harold Wood Park (Harold View)  
Harold Wood Park (Recreation Ave)  
Harrow Lodge Park (Sports Centre)  
Harrow Lodge Park (Rainham Rd)  
Harrow Lodge Park (Warren Drive)  
Haynes Park (Slewings Lane)  
Haynes Park (Northumberland Ave)  
Hornchurch Country Park (Sq n App)  
Hornchurch Country Park (South end Rd)  
Hylands Park  
King Georges Playing Field (r/o café)  
King Georges Playing Field (f/o café)  
Parklands  
Rise Park  
Rainham Recreation Ground  
The Dell  
Tylers Common  
Upminster Hall Playing Field  
Westlands Playing Fields

It is proposed that the charges will be as follows:

20p for 3 hours;

50p for 3-5 hours;

There will be a maximum stay of 5 hours;

Free on Saturday and Sunday

Charges apply from 8.00am to 6.30pm from Monday to Friday.

No free period at the beginning of a stay but a 10 minutes grace period at the end.

### **Consultation on Parking Budget Proposals**

The Council launched a public consultation on the 2015 – 18 budget proposals on the 29<sup>th</sup> September which ran for three months closing on 29<sup>th</sup> December 2014. In addition to the general Budget Consultation, the Council launched a specific statutory consultation on proposals related to the Parking Service. There were 364 responses to the Parking Service consultation of which approximately 44% (159 surveys) were completed on line and 56% (205 surveys) were completed via a paper copy.

#### **'Yes' / 'No' (quantitative) questions**

There were five 'Yes' / 'No' questions as part of the Parking Budget Proposals Consultation, as follows:

Q1. These proposals would allow for half an hour free parking (20 minutes free parking, plus 10 minutes 'grace' period) in on-street pay and display bays and in car parks outside Romford. We believe this would support local businesses and shoppers. Do you agree with this proposal?

Q2. Would you prefer no free period, but lower charges for longer stays?

Q3. Do you agree that parking tariffs should be set in a way that supports short term parking and deters long-stay commuters (higher charges for longer stays)?

Q4. Do you agree with the proposal that car parking in parks should cost less than it does in town centre car parks?

Q5. The 'school run' causes many issues for pedestrians, parents, children and motorists. Would you support more parking restrictions and enforcement around schools?

When looking into respondents' feedback on questions 1 to 5, the data shows that of those who answered the question:

Q1 – 57% of respondents agreed with the proposal for half an hour free parking (20 minutes free parking, plus 10 minutes 'grace' period) in on-street pay and display bays and in car parks outside Romford, while 38% disagreed.

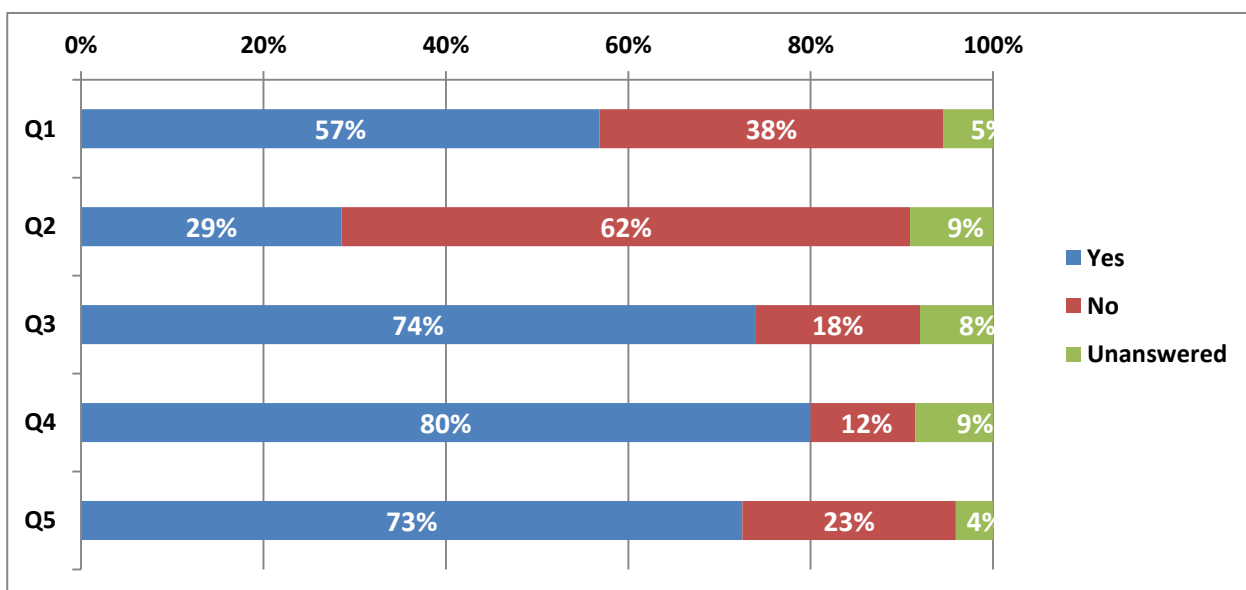
Q2 – 62% disagreed with the proposal of no free period but lower charges for longer stays, while 29% agreed with the proposal.

Q3 – 74% agreed that parking tariffs should be set in a way that supports short term parking and deters long-stay commuters (higher charges for longer stays), while 18% disagreed.

Q4 – 80% agreed that car parking in parks should cost less than it does in town centre car parks, 12% disagreed.

Q5 – 73% are supportive of more parking restrictions and enforcement around schools, while 23% are against the proposal.

Bar chart illustrating the percentage of Yes/No responses for the 5 questions listed above



Open ended (qualitative) questions

Additionally, there were three open ended questions that respondents were invited to comment on:

Q6. The proposals would amend the arrangements for a number of parking permits used by residents and businesses in certain circumstances. Do you have any comments on these proposals?

Q7. The Council wants to help local people park near their homes. If you have any requests for additional parking bays, residents' parking schemes or changes to parking restrictions in your local area, please list them here and we will consider them (subject to separate, local consultation).

Q8. Do you have any other comments on the parking proposals and strategy that you have not addressed in previous responses?

Of the 364 responses to the consultation, 232 respondents provided answers to the open ended question in the survey (Q8). Of these, the majority of comments (158) were referring to parking in parks and were against this proposal.

The feedback on the Parking Service has been considered by Cabinet in January and is reflected in this Equality Impact Assessment that will inform the final decision on the parking proposals in February.

<b>Age:</b> Consider the full range of age groups	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>It is envisaged the proposals will impact positively on all age groups who wish to visit the outlying town centres.</p>
<b>Neutral</b>	<p>The introduction of a free limited stay tariff will allow for shorter visits and a greater turnover of parking space availability which will particularly benefit the public who will have improved opportunities to park.</p> <p>Further positive impact will arise from increased enforcement around schools to improve driver behaviours and road safety.</p>
<b>Negative</b>	<p>However, apart from the above outlined positive impact there might be some negative implications from the introduced charges in parks, particularly for most frequent service users of parks and/or leisure centres such as working age families with young children and older people.</p> <p><u>Parking in Parks</u></p> <p>Parking restrictions in unrestricted car parks are designed to prevent long term parking by residents, commuters or shoppers which could be to the detriment of parks users.</p> <p>It is envisaged that the proposals will impact positively on all age</p>

groups who wish to use the Borough's parks, but particularly older people, people with disabilities and parents / carers with young children; as they will have greater chance of being able to park their cars in the parks where charges are to be introduced.

There were a number of comments in the budget consultation survey about the impact of charges in Parks on the Walking for Health Programme, which is primarily attended by an older demographic. This group may therefore be disproportionately affected by the proposals.

**Evidence:**

No data on the age profile of service users is available, so we have used the available diversity profile data of the Borough and respondents' diversity profile (where disclosed) to inform our proposals and EIA.

Age profile of Havering's population:

2013	Number	Percentage of population (%)
All persons	242,080	100.0
0-4 years	14,808	6.1
5-10 years	16,867	7.0
11-17 years	20,445	8.5
18-24 years	21,048	8.7
25-64 years	124,097	51.3
65-84 years	38,306	15.8
85+ years	6,509	2.7

*(Source: 2013 Mid-year population estimates, Office of National Statistics)*

Age profile of Parking proposals consultation respondents:

Last Birthday	Count	Percentage
13-24	4	1%
25-44	61	17%
45-64	125	34%
65+	142	39%
Unanswered	32	9%
<b>Total</b>	<b>364</b>	<b>100%</b>

*(Source: Parking proposals consultation, 2014)*

The comparison of the age profile of Havering's population with respondents' age profile shows that 51% of respondents are of working age (25-64) which is comparable to the proportion of working age residents in the Borough (51.3%) and therefore could be concluded that the results from the survey are a representative reflection of their views. From the above data it is also evident that the views of residents aged 24 or below are



underrepresented as only 1% of respondents were from this age group. Respondents who are 65 and over, on the other hand are over-represented (39%) compared to the Borough profile (18.5% of Havering's population are in this age group).

When looking into responses to Council's short- and long-term parking proposals (Q1, Q2 and Q3), the majority of respondents were supportive of short-term parking proposals and agreed with Council's approach to deter long-term parking. Of the minority of respondents who were concerned with Council's proposals on short- and long-term parking, those aged 25-64 were over-represented. However, their proportion wasn't disproportionately higher than respondents aged 25-64 who were supportive of the proposals.

In terms of the question on parking restrictions and enforcement around schools (Q5), while the majority of respondents (74%) were in favour of the proposal, 23% disagreed. Of those who weren't supportive of the proposal, the majority were aged 24-44 or 45-64, which could be explained with the fact that they are more likely to have children or grand children of school age.

Of those who responded to the question related to parking charges in parks (Q4), a great majority (80%) were supportive of lower parking charges in parks than town centre car parks. However, it's also worth considering the qualitative feedback on Q8 inviting for further comments.

Of the 364 responses to the consultation, 232 respondents provided answers to the open ended question in the survey (Q8). Of these, the majority of comments (158) were referring to proposed changes to parking charges in parks and were against this proposal, particularly where Havering Walking for Health schemes were operating or at the Leisure Centres. Of those, 56% were aged 25-64, followed by 38% 65+, and 2% 13-24.

Respondents aged 65 and over are over-represented in the survey (both qualitative and quantitative responses) and working age respondents are slightly over-represented in the qualitative responses. This over-representation could be due to the perception of these age groups that they will be negatively affected through proposed charges, including charging in parks and at leisure centres. .

#### **Sources used:**

2013 Mid-year population estimates, Office of National Statistics

LB Havering Public Consultation on the 2015 – 18 budget proposals and Parking proposals consultation, 2014

Mayor of London The Outer London Commission (2012): Second Report

London Councils report The Relevance of Parking in the Success of Urban Town Centres, 2012

**Disability:** Consider the full range of disabilities; including physical mental, sensory and progressive conditions

<p>Please tick (✓) the relevant box:</p>	<p><b>Overall impact:</b></p> <p>Currently Blue Badges issued to disabled persons may be used without charge on all bays in the Borough with the exception of specific voucher bays which are clearly signed. There is no anticipated change to the existing arrangements at this time.</p>
<p><b>Positive</b></p>	
<p><b>Neutral</b></p>	<p>✓</p>
<p><b>Negative</b></p>	<p>The introduction of a free limited stay tariff will allow for shorter visits by the general public and in turn allow greater turnover of parking space which may particularly benefit people with disabilities who will have improved opportunities to park.</p> <p>In terms of the proposal to introduce a cashless parking system and usage of mobile phones as an extra means of payment, there is no anticipated negative impact as these new arrangements will be supplementing current payment mechanisms.</p> <p><u>Parking in Parks</u></p> <p>Parking restrictions in unrestricted car parks are designed to prevent long term parking by residents, commuters or shoppers which could be to the detriment of parks users.</p> <p>It is envisaged that the proposals will impact positively on all age groups who wish to use the Borough's parks, but particularly older people, people with disabilities and parents / carers with young children; as they will have greater chance of being able to park their cars in the parks where charges are to be introduced.</p> <p>Disabled Badge Holders must pay for parking unless the vehicle is exempt from road tax and has a tax classification DISABLED in which case 3 hours free is permitted with normal charges applying after 3 hours.</p> <p>Disabled customers are not restricted to using disabled bays only and may use any car parking bay in a car park, excluding of course, motorcycle bays if not used for the purpose of parking such a vehicle, or bays set aside for permit holders only.</p>

**Evidence:**

Comprehensive data on disability profile of service users is unavailable so comments are based on available disability profile data of Havering's population and respondents' disability profile data (where disclosed) .

Disability profile of Havering's population:

Based on 2011 Census data, 8.2% of the Havering residents have a long term health

problem or disability (day to day activities limited a lot) and further 9% have a long term health problem or disability (day to day activities limited a little).

According to the Annual Population survey (2012-13), 31,400 (21%) working age people (16-64) and 22,320 (52%) of older people (65+ years old) living in Havering have a disability or long term illness/health condition.

Disability profile of Parking proposals consultation respondents:

<b>Illness or disability</b>	<b>Count</b>	<b>Percentage</b>
Yes	47	13%
No	261	72%
Unanswered	56	15%
<b>Total</b>	<b>364</b>	<b>100%</b>

(Source: *Parking proposals consultation, 2014*)

As seen from the above data, the views of disabled residents are under-represented in the survey results as only 13% of respondents who responded to the disability question have a disability / long-term illness. It's worth noting that the numbers of respondents disclosing their disability is very small (47 respondents) and further 56 (15%) respondents chose not to disclose their disability. It is therefore hard to draw conclusions based on the available data.

Analysis of responses to Q1, Q2, Q3 and Q4, shows that both respondents with and without disabilities are generally supportive with Council's proposals. Fewer disabled respondents are concerned about a no free parking period and a smaller charge for a longer period of time compared to respondents without disabilities. This is probably because many disabled people are Blue Badge holders. However, a slightly higher number (40) of disabled residents were in favour of more parking restrictions and enforcements around schools. This may be because more restrictions could help improve accessibility to schools.

Of the 364 responses to the consultation, 232 respondents provided answers to the open ended question in the survey (Q8). Of these, the majority of comments (158) were referring to proposed changes to parking charges in parks and were against this proposal. Of the 158, 14% stated they had a long standing illness or disability, which is lower than the disability profile of the Borough.

#### **Sources used:**

2011 Census, Office of National Statistics

2012/13 Annual Population Survey, Office of National Statistics

LB Havering Public Consultation on the 2015 – 18 budget proposals and Parking proposals consultation, 2014

<b>Sex/gender:</b> Consider both men and women		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Although no data on sex/gender profile of service users is currently available, the breakdown of responses to the survey does indicate that more women than men are concerned about lower charges for longer stays in car parking in parks. This could potentially be influenced by taking family members (children) to the park. Also, women are less supportive of more parking restrictions and enforcement at schools compared to men, which could partly be because women are more likely to be responsible for taking their children at school.
<b>Positive</b>		
<b>Neutral</b>		
<b>Negative</b>	✓	

**Evidence:**

No data on sex/gender profile of service users is currently available so comments are based on gender profile of Havering's population and respondents' gender profile data (where disclosed)

Gender profile of Havering's population:

2013	Number	Percentage of population (%)
All persons	242,080	100.0
Male	116,232	48.0
Female	125,848	52.0

*(Source: 2013 Mid-year population estimates, Office of National Statistics)*

Gender profile of Parking proposals consultation respondents:

Gender	Count	Percentage
Male	164	45%
Female	172	47%
Unanswered	28	8%
<b>Total</b>	<b>364</b>	<b>100%</b>

*(Source: Parking proposals Consultation, 2014)*

Of those respondents to the survey who disclosed their gender, 47% were female and 45% were male (8% did not disclose their gender), compared to respectively 52% female residents and 48% male residents in the Borough. While based on the disclosed data, the views of both men and women seem to be under-represented, it should be noted that 8% did not disclose their gender profile so it's likely that the results from the survey are fairly representative of residents (both men and women) living in the Borough.

When looking into responses to Council's short- and long-term parking proposals (Q1, Q2 and Q3), the majority of both male and female respondents were supportive of short-term parking proposals and agreed with Council's approach to deter long-term parking. More women than men agreed with lower charges for longer stays (Q2) and that car parking in parks should cost less than car parking in town centre car parks (Q4). This

could potentially be influenced by taking family members (children) to the park.

Also, in terms of Q5, while the majority of women (as well as men) were supportive of more parking restrictions and enforcement at schools, almost one third (27%) of female respondents disagreed with the proposal, which could partly be because women are more likely to be responsible for taking their children at school.

Of the 364 responses to the consultation, 232 respondents provided answers to the open ended question in the survey (Q8). Of these, the majority of comments (158) were referring to proposed changes to parking charges in parks and were against this proposal. Of the 158, 52% are female and 45% are male (3% not stated).

**Sources used:**

2013 Mid-year population estimates, Office of National Statistics

LB Havering Public Consultation on the 2015 – 18 budget proposals and Parking proposals consultation, 2014

London Councils report The Relevance of **Parking** in the Success of Urban **Town Centres**, 2012

**Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

*Please tick (✓) the relevant box:*

**Overall impact:**

The impact based on ethnicity or national group is not known.

**Positive**

**Neutral**

**Negative**

Evidence:

Comprehensive data on ethnicity or nationality of service users is currently unavailable so we have based our assessment on available ethnicity profile of Havering’s population and respondents’ ethnicity profile.

Ethnicity profile of Havering’s population:

2011 Ethnic Groups	Count	% total population
White	207,949	87.66
Asian or Asian British	11,545	4.87
Black or Black	11,481	4.84

British		
Mixed Ethnic Background	4,933	2.08
Other Ethnic Group	1324	0.56

(Source: 2011 Census, ONS)

Ethnicity profile of Parking proposals consultation respondents:

Survey Ethnic Group	Count	Percentage
White	291	80%
Asian or Asian British	3	1%
Black or Black British	7	2%
Mixed background	3	1%
Other ethnic group	2	1%
Prefer not to say	15	4%
Unanswered	43	12%
Total	364	100%

(Source: Parking proposals consultation, 2014)

16% of consultation respondents preferred not to disclose their ethnicity. Of those who responded to the ethnicity question, 80% were White compared to just below 88% White residents living in the Borough. Of known Black and Minority Ethnic (BME) respondents, 2% were Black or Black British (compared to just below 5% of residents), 1% were Asian or Asian British (compared to just below 5% of residents) and 1% were from Mixed heritage (compared to 2% of residents). As seen above, the views of all ethnic groups, including White and BME groups, apart from the Other Ethnic Group, are under-represented in the survey. It's worth noting, however, that the number of BME respondents is very small (15) and further 58 (16%) respondents did not disclose their ethnic background. It is therefore hard to draw conclusions based on the available data.

Of the 364 responses to the consultation, 232 respondents provided answers to the open ended question in the survey (Q8). Of these, the majority of comments (158) were referring to proposed changes to parking charges in parks and were against this proposal. Of the 158, 84%(133 respondents) were White and 13% (21 respondents) preferred not to disclose their ethnic background and 6% were Blank.

#### Sources used:

2011 Census, Office of National Statistics

2012/13 Annual Population Survey, Office of National Statistics

London Councils report The Relevance of **Parking** in the Success of Urban **Town Centres**,2012

<b>Religion/faith:</b> Consider people from different religions or beliefs including those with no religion or belief		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> No data available.  There is no evidence to suggest that the proposals will have a disproportionate impact on this protected characteristic.
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input checked="" type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b> No data available.		
<b>Sources used:</b>  N/A		

<b>Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> No data available.  There is no evidence to suggest that the proposals will have a disproportionate impact on this protected characteristic.
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input checked="" type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b> No data available.		
<b>Sources used:</b>  N/A		

<b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input checked="" type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>
<b>Overall impact:</b>	
No data available.	
There is no evidence to suggest that the proposals will have a disproportionate impact on this protected characteristic.	
<b>Evidence:</b>	
No data available.	
<b>Sources used:</b>	
N/A	

<b>Marriage/civil partnership:</b> Consider people in a marriage or civil partnership	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input checked="" type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>
<b>Overall impact:</b>	
No data available.	
There is no evidence to suggest that the proposals will have a disproportionate impact on this protected characteristic.	
<b>Evidence:</b>	
No data available.	
<b>Sources used:</b>	
N/A	



<b>Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b> No data available.
<b>Positive</b>	<u>Parking in Parks</u>
<b>Neutral</b>	Parking restrictions in unrestricted car parks are designed to prevent long term parking by residents, commuters or shoppers which could be to the detriment of parks users.
<b>Negative</b> ✓	It is envisaged that the proposals will impact positively on all age groups who wish to use the Borough's parks, but particularly older people, people with disabilities and parents / carers with young children; as they will have greater chance of being able to park their cars in the parks where charges are to be introduced.  However, we do recognise that introduced charges are likely to negatively affect parents with children, particularly low income families and lone parents.
<b>Evidence:</b>  No data is available.	
<b>Sources used:</b>  N/A	

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b> The increased charges for longer term parking may have a negative effect on those on low income or financially excluded backgrounds, however, free limited stay parking may be seen as of value for short visits to shops etc.
<b>Positive</b>	<u>Parking in Parks</u>
<b>Neutral</b>	
<b>Negative</b> ✓	An introduction or increase of charges for car parking and the number of car parks this applies to in the Borough is likely to have negative impact on people on low incomes or who are from financially excluded backgrounds. In particular this could impact those that live and visit parks in the most deprived areas of the Borough, including older and disabled residents and their carers.

This was demonstrated in the budget/parking consultation for 2015-2018 where 44% of the total survey responses objected to the introduction of charges in parks citing the impact on public health and well-being.

**Evidence:**

No socio-economic data of service users is currently available.

Parking in Parks

The table below lists the new Parks (in addition to those that already have car parking charges) to be affected, the ward of the park and the Ward's deprivation rank. Residents who live and visit parks in the more deprived areas of the borough such as Gooshays, Heaton, Havering Park and Brooklands may be disproportionately affected by the proposal.

Parks breakdown by ward and deprivation rank:

Park	Ward	Deprivation Rank of Ward
Central Park	Gooshays	1
Dagnam Park	Gooshays	1
Broxhill Park	Heaton	2
Bedfords Park	Havering Park	4
Westlands Playing Fields	Brooklands	5
Harold Wood Park	Harold Wood	7
Tylers Common	Harold Wood	7
Rainham Recreation Ground	Rainham and Wennington	8
King Georges Playing Field	Mawneys	9
Bretons Outdoor Recreation Centre	Elm Park	10
Brittons	Elm Park	10
The Dell	St Andrews	11
Harrow Lodge Park	Hylands	12
Hylands Park	Hylands	12
Gidea Park Sports Ground Depot	Pettits	13
Rise Park	Pettits	13

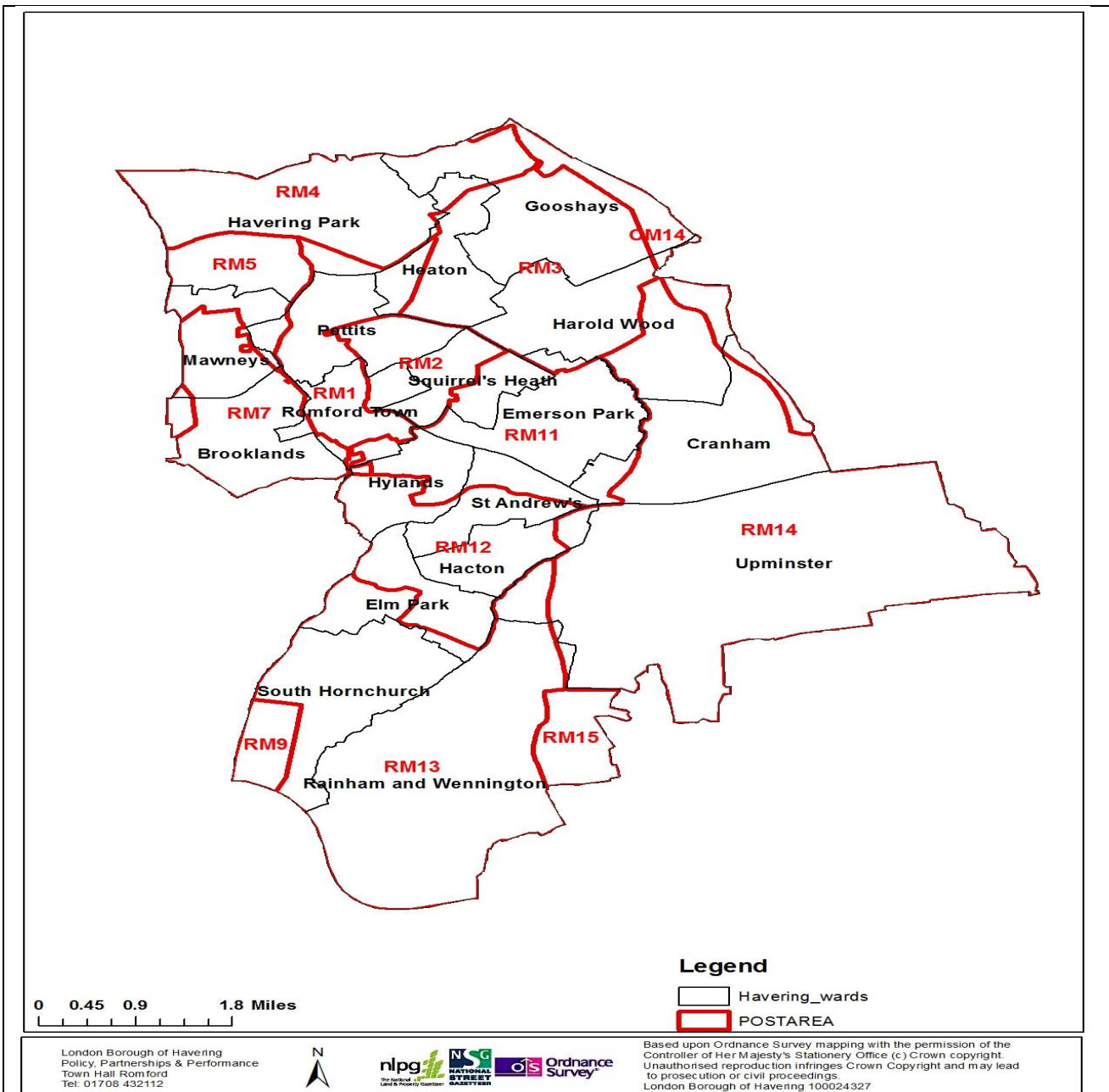
Haynes Park	Squirells Heath	14
Hacton Parkway and Playsite	Hacton	15
Hornchurch Country Park	Hacton	15
Cranham Brickfields	Cranham	17
Upminster Hall Playing Field	Cranham	17
Parklands	Upminster	18

N.b. Rank 1 = Most deprived ward, rank 18 = least deprived ward.

Table of Index of Multiple Deprivation by Lower Super Output Area in Havering Wards.  
Department of Communities and Local Government, 2011

The majority of respondents to the consultation were from the following areas RM12 (23% or 83 respondents), RM11 (14% or 52 respondents) and RM14 (11% or 40 respondents). As seen from the below map, these postcodes relate but are not limited to: Hacton, Elm Park, Hylands, St Andrew's and Squirrel Heath wards.

Postcode areas of respondents overlaid with Council wards map:



Of the 364 responses to the consultation, 232 respondents provided answers to the open ended question in the survey (Q8). Of these, the majority of comments (158) were referring to proposed changes to parking charges in parks and were against this proposal. Of the 158, 105 respondents provided their postcodes which enabled us to identify the wards they live in. The table below shows that 16% (17 respondents) were from Hacton, 13% (14 respondents) were from Elm Park, 11% (12 respondents) were from Hylands and 10% (10 respondents) are from St Andrew's ward.

Respondents' breakdowns by ward:

Wards	count	percentage
Hacton	17	16%
Elm Park	14	13%
Hylands	12	11%
St Andrew's	10	10%
Squirrel's Heath	7	7%

Upminster	7	7%
Harold Wood	7	7%
Pettits	6	6%
Cranham	5	5%
South Hornchurch	5	5%
Emerson Park	4	4%
Romford Town	4	4%
Brooklands	2	2%
Havering Park	2	2%
Gooshays	1	1%
Mawneys	1	1%
Rainham and Wennington	1	1%
<b>Grand Total</b>	<b>105</b>	<b>100.00%</b>

From the above data it can be seen that the majority of residents who were against the parking proposals in parks were from Hacton, Elm Park, Hylands, St Andrew's wards which are situated in the middle of the Borough deprivation ranks. It is possible many of the objections received from these areas are related to the leisure centres which are situated in the parks.

**Sources used:**

LB Havering Public Consultation on the 2015 – 18 budget proposals.

Table of Index of Multiple Deprivation by Lower Super Output Area in Havering Wards. Communities and Local Government, 2011

\*

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
Socio-economic status and multiple disadvantage	Disproportionate impact on low income or financially excluded backgrounds; potential disproportionate impact due to multiple disadvantage (e.g. lone parents with young children)	If the proposals are implemented, they will be regularly monitored through surveys and monitoring of usage.  Changes will also be communicated to the public via the Councils website and public notices	Any potential or likely negative impact is minimised	Assessment to be reviewed in a year's time	Bob Wenman

\* You should include details of any future consultations you will undertake to mitigate negative impacts

\*\* Monitoring: You should state how the negative impact will be monitored; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

## Review

Group Manager Parking Services to carry out annual review.

# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Early Help and Troubled Families (EH&TF) proposals for reviewing Grant funding
<b>Type of activity:</b>	Budget proposals
<b>Lead officer:</b>	<b>Sarah Thomas</b>
<b>Approved by:</b>	<i>Kathy Bundred, Head of Children Services</i>
<b>Date completed:</b>	<i>16<sup>th</sup> January 2015</i>
<b>Scheduled date for review:</b>	<i>This is to be reviewed in January 2016 to assess the impact of the changes that have been put in place.</i>

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

## About your activity

1	<b>Title of activity</b>	Early Help and Troubled Families (EH&TF) proposals for reviewing Grant funding
2	<b>Type of activity</b>	Budget proposals
3	<b>Scope of activity</b>	<p>In light of the ongoing financial pressures, Early Help has reviewed its short and long term financial position.</p> <p>At the Cabinet meeting in September 2014 it was agreed to review all commissioning and grant priorities, and the scope of the Early Help budget review has also reflected this.</p> <p>This Equality Impact Assessment (EIA reviews Early Help's grant funding approach.</p> <p>In line with the Council's objectives of achieving best value for money, we are moving towards a commissioning model. This means that all external services are commissioned through a competitive tendering process against a framework of established and evidenced priorities. There remains only one grant-funded provision; 'First Steps'</p> <p>First Steps currently receive funding from Children's Centre's revenue budget and also from the children's disability team revenue budget. This EIA relates to the proposal to take away the £85,000 grant paid by Early Help (Children Centre's) only.</p> <p>This EIA reviews:</p> <ol style="list-style-type: none"> <li>Contributions of the grant aided service towards</li> </ol>



		<p>improved family outcomes across the borough</p> <ol style="list-style-type: none"> <li>2. Impact of the provision on current and potential service users with protected characteristics and options of ways to minimise any identified negative impact</li> <li>3. Impact on the provider (First Steps) and ways of minimising the impact</li> <li>4. Alignment with service and strategic objectives and legislative changes</li> </ol> <p><b>Further saving proposals beyond 2015/16 will be articulated once plans and business cases have been produced and will be subject to full Equality Impact Assessments.</b></p>
4a	Is the activity new or changing?	<p><i>Yes- changing</i></p> <p><b>Staff Individuals and Groups</b> There is no direct impact on Council staff as the grant does not fund any LBH staff posts.</p>
4b	Is the activity likely to have an impact on individuals or groups?	<p><b>Community Individuals and Groups (including voluntary organisations)</b> First Steps are a charity organisation which offers support to families with disabled pre-school children and term-time play sessions for children with disabilities.</p> <p>We do not have the detail of First Steps charging policy, however our understanding is that the majority of their services are offered free at point of contact/delivery.</p> <p>Current and potential service users of the First Steps grant funded service may be affected as a result of the withdrawal of the Early Help grant. However any impact from the proposal will be offset by four key factors.</p> <ol style="list-style-type: none"> <li>1) Increasing inclusivity within Children Centres; Special Education Needs and Disability (SEND) friendly facilities, where children with disabilities and their families are able to access a wide range of universal, inclusive and integrated services (such as health visitors, midwives, school nurses and soon a dentist) and an even wider range of services through referral to partner agencies where appropriate.</li> <li>2) A general increase in the SEND services available to children with disabilities and their families which was not as prevalent when the grant was initially set up by Children's Centres. For example, 'UsMums' a local group of parents of children with disabilities run a self-organised support group all year round, from the Elm</li> </ol>

Park Children's Centre, where there is a Sensory Room and other accessible facilities

3) Havering's local offer of Pre-schools/nurseries which include;

- Bridge Nursery; for children aged 3 and 4 with social communication or autistic spectrum disorders whose needs cannot be met within mainstream nursery provision.
- Corbets Tey School is a special school for pupils with Moderate, Severe and Complex Learning Difficulties. Children and young people between the ages of 4 and 16 can attend.
- Ravensbourne School is a special school for pupils with Severe and Multiple Learning Difficulties. Children and young people between the ages of 2 and 19 can attend.

4) More generic and SEND specific funding becoming available to providers including;

- the 2 and 3 year old funding of places (15 hours free child care per week)
- An extensive list of Ofsted-registered childminders who are able to meet the varying needs of SEND children
- Troubled Families programme Payments by Results (PbR) payments (for those meeting the criteria) claimable by providers of whole family support
- Early Years budgets
- SEND Service commissioning opportunities
- Also there is the parent's new right to buy-in specialist SEND care for children from 2014, the biggest change to Special Education Needs (SEN) for 30 years. Parents now have power to control personal budgets for their children with severe, profound or multiple health and learning needs, meaning they can directly purchase and choose the expert support that is right for their child. This is likely to extend the market and choice of provision likely to increase – Parents may wish to directly purchase the support of First Steps, should this be their provider of choice to meet their child's needs.

In light of these four factors, the need for a grant-funded service is no longer necessary to ensure SEND children and their families receive appropriate support and care.

First Steps may initially be affected by this change. However discussions have been had with First Steps Interim CEO and a number of options were covered, notably:

- Support in identifying funding streams e.g. funding for the 2 and 3 year old offer and Troubled Families funding PbR funding where appropriate
- The use of the Children's Centre building was offered (an identical arrangement as Disablement Association of Barking and Dagenham - DABD)
- First Steps acknowledged they receive funding from other sources and this could be further explored
- Opportunities for First Steps to bid for - commissioned SEND services, once these are established
- Opportunities to directly market to parents who are able to directly purchase care of choice
- Expansion of their service to whole year, rather than term time only to possibly increase revenue from charging for services
- Closer working with other VCS organisations, such as Family Information Group (FIG) to offer a joined up, complimentary offer

There is an increasing opportunity for First Steps to utilise alternative funding opportunities, such as:

- the 2 and 3/4 year old funding, to increase its traded provision and deliver chargeable service to parents who will now be able to directly resource support for their child, as per the SEND Act
- to participate commissioning opportunities, once this have been established by the SEND service.
- to access Troubled families (Phase 2) payment by results funding.

First Steps are also positive about working collaboratively with other providers, such a DABD and FIG etc.

As a result of the changes in legislation, notably the SEND Act, there will be increased opportunity for First Steps to access other funding sources, for example parents will be provided with funds to directly purchase support for their child. First Steps will also be able to

		participate in the bidding process for the commissioning of SEND provision, which LBH or other local authorities may wish to tender. In addition First Steps could also establish partnering arrangements with other providers.
5	<b>If you answered yes:</b>	<i>Please see full EIA.</i>
6	<b>If you answered no:</b>	N/A

<b>Completed by:</b>	Kathy Bundred, Head of Children's Service, Children, Adults and Housing
<b>Date:</b>	January 2015

## 2. Equality Impact Assessment

### Background/context:

Early Help currently grant fund First Steps – a charity that deliver specialist pre-school education for children under 5 with specific needs and/or disabilities. The provision currently includes

- 5 pre-school sessions per week for up to 10 children.
- 2 'Promoting attention, communication and cooperation' (PACC) sessions per week for 12 children a year targeted at children with Social Communication Difficulties or Autistic Spectrum Disorders.
- 1 Stepping up (PACC follow-on group) programme per year catering for 6 children – 1 session a week

During this reporting year there were 47 referrals that have accessed one of the three services which operate term time only.

### Breakdown of 47 referrals against disabilities as identified by First Steps

Disability	Number of children	Percentage
Cerebral Palsy	10	21%
Downs Syndrome	1	2%
Global Developmental Delay	15	32%
Physical Disability	1	2%
Speech Communication Delay	23	48%
Self-injurious behaviour	1	2%
SYNDORME	1	2%
Visual Impairment	2	4%
Total	47	N/A

**Source: First Steps Monitoring data provided July 2014**

Early Help have carried out a review and are proposing the withdrawal of funding. This decision can best be understood against a backdrop of three key changes

#### 1) Increasing inclusivity within children centres.

The Children's Centres are increasing their inclusivity: This can be seen from the increase of services being delivered from Centre's as well as the specialist SEND-friendly facilities like Elm Park Children Centre which has automated electric doors and a specialist sensory room and outdoor space.

In these SEND-friendly facilities, children with disabilities and their families are able to access a wide range of universal, inclusive and integrated services (such as health

visitors, midwives, school nurses and soon a dentist) and an even wider range of services through referral to partner agencies where appropriate.

The Early Help Service have built strong direct links with Parents Groups like 'UsMums' who have been using Elm Park's Children Centre specialist sensory room and gardens during school holidays since July 2012. The Early Help Service recognises the very limited resources available to families over the school holidays and are keen to work in partnership with families, to provide a safe and secure environment to entertain SEND children during the school holidays. The group which also provides a strong support networks for families has steadily grown and demand has meant that there are now two sessions running every week during the holidays (10-15 families per session). Building direct relationships with parent groups like 'UsMums' has helped us signpost families to resources available in Havering. This approach of promoting, enabling, facilitating such groups in local areas is being welcomed by such families evidenced from qualitative feedback received from 'UsMums'.

The Disablement Association of Barking & Dagenham (DABD) deliver services from Collier Row Children's Centre every Saturday. Early Help have made additional alternations throughout the entire building to facilitate this: widening the doors to allow for wheelchairs, ramps where required and SEND-friendly outside play equipment. There is a 'Buddy Club' provision for a minimum of 40 Saturday's a year, providing 1:1 support for up to 20 young people (aged 5 – 18) at each session enabling them to access recreational and life skill opportunities under the supervision of specialist trained staff participating in specific activities such as cookery; crafts; sports; sensory play; social skills; life skills; accessing the wider community; shopping; swimming; cinema; bowling etc.

Parents and children with disabilities already access some of our inclusive universal services such as baby weighting, breastfeeding groups, stay and play, monkey music etc.

We are increasing our universal offer (and promoting public health outcomes) and will ensure that our offer is accessible to and inclusive of all groups. This is a key consideration to promote footfall and greatest reach.

Some of First Steps children do have profound disabilities and First Steps have the required lifting equipment which Children's Centres do not have. However, the development of the SEND requirement under the Children and Families Act means that parents now have personalised budgets with which to purchase the service appropriate to their child's needs. That said, many of the children who access First Steps do go on to attend mainstream school, and these children could access more universal services via the Children Centres.

The Children's Centres are increasingly hosting health staff and services: Health visitors, midwives, school nurses and soon a dentist, so that disabled children and their families can access health services under one roof.

**2) A general increase in the SEND services available to children with disabilities and their families which was not as prevalent when the grant was initially set up**

## by Early Help.

Early Help work closely with Havering's Pre-schools/nurseries and the services within the Children Centre's often involve referrals to these provisions which include

- Bridge Nursery for children ages 3 and 4 with social communication or autistic spectrum disorders whose needs cannot be met within mainstream nursery provision
- Corbets Tey School – a Special school for pupils with moderate, severe and complex Learning Difficulties for children aged 4-16
- Ravensbourne School – A special school for pupils with severe and Multiple Learning Difficulties for children and Young people aged 2-19.

Additionally Positive Parents is a parent's forum, similar to 'Usmums' for Parents & Carers of Children and Young People with Disabilities and/or Additional Needs living in Havering. Set up and run by parents and carers of children with disabilities who offer signposting, information and training as well as the opportunity to meet with others via regular coffee mornings and social events. Opportunities are provided for parent carers to influence decisions that affect their families.

### **3) More generic and SEND specific funding becoming available to providers through the 2/3 and 4 year old offer (2/3/4YOO), Troubled Families programme, Early Years budgets and the Parents new right to buy in specialist SEND care for children from 2014.**

This review has identified that the children would be eligible for funded places through the 2/3 and 4 year old offer (2/3YOO). Early Help will support First Steps to transfer funding streams and referral processes to integrate with the 2/3YOO process where place funding is not already being accessed and the provider will be supported through this transition. This transition process will not have a direct impact on service users.

The data reported to Early Help by First Steps (see table under the Age Section under ('Evidence' below) identifies the age of the children attending the provision. First Steps have accessed 2, 3 and 4 year old funding for only 26 children this year; with the potential to claim for an additional 21 children, as the funding continues until at least the first term of their mainstream schooling.

Additionally, The Early Help service have offered to work closely with First Steps to provide support and guidance in identifying funding that may be available through the Troubled Families Phase 2 Programme.

The Early Years Funding Panel also accepts applications from Early Years settings, like First Steps, to support the education of children with a range of needs to enable them to access their Early Educational Entitlement. The funding aims to enable providers to meet the needs of children with complex special educational needs. In order to be considered for funding, evidence must be submitted to the panel that a child has a significant disability or learning difficulty, and that the support needed is over and above what the setting could be reasonably expected to provide.

In very rare and exceptional cases contingency funding can be requested, which will cover the full cost of a 1-1 worker.

**2013 – 2014** – 51 children received funding for 2-5 sessions  
1 child received contingency funding

**2014 – 2015** – 69 children are receiving funding  
4 children are receiving contingency funding

The Special Educational Needs (Personal Budgets and Direct Payments) Regulations [2014] came into force on 1<sup>st</sup> September 2014. As mentioned earlier, this now means all families with an approved education, health and care plan will have a legal right to request a personal budget, if they choose. This means parents now can receive direct payments and choose/purchase the expert support that is right for children with severe, profound or multiple health and learning needs. Parents will be given a choice of whether to take control of the personal budget by agencies managing the funds on their behalf or, where appropriate, by receiving direct payments, if they are suitable, to purchase and manage the provision themselves.

It is possible that current and potential service users of the grant-funded service may be affected from the grant being withdrawn but the review shows that there are several other funding streams that can and should be accessed and will offset any impact.

The provider of the commissioned service may be affected by this change. However discussions have been had with the provider in identifying funding streams and support e.g. funding for their 2/3YOO/ Troubled Families funding.

It is important to note that a precedent has been set in the past when Early Help ceased grant funding of Family Information Group (FIG), who provide child care and education provision for under 5's including SEND children. FIG have gone on to continue to provide services by accessing other grants and funding streams.

Also in line with the councils objectives of achieving best value, we are moving towards a commissioning model, so should services need to be secured moving forward, this is likely to be through competitive tendering with appropriate liaison and consultation with the new SEND service.

In light of these 3 factors, the need for a grant funded service is no longer necessary to ensure SEND children and their families receive appropriate support and care.

<b>Age:</b> Consider the full range of age groups	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b> Currently First Step provides services to 47 under 5's.
<b>Neutral</b>	The breakdown of the numbers against age is below.
<b>Negative</b>	Based on these figures it is clear that 3 & 4 year olds would be disproportionately affected by ceasing the grant funding as this equates to 76% of the total number of referrals. There is also the issue of 4% of



referrals not having a DOB noted.

As 96% of the children at the point of referral were aged 2-4, they would be eligible for place funding under the 2YOO.

First Step may receive a reduction in funding where they have received funding from both the 2/3/4YOO and the Early Help Grant, (applicable for 26 children). It is unclear why First Steps did not apply for 2/3/4YOO funding for the remaining 21 children who are aged between 2-4 years old. It may be the case that these children are already having their places funded at another Early Years setting or it may just be that First Steps have simply decided not to apply for funding due to receiving the Early Help grant. Early Help can support First Steps to transfer funding streams and referral processes to integrate with the 2-4YOO process where funding is not already being accessed for the 21 other cases..

We are liaising with First Step to mitigate any potential negative impact by ensuring that support is given to First Step to access place funding from the 2/3YOO and then access funding for additional support through

- Parents who can directly purchase services
- Early Years Funding Panel & contingency funding for exceptional cases.
- Troubled Families Programme PbR funding.

This should mean no impact on service provision to these SEND children and their families. First Steps will, if necessary, be communicating with families to make them aware of the changes.

**Evidence:**

**Breakdown of 47 referrals against age**

<i>Age</i>	<i>Number of children</i>	<i>Percentage</i>
5	1	2%
4	15	32%
3	20	43%
2	9	19%
<i>No DOB recorded</i>	2	4%
<i>Total</i>	47	100%

**Source: First Steps Monitoring data provided July 2014**

**Sources used:**

**First Steps Monitoring data provided July 2014**

<b>Disability:</b> Consider the full range of disabilities; including physical mental, sensory and progressive conditions	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b> The types of disabilities exhibited, as stated in the referrals, are as follows
<b>Neutral</b>	The groups that will disproportionately be affected if grant funding was withdrawn, would be those with speech/communication delay at 48% and children with Global Developmental delay at 32%. It is important to note that some referrals are for children with multiple disabilities and complex needs hence adding up the number of children affected by each disability totals in excess of the 47 referrals we would otherwise expect .
<b>Negative</b>	<p>The data is useful when it comes to Early Help planning services in the future but it is also interesting when compared to data from Havering's Joint Strategic Needs Assessment (JSNA) for supporting vulnerable Children. At primary level, speech, language and communication difficulties are by far the most common type of identified SEN, followed by moderate learning difficulties and behavior, emotional and social difficulties. Together these account for 74% Primary level SEN. Special schools have a very different profile with most children having severe, moderate or profound and multiple learning difficulties- these account for 79% of SEN in Haverings special schools. Speech and language constitutes around 2% of Special School SEN but just under 40% of Primary school SEN.</p> <p>Though we have already talked at length about the alternative funding streams, First Steps can access- which will mitigate the impact of withdrawing the grant, we should consider the benefits of some of these families accessing services from the Children Centre's directly. In addition to benefiting from accessing a wide range of services which can result of referrals to specialist Early Years settings like</p> <ul style="list-style-type: none"> <li>• Bridge Nursery for children ages 3 and 4 with social communication or autistic spectrum disorders whose needs cannot be met within mainstream nursery provision</li> <li>• Corbets Tey School – a Special school for pupils with moderate, severe and complex Learning Difficulties for children aged 4-16</li> <li>• Ravensbourne School – A special school for pupils with severe and Multiple Learning Difficulties for children and Young people aged 2-19.</li> </ul> <p>There are also services delivered within the Children Centres that these families can benefit from.</p> <p>Good Beginnings Service is a home visiting service for pre-school children who have been identified as having social communication difficulties or have a diagnosis of autistic spectrum disorder. Good Beginnings Service holds group play sessions across both North and South Locality Children Centres, helping families and children establish</p>

positive routines and develop skills in communication, play, social interaction, cognitive development and independence. Parents can refer directly to the service but many of the families accessing Good Beginnings Service have been referred by Health Visitors or community nurses during child development checks.

Havering College also deliver Language and Play courses through North and South locality Children Centres which are designed for parents and carers of children aged between 2-4 years old to work together with their child to develop language and communication skills. The course teaches techniques to interact with the child, recognise language development in every day routines and identify opportunities to learn and teach through play.

For families who do not meet the threshold for support by the SEND social work teams, they are signposted to Positive Parents and Parents in Partnership (PIP) which is a service commissioned by LBH; they deliver drop in sessions and 1 to 1 meetings with parents of children with disabilities and provide advice, support and guidance. Through the services provided by these organisations within Children Centres, we can see that if First Steps do not access/apply for the funding to continue to deliver the services they currently are, families can access services through the Children Centres, thereby mitigating any negative impact on the groups disproportionately affected by this change.

The Early Help service will liaise closely with First Steps over the next few months to identify any families that will benefit from accessing these services.

### Breakdown of 47 referrals against disabilities

Disability	Percentage
Cerebral Palsy	21%
Downs Syndrome	2%
Global Developmental Delay	32%
Physical Disability	2%
Speech Communication Delay	48%
Self-injurious behaviour	2%
SYNDORME	2%
Visual Impairment	4%

**Source: First Steps Monitoring data provided July 2014**

### Sources used:

**First Steps Monitoring data provided July 2014**

**Number and percentage of pupils with SEN statements, JSNA Children and Young People Chapter, 2013.**

**Sex/gender:** Consider both men and women

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  As 51% of the children accessing First Steps provisions are Male and 49% are female, neither group is disproportionately affected by this change.  Looking at other family support services, 54% of service users are female and 46% are male, which is roughly representative of the Borough gender breakdown. (52% girls and women and 48% boys and men living in Havering). This also similar to the Gender profile of the First Steps service users accessing services funded by the Early Help grant.  However the gender profile of SEND children shows that boys are twice as likely to have a SEND statement as girls. In 2011, 2% of boys in primary school have SEN statements compared to 1% of girls. It is also known that there is a higher prevalence of autism amongst boys than girls. From this data it is evident that the gender profile of service users is not reflective of the gender profile of children with SEN statements. Early Help will continue to work closely with our partners in Health e.g. Community nurses who carry out development checks within the Children Centres, to ensure we identify and address the higher level of need for specialist pre-school education for boys and their families.
<b>Positive</b>		
<b>Neutral</b>	X	
<b>Negative</b>		

**Evidence:**

**Breakdown of 47 referrals by Gender**

<i>Gender</i>	<i>Number of children</i>	<i>Percentage</i>
<i>Male</i>	<i>24</i>	<i>51%</i>
<i>Female</i>	<i>23</i>	<i>49%</i>
<b>Total</b>	<b>47</b>	<b>100%</b>

**Source: First Steps Monitoring data provided July 2014**

**Sources used:**  
**First Steps Monitoring data provided July 2014**

**Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  The majority of referrals relate to White British children, which stands at 51% and 6% are from White Other and Asian (respectively 4% and 2%). It should be noted, however, that 42% of referrals do not have an ethnicity recorded so it is hard to fully assess the impact on ethnic
<b>Positive</b>		
<b>Neutral</b>		

<b>Negative</b>	<p>groups.</p> <p>As set out earlier in the EIA, we will support First Step in identifying and applying for additional funding streams to offset any potential impact to the children affected by this change. We would also support them to establish a more robust monitoring and reporting processes capturing ethnicity and socio-economic data.</p>
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<p><b>Evidence:</b></p> <p><b>Breakdown of 47 referrals by Ethnicity</b></p> <table border="1"> <thead> <tr> <th><i>Ethnicity</i></th> <th><i>Number of children</i></th> <th><i>Percentage</i></th> </tr> </thead> <tbody> <tr> <td><i>White British</i></td> <td><i>24</i></td> <td><i>51%</i></td> </tr> <tr> <td><i>Not recorded</i></td> <td><i>20</i></td> <td><i>42%</i></td> </tr> <tr> <td><i>White Other</i></td> <td><i>2</i></td> <td><i>4%</i></td> </tr> <tr> <td><i>Asian (Other)</i></td> <td><i>1</i></td> <td><i>2%</i></td> </tr> <tr> <td><b>Total</b></td> <td><b>47</b></td> <td><b>100%</b></td> </tr> </tbody> </table> <p><b>Source: First Steps Monitoring data provided July 2014</b></p>	<i>Ethnicity</i>	<i>Number of children</i>	<i>Percentage</i>	<i>White British</i>	<i>24</i>	<i>51%</i>	<i>Not recorded</i>	<i>20</i>	<i>42%</i>	<i>White Other</i>	<i>2</i>	<i>4%</i>	<i>Asian (Other)</i>	<i>1</i>	<i>2%</i>	<b>Total</b>	<b>47</b>	<b>100%</b>
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<b>Total</b>	<b>47</b>	<b>100%</b>																

<p><b>Sources used:</b></p> <p><b>First Steps Monitoring data provided July 2014</b></p>
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**Religion/fait**: Consider people from different religions or beliefs including those with no religion or belief

<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	<i>Not known</i>
<b>Neutral</b>	
<b>Negative</b>	

<p><b>Evidence:</b></p> <p>N/A</p>
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<p><b>Sources used:</b></p> <p>N/A</p>
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<b>Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  <i>This protected characteristic is not considered to be relevant and is therefore not monitored as part of this process.</i>
<b>Positive</b>		
<b>Neutral</b>	<b>x</b>	
<b>Negative</b>		
<b>Evidence:</b>  N/A		
<b>Sources used:</b>  N/A		

<b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  <i>This protected characteristic is not considered to be relevant and is therefore not monitored as part of this process.</i>
<b>Positive</b>		
<b>Neutral</b>	<b>x</b>	
<b>Negative</b>		
<b>Evidence:</b>  N/A		
<b>Sources used:</b>  N/A		

<b>Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  <i>This protected characteristic is not considered to be relevant and is therefore not monitored as part of this process.</i>
<b>Positive</b>		
<b>Neutral</b>	<b>x</b>	

<b>Negative</b>		
<b>Evidence:</b>		
N/A		
<b>Sources used:</b>		
N/A		

<b>Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>
<b>Positive</b>		There are a number of ways in which parents and carers of children with disabilities can be supported and access appropriate services.
<b>Neutral</b>	x	Fathers of disabled children are encouraged to attend the weekly, weekend father club, which is held in two children's centres where fathers receive peer support and advice from professionals on positive parenting children of all ages, including those with additional needs.
<b>Negative</b>		<p>Fathers are also able to access the 'Caring Dads' accredited 14 week parenting programme, which is run in children's centres on a cyclical basis and includes fathers with children with special/additional needs.</p> <p>Gestating mothers receive support from their midwives in the first instance, with support from Children's centres and SEND service as identified. The specialist Neo natal medical team at Queens Hospital coordinate this.</p> <p>Dependent upon the assessed needs of the child, many additional needs can be met within the universal support via early years settings, specialist child-minders, and children's centres.</p> <p>Children's Centres run breastfeeding support cafes and these include supporting mothers who are breast feeding children with disabilities.</p> <p>Families, where needs are significant/profound are supported via specialist professionals/social workers within the SEND team.</p> <p>All parents are provided with information on services and support provided within their community area, including playgroups, inclusive culture and leisure sessions (ie swimming), and other universal and targeted groups.</p> <p>Vulnerable families with children with a disability beneath the 'SEND threshold' who are in need of whole family support are referred as any other family to the Early Help Service.</p>

	Positive parents and Parents in partnership (PIP) which a service commissioned by LBH who deliver drop in session and 1 to 1 meeting with parents of children with disability for advice, support and guidance.
<b>Evidence:</b>	
N/A	
<b>Sources used:</b>	
N/A	

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>Havering is one of the less deprived boroughs in London; it is ranked 26 out of the 32 boroughs in the capital. However levels of inequality are high (Havering has the fourth highest inequality score in London) suggesting there are pockets of deprivation within the borough.</p> <p>In particular, problems of educational disadvantage and crime are the main drivers of deprivation in the borough</p> <p>While Havering does not have to contend with extreme deprivation or inequality, the borough has significant pockets of deprivation and a low wage economy for residents who work within the borough. Havering has five lower-level super output areas that fall within the 20 per cent most deprived in England - these are in Harold Hill, Mardyke in Rainham and Waterloo Road Estate in Romford. Based on the below details of the children referred to first steps, 10% of children live around the Harold Hill area, 36% in Rainham and 13% in Romford.</p> <p>71% the referrals received at First Steps is from South of the Borough, while 29% from the North. This means that the families with SEND children from the South of the Borough are likely to be disproportionately affected by the removal of the grant. First Steps is based South of the Borough, which may explain why the majority of referrals are from South of the Borough.</p> <p>However, having these children come directly to the 6 Children Centres which are based across both North and South localities, will mean that they will have access to a wider range of services. We will be working closer with First Steps in identifying these services for the families disproportionately affected by the removal of this grant.</p>
<b>Neutral</b>	
<b>Negative</b>	
	X



**Evidence:****Geographical profile of service users**

North /South Locality	Nearest CC	Numbers	Percentage
South (Romford)	St Kilda	6	13%
South	Elm Park	10	22%
South (Rainham)	Rainham Village	17	36%
North	Collier Row	7	15%
North (Harold Hill)	Chippenham Road	3	6%
North (Harold Hill)	Ingrebourne	2	4%
Postcode not supplied	N/A	2	4%
		47	100%

**Source: First Steps Monitoring data provided July 2014****Sources used:****First Steps Monitoring data provided July 2014**

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
Age	Based on these figures it is clear that 3 & 4 year olds would be disproportionately affected by ceasing the grant funding as this equates to 76% of the total number of referrals. There is also the issue of 4% of referrals not having a DOB noted.	<p>Early Help to support First Step in accessing</p> <ul style="list-style-type: none"> <li>place funding from the 2/3YOO</li> <li>Parents who can directly purchase services</li> <li>Early Years Funding Panel &amp; contingency funding for exceptional cases.</li> <li>Troubled Families Programme PbR funding.</li> </ul> <p>Early Help can support First Steps to transfer funding streams and referral processes to integrate with the 2-4YOO process where funding is not already being accessed for the 21 other cases. This transition process will not have a direct impact on service users.</p>	Provide support and guidance to First Steps in identifying alternative funding.	By April 2015	Sarah Thomas
Ethnicity (including nationality and first language if not English) and religion	There is poor data relating to ethnicity and socio economic background of families accessing services.	Provide support to First Step to establish monitoring and reporting processes	Ethnicity, religion and socio economic data to be continually reviewed to better understand the needs of the families and children.	By April 2015	Sarah Thomas

Disability	The groups that will disproportionately be affected if grant funding was withdrawn, would be those with speech/communication delay at 48% and children with Global Developmental delay at 32%.	Early Help can support First Steps to transfer funding streams and referral processes to integrate with the 2-4YOO process where funding is not already being accessed as well as identifying alternative funding streams  Also we have identified services delivered in Children Centres and refer children to other partner agencies who can provide specialist support with the children disproportionately affected by the removal of grant funding.	We will be working closer with First Steps in identifying these services for the families disproportionately affected by the removal of this grant.	By April 2015	Sarah Thomas
Socio-economic status	71% the referrals received at First Steps is from South of the Borough, while 29% from the North. This means that the families with SEND children from the South of the Borough are likely to be disproportionately affected by the removal of the grant	Having these children come directly to the 6 Children Centres- which are based across both North and South localities, will mean that they will have access to a wider range of services.	We will be working closer with First Steps in identifying these services for the families disproportionately affected by the removal of this grant.	By April 2015	Sarah Thomas

\* You should include details of any future consultations you will undertake to mitigate negative impacts

\*\* Monitoring: You should state how the negative impact will be monitored; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

## Review

In this section you should identify how frequently the EIA will be reviewed; the date for next review; and who will be reviewing it.

This will need to be reviewed in January 2016 by Sarah Thomas.



# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Younger adults - minimum statutory levels of service for younger adults (18-64)
<b>Type of activity:</b>	Statutory review of current service provision for younger adults (18-64)
<b>Lead officer:</b>	Barbara Nicholls, Head of Service, Children, Adults and Housing
<b>Approved by:</b>	Joy Hollister, Group Director, Children, Adults and Housing
<b>Date completed:</b>	18 <sup>th</sup> August 2014
<b>Scheduled date for review:</b>	January 2016

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@havering.gov.uk](mailto:diversity@havering.gov.uk)

## About your activity

1	<b>Title of activity</b>	Younger adults - minimum statutory levels of service for younger adults (18-64)
2	<b>Type of activity</b>	Statutory review of current service provision for younger adults (18-64)
3	<b>Scope of activity</b>	<p>We will review services for younger adults, with a view to shaping more cost effective services and/or meeting statutory requirements through personalised services.</p> <p>Services for younger adults (between the ages of 18 and 64) are very expensive and do not offer the personalised provision required. We will review all areas of spend (e.g. residential care, care packages, respite and day care) to ensure that we are receiving maximum value for money and that services are person centred and outcomes-focussed.</p> <p>We will re-commission where necessary to meet statutory requirements through personalised services, and will look to apply the minimum statutory levels of service using the new national eligibility criteria within the Care Act.</p> <p>As we complete person centred plans, move to personal budgets and strictly apply eligibility criteria it is likely that we will not require some of the current provision. We will ensure any changes to how services are offered will include full consultation and impact assessment prior to any recommendations being finalised, and ensure viable alternatives are available.</p> <p>Havering spends relatively more on services for younger adults compared to other local authorities. The review will particularly focus on high cost placements and services, as well as services where unit costs are much higher than average.</p>

<b>4a</b>	<b>Is the activity new or changing?</b>	Yes -changing
<b>4b</b>	<b>Is the activity likely to have an impact on individuals or groups?</b>	Yes
<b>5</b>	<b>If you answered yes:</b>	<i>Please complete the EIA on the next page.</i>
<b>6</b>	<b>If you answered no:</b>	N/A

<b>Completed by:</b>	Barbara Nicholls, Head of Service, Children, Adults and Housing
<b>Date:</b>	18 <sup>th</sup> August 2014

## 2. Equality Impact Assessment

### Background/context:

Despite the national drive towards personalisation since the turn of the century (starting with [Valuing People](#) in 2001, [Putting People First](#) in 2007, and now the [Care Act](#) in 2014 - due to be implemented in April 2015), services in Havering for younger adults (between the ages of 18 and 64) are very traditional, expensive and do not offer the personalised provision required.

As a result Havering spends relatively more on services for younger adults (particularly people with a learning disability) compared to other local authorities. Yet comparative benchmarking data shows that service users and carers are relatively unhappy with the services they receive. Some of this can be explained by the relatively low numbers of people who receive self-directed support, and those who are receiving direct payments.

Our role is to focus on the person and their needs, their choices and what they want to achieve. We must improve the uptake and quality of personalised services by providing service users and their families with personal budgets, direct payments, outcomes-based and needs-led assessment, self-directed support, health and well-being, family and community support, and care and support plans, in-line with the national agenda.

Within the Care Act, carers will (for the first time) be recognised in the law in the same way as those they care for, including carers' rights to assessments and support. Currently, carers do not have a right to receive support, although local authorities can provide support (e.g. respite care) at their discretion. This means that access to assessment and the range of support on offer can vary considerably.

The Care Act will, for the first time, establish national eligibility criteria. The Guidance is currently in draft, and sets out the national minimum threshold for eligibility, which will be consistent across England. At the moment, each local authority sets its own eligibility threshold based on guidance. This means that the amount, and type, of care that is provided by a local authority can vary depending on where a person lives. While assessments tend to focus on what service should be provided, rather than on what the person actually needs or wants.

Havering is committed to applying the minimum statutory levels of service using the new national eligibility criteria within the Care Act. This will both help to improve the personalisation of services, and to tackle our high spend areas during a time of increasing demographic demand and unprecedented financial austerity across local government.

We will review this Equality Impact Assessment in January 2016, by which time the Care Act will be implemented or in its implementation phase, and we will start to see evidence and the impact of these changes.

**Age:** Consider the full range of age groups

Please tick (✓) the relevant box:

**Positive**

**Overall impact:**

The age groups that are most likely to be affected by this statutory review are younger adults (between the ages of 18 and 64) who



<b>Neutral</b>		receive adult social care services. The carers of these service users, many of whom are older people will also be impacted.
<b>Negative</b>	✓	<p>For some service users and carers the application of the new national eligibility criteria within the Care Act will either result in no service, or a reduced service compared to what they have been used to.</p> <p>It is expected that personalised services (such as personal budgets) will have a positive impact and will provide service users and their carers with choice and control over their services. However, for some people such a change is likely to be seen as a negative impact and/or a significant reduction in service, as they have become accustomed to receiving more traditional services from the Council over the years.</p>

**Evidence:**

Havering spends relatively more on services for younger adults (particularly people with a learning disability) compared to other local authorities. Yet the comparative benchmarking data shows that service users and carers are relatively unhappy with the services they receive.

Relevant benchmarking data shows that Havering is in the:

- Lowest quartile in England for ‘overall satisfaction of people who use services with their care and support.’
- Lowest quartile in England for ‘social care-related quality of life.’
- Lowest quartile in England for ‘proportion of people who use services who have control over their daily life.’
- Lowest quartile in England for ‘proportion of people using social care who receive self-directed support, and those receiving direct payments.’

Havering has the highest proportion of older people (18%) in London, and as such providing support for carers is critical to the successful delivery of this project. Currently, a very small proportion of carers in Havering receive support compared to the average nationally. Support given to carers includes advice services or receiving a carer’s break.

- 11% (or 25,214 people) of Havering’s residents provide unpaid care. 7% (or 16,094 people) of those people provide care of between 1-19 hours of unpaid care per week and further 3% (5,835 people) provide 50 hours and over of unpaid care per week. Both categories are higher than England and London averages.

The aim of this project is to support people to live as independently as possible in the community and help them to maintain/improve their health and wellbeing.

The negative impact of applying the minimum statutory levels of service will be mitigated by ensuring that:

- We focus on strengthening communities;
- We provide services for our most vulnerable younger adults and those who have an assessed need, as well as supporting carers who meet the criteria for respite services to have a break from their caring role (improving support for carers is an important theme throughout the Care Act);
- We focus on maximising the quality of our personalised services; and
- We ensure that assessments and care and support plans (support plan in the case of carers) are person-centred, outcomes-focused, and completed using an asset-

based approach, where the needs and wellbeing of the individual are paramount.

It is also worth noting that other concurrent projects are looking at how we can support and enable communities to become more resilient and self-sufficient, while other projects that are focusing on early help, intervention and prevention initiatives. This is an acknowledgement that it is normally far better for the wellbeing of people to avoid entering the social care system in the first place.

**Sources used:**

- 2011 Census, Office of National Statistics
- 2013 Mid-year population estimates, Office of National Statistics
- Adult Social Care Outcomes Framework (ASCOF) 2012/13

There is a great deal of evidence and research nationally around the positive impacts of the personalisation agenda in social care (and why traditional services often hinder people’s ability to improve their outcomes and wellbeing), and we have used this to inform this project. There are too many examples of evidence to list here, but the ‘[Care and Support Statutory Guidance](#)’, issued under the [Care Act](#) 2014, provides a comprehensive evidence base and case studies.

**Disability:** Consider the full range of disabilities; including physical mental, sensory and progressive conditions

Please tick (✓) the relevant box:

**Positive**

**Neutral**

**Negative**

**Overall impact:**

This project will have a negative impact on people with disabilities. Many of the services we currently provide to this group are very traditional and are not personalised, and therefore it is expected that this group will be the most impacted.

We recognise, however, that service users with a learning disability will be disproportionately affected compared to other disabled service users, as the majority of Adult Social Care expenditure on younger adults is spent on people with a learning disability.

By moving to more personalised services it is anticipated that the performance in these relevant indicators will improve over time. Having said that, some younger adults with a mild or moderate learning disability could end up with no statutory services as a result of the national eligibility criteria introduced by the care Act. We therefore must ensure that we support those people to find suitable alternatives locally and within the community. This is where our strengthening communities, and early help, intervention and prevention initiatives will be key in enabling younger adults to be as independent as possible.

**Evidence:**

- It is estimated that more than 31,400 (21%) working age (16-64) people living in Havering have a disability or long term illness/health condition.
- More than 1,100 residents are registered as being blind or partially sighted in Havering.
- It is estimated that more than 14,000 adults (aged 18 - 64) in Havering have a

moderate or severe disability, with the number of adults with learning disabilities increasing by roughly the same amount. The number of adults (aged 18 – 64) with moderate or severe disabilities will rise by around 7% in the next ten years, with more than 15,000 adults in Havering having a physical disability by 2021.

- The most common categories of learning disability are Moderate Learning Disability (30%), Behaviour, Emotional and Social Difficulties (19%), and Speech, Language and Communication Needs (17%).
- There are approximately 20,000 adults in Havering who have a common mental health issue. It is estimated that there are more than 600 adults in Havering with a Borderline Personality Disorder, nearly 600 people with Psychotic Disorder and around 500 people with Antisocial Personality Disorder. Predicted future population growth means that the number of adults (aged 18-64) experiencing each of these mental illnesses is expected to increase by 6% in the next ten years (by 2021) in Havering.
- Adults in Havering that are receiving treatment for severe mental health problems are less likely to be in employment or in stable accommodation: less than 4% are in employment and less than 50% are in stable accommodation. These percentages are below the average in England and London.

Currently, there are 723 service users with a physical disability, 304 service users with mental health problems and 591 services users with a learning disability. It is therefore estimated that Adult Social Care provide a service to 1 in 20 younger adults with a disability or long term illness/health condition.

Havering spends relatively more on services for younger adults (particularly people with a learning disability) compared to other local authorities. Yet the comparative benchmarking data shows that service users and carers are relatively unhappy with the services they receive.

Although the proportion of service users with a learning disability is lower than the proportion of services users with a physical disability or mental health problem, the majority of spend on younger adults in Havering is on learning disability services (£16m net for 2014/15). Average gross weekly cost (2012/13) on supporting adults with a learning disability in residential and nursing care (incl. full cost paying and preserved rights residents) is £1,489 per adult in Havering, which is slightly higher than the London average of £1,439 and the England average of £1,341.

The proportion of adults with a learning disability in paid employment is 8% in Havering, compared to 9.3% across London and 7.1% across England.

The aim of this project is to support people to live as independently as possible in the community and help them to maintain/improve their health and wellbeing. For example, we will encourage and support younger adults to gain employment, and to take full advantage of opportunities so as to be able to fully participate in their communities.

The negative impact of applying the minimum statutory levels of service will be mitigated by ensuring that:

- We focus on strengthening communities;
- We provide services for our most vulnerable younger adults and those who have an assessed need, as well as supporting carers who meet the criteria for respite services to have a break from their caring role (improving support for carers is an

- important theme throughout the Care Act);
- We focus on maximising the quality of our personalised services; and
- We ensure that assessments and care and support plans (support plan in the case of carers) are person-centred, outcomes-focused, and completed using an asset-based approach, where the needs and wellbeing of the individual are paramount.

**Sources used:**

- 2012/13 Annual Population Survey, Office of National Statistics
- Current list of younger adult service users from Swift
- 2014/15 Budgets Social Care PPSEX1 2012/13 Benchmarking Tool
- Adult Social Care Outcomes Framework (ASCOF) 2012/13
- 2011/12 Joint Strategic Needs Assessment data

**Sex/gender:** Consider both men and women

*Please tick (✓) the relevant box:*

**Positive**

**Neutral**

**Negative**

**Overall impact:**

Overall, there is an even 50-50 split of male and female younger adult service users.

The majority of current service users with a physical disability are women (60%), while the majority of current service users with a learning disability (60%) or mental health problem (57%) are men.

Also, due to the new national eligibility criteria adults with mild or moderate learning disabilities could end up with no statutory services. This will have an impact on their carers, the majority of whom are women (76%), particularly older women.

As stated previously, however, improving support for carers is an important theme throughout the Care Act. For the first time, carers will be recognised in the law in the same way as those they care for, including carers' rights to assessments and support.

**Evidence:**

52% of Havering's current population (125,848 people) are girls and women, while 48% of Havering's current population (116,232 people) are boys and men.

The larger percentage of females in Havering may in part be explained by the longer female life expectancy: 84.1 years for women compared to 79.1 years for men.

50% of younger adults who receive a service are female; 50% are male. 76% of carers of these service users are female.

A significant number of people living in Havering provide unpaid care (25,214 people), and as such providing support for carers is critical to the successful delivery of this project.

<p><b>Sources used:</b></p> <ul style="list-style-type: none"> <li>• 2011 Census</li> <li>• 2013 Mid-year population estimates, Office of National Statistics</li> <li>• Current list of younger adult service users from Swift</li> </ul>
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**Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  While the comparative statistics (below) suggests that White British service users are likely to be disproportionately affected by the proposed changes, their proportion is comparable to the ethnic profile of the Borough.
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input checked="" type="checkbox"/>	

**Evidence:**

86.4% of service users are White British which is comparable to the ethnic profile of the Borough (85.7%).

13.6% of current service users are from Black and Minority Ethnic (BME) backgrounds, including White Other which is slightly lower than the proportion of BME communities in the Borough (14.3%). However, in light of the projected increase in ethnic diversity in the Borough, BME groups are also likely to be affected by the new national eligibility criteria.

<p><b>Sources used:</b></p> <ul style="list-style-type: none"> <li>• 2012 Round SHLAA ethnic group projection - final, Greater London Authority</li> <li>• Current list of younger adult service users from Swift</li> </ul>
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**Religion/faith:** Consider people from different religions or beliefs including those with no religion or belief

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  Not known
<b>Positive</b>	<input type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	

**Evidence:**

According to the 2011 Census, 66% of Havering’s population has stated that they are Christian, followed by 23% who declared that they have no religion and just below 7% who preferred not to state their religion. Other religions in the borough are Muslim (2%), Hindu (1.2%), Sikh (0.8%), Jewish (0.5%) and Buddhist (0.3%).

Due to lack of service level data we cannot fully assess the impact on this protected

characteristic. However, it is not expected that service users with this protected characteristic will be negatively affected.
<b>Sources used:</b> <ul style="list-style-type: none"> <li>• 2011 Census</li> </ul>

<b>Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	Not known
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>	
<p>There is no sufficient information on sexual orientation at national or local level.</p> <p>We cannot fully assess the impact on this protected characteristic due to the lack of data. However, it is not expected that service users with this protected characteristic will be negatively affected.</p>	
<b>Sources used:</b>	
<ul style="list-style-type: none"> <li>• There is no sufficient information on sexual orientation at national or local level.</li> </ul>	

<b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	Not known
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>	
<p>There is no sufficient information on gender identity at national or local level.</p> <p>We cannot fully assess the impact on this protected characteristic due to the lack of data. However, it is not expected that service users with this protected characteristic will be negatively affected.</p>	

<p><b>Sources used:</b></p> <ul style="list-style-type: none"> <li>• There is no sufficient information on gender reassignment at national or local level.</li> </ul>
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<b>Marriage/civil partnership: Consider people in a marriage or civil partnership</b>	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b>  Not known
<b>Neutral</b>	
<b>Negative</b>	
<p><b>Evidence:</b></p> <p>According to the 2011 Census, 49% of Havering residents are married while 33% are single (never married or never registered a same-sex civil partnership), 8% are divorced or formerly in a same-sex civil partnership which is now legally dissolved, 8% are widowed or a surviving partner from a same-sex civil partnership, 2% are separated (but still legally married or still legally in a same-sex civil partnership) and 0.1% in a registered same-sex civil partnership.</p> <p>Due to the lack of service level data we cannot fully assess the impact on this protected characteristic. However, we recognise married people, civil partners and couples are more likely to be affected by the statutory review as carers.</p>	
<p><b>Sources used:</b></p> <ul style="list-style-type: none"> <li>• 2011 Census</li> </ul>	

<b>Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave</b>	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b>  Not known
<b>Neutral</b>	
<b>Negative</b>	
<p><b>Evidence:</b></p> <p>Due to the lack of service level data we cannot fully assess the impact on this protected characteristic. However, we recognise that parents, particularly mothers and lone parents are more likely to be affected by the statutory review as carers.</p>	

**Sources used:**

- There is no sufficient information on gender reassignment at national or local level.

**Socio-economic status:** Consider those who are from low income or financially excluded backgrounds

Please tick (✓) the relevant box:

Positive

**Overall impact:**

Not known.

Neutral

Multiple disadvantage is a new measure in the Census and there is not sufficient information on socio-economic status at a service level. However, there may be a disproportionately negative impact on socio-economic status from this project. For instance, only 8% of people with a learning disability who receive a service are in paid employment, and many of our service users will receive some form of benefits.

Negative

Also, due to the new national eligibility criteria adults with mild or moderate learning disabilities could end up with no statutory services. This will again have an impact on their carers, the majority of whom are women, particularly older women.

As stated previously, however, improving support for carers is an important theme throughout the Care Act. For the first time, carers will be recognised in the law in the same way as those they care for, including carers' rights to assessments and support.

**Evidence:**

There is not sufficient information on socio-economic status at a national or service level.

Multiple disadvantage was a new 2011 Census measure defined as the proportion of households who have one or more of the following deprivation characteristics (dimensions): no qualifications, a long-term illness, unemployment, overcrowded housing.

- 35% of the population in Havering were recorded as having 1 dimension, 21% with 2 dimensions, 4% with 3 dimensions and 0.4% with 4 dimensions.
- Proportion of adults with a learning disability in paid employment is 8% in Havering, 9.3% across London and 7.1% across England.
- A significant number of people living in Havering provide unpaid care (25,214 people).
- 4% (or 9,855 people) of Havering's population claim Disability Living Allowance in 2013.
- 2% (or 2,825 people) of Havering's population claim Incapacity Benefits in 2013.

**Sources used:**

- 2011 Census
- Adult Social Care Outcomes Framework (ASCOF) 2012/13
- DWP data, Q02 2013



## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
All	The data we hold is patchy so doesn't allow us to fully assess the impact on service users with protected characteristics	Address the gaps in service user data  Use consultation feedback to inform final budget saving proposals	Final budget saving proposals are informed by service users' diversity profile and feedback  EIA will be reviewed in Jan 16 and finalised action plan agreed  Additional service-specific EIAs will be produced as necessary as future plans are further developed	Consultation Jan 15  EIA review Jan 16  As required	Barbara Nicholls  Barbara Nicholls  Barbara Nicholls

# Equality Impact Assessment (EIA)

## Document control

<b>Title of activity:</b>	Older Adults (Better Care Fund, Older Adults and Royal Jubilee Court)
<b>Type of activity:</b>	<p><b>Better Care Fund</b> - Protection of adult social care spending in areas that support the delivery of improved health-related outcomes.</p> <p><b>Older Adults</b> - Ensure that we are receiving maximum value for money and that services are person-centred and outcomes-focussed. Also, we will look to introduce a cap on the total cost of a care package / personal budget that is not more than the average cost of residential and nursing care.</p> <p><b>Royal Jubilee Court</b> - Closure of the reablement and step-down service.</p>
<b>Lead officer:</b>	Barbara Nicholls, Head of Service, Children, Adults and Housing
<b>Approved by:</b>	Joy Hollister, Group Director, Children, Adults and Housing
<b>Date completed:</b>	18 <sup>th</sup> August 2014
<b>Scheduled date for review:</b>	January 2016

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes
<b>Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No

# 1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at [diversity@haverling.gov.uk](mailto:diversity@haverling.gov.uk)

## About your activity

1	<b>Title of activity</b>	Older Adults (Better Care Fund, Older Adults and Royal Jubilee Court)
2	<b>Type of activity</b>	<p><b>Better Care Fund</b> - Protection of adult social care spending in areas that support the delivery of improved health-related outcomes.</p> <p><b>Older Adults</b> – Ensure that we are receiving maximum value for money and that services are person-centred and outcome-focused. Also, we will look to introduce a cap on the total cost of a care package / personal budget that is not more than the average cost of residential and nursing care.</p> <p><b>Royal Jubilee Court</b> - Closure of the reablement and step-down service.</p>
3	<b>Scope of activity</b>	<p><b>Better Care Fund</b> - In 2015/16 the new Better Care Fund will launch. This pooled budget is aimed at supporting health and social care integration, through transforming services to work more closely together in local areas. The focus will be on enabling improved collaboration work, joint commissioning, better data-sharing, seven-day working across health and social care services, and the protection of social care services.</p> <p>For the Council this means that some services will be funded via the Better Care Fund to help achieve these aims. These services include the new Joint Assessment and Discharge, and Integrated Cluster Community Teams, reablement / enablement, assistive technology, and sign-posting services. The fund will also be used to support the implementation of the Care Act through sustainable service delivery models.</p> <p><b>Older Adults</b> - We will review our operating model for older adults, and ensure that we are receiving maximum value for money and that services are person-centred and outcomes-focussed. In addition, we will look to introduce a cap on the total cost of a care package / personal budget that is not more than the average cost of residential and nursing care. This may be necessary in order to both deliver savings and help mitigate against</p>

		<p>future demand pressures from an ageing population.</p> <p><b>Royal Jubilee Court</b> - Royal Jubilee Court (RJC) provides sheltered housing, retirement housing, and supported housing for older adults. There is also a reablement and step-down service that is provided through a contract with an external provider.</p> <p>We are proposing to close the reablement element of this Council-run service and will look at alternative uses for Royal Jubilee Court. People who would have accessed reablement through RJC will access this instead from the community teams.</p> <p>Also, it should be noted that improved integrated services resulting from the Better Care Fund could result in a drop in demand for Royal Jubilee Court.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	<p><b>Better Care Fund</b> – No</p> <p><b>Older Adults</b> – Yes</p> <p><b>Royal Jubilee Court</b> – No</p>
5	If you answered yes:	<i>Please complete the EIA on the next page.</i>
6	If you answered no:	<p><b>Better Care Fund</b> - Health-related spend will be funded via the Better Care Fund. It is anticipated that this activity will have no impact on individuals or groups.</p> <p><b>Royal Jubilee Court</b> - People who would have accessed reablement through Royal Jubilee Court will access this instead from the community teams i.e. they will still receive the same level of service but not at this setting. For instance, they might receive reablement at their own home. It is anticipated that this activity will have no impact on individuals or groups.</p>

<b>Completed by:</b>	Barbara Nicholls, Head of Service, Children, Adults and Housing
<b>Date:</b>	18 <sup>th</sup> August 2014

## 2. Equality Impact Assessment

### Background/context:

Increasing demographic pressures mean that the current operating model for older adults is unsustainable in the future. For example:

- Havering has the highest proportion of older people (18%) in London;
- People are living longer and are entering the system with more complex needs;
- Havering's population is predicted to rise by 13.5% by 2021, and is growing at a faster rate than the England average;
- The 65+ population in Havering is expected to grow the fastest overall in the future, increasing by 16% by 2021. The fastest growth is in the 90+ age, expected to increase by 70% by 2021;
- We are anticipating an increase in the numbers of people requiring a statutory assessment of need with the introduction of the Care Act in April 2015.

Our role is to focus on the person and their needs, their choices and what they want to achieve. We must improve the uptake and quality of personalised services by ensuring that personal budgets, direct payments, outcomes-based and needs-led assessment, self-directed support, health and well-being, family and community support, and care and support plans, are all prioritised in-line with the national agenda.

Within the [Care Act](#) - due to be implemented in April 2015), carers will (for the first time) be recognised in the law in the same way as those they care for, including carers' rights to assessments and support. Currently, carers do not have a legal right to receive support, although local authorities can provide support (e.g. respite care) at their discretion. This means that access to assessment and the range of support on offer can vary considerably.

The Care Act will, for the first time, establish national eligibility criteria. The guidance is currently in draft, and sets out the national minimum threshold for eligibility, which will be consistent across England. At the moment, each local authority sets its own eligibility threshold based on guidance. This means that the amount, and type, of care that is provided by a local authority can vary depending on where a person lives. While assessments tend to focus on what service should be provided, rather than on what the person actually needs or wants.

Havering is committed to reviewing our operating model to ensure that it is sustainable in the future, and supports as many people as possible to live independently in the community. We will focus on improving the outcomes and wellbeing of older adults living in Havering, and will work in partnership with other agencies to implement the Care Act.

However, we will look to introduce a cap on the total cost of a care package / personal budget that is not more than the average cost of residential and nursing care. This may be necessary in order to both deliver savings and help mitigate against future demand pressures from an ageing population (and during a time of unprecedented financial austerity across local government).

We will review this Equality Impact Assessment in January 2016, by which time the Care Act will be in the implementation phase, and we will start to see evidence and the impact of these changes.

<b>Age:</b> Consider the full range of age groups																							
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>																					
<b>Positive</b>		<p>The age groups that are most likely to be affected by this project are older adults (65+) who receive Adult Social Care services (5,545 people), The carers of these service users, many of whom are older adults will also be impacted (1,670 people).</p> <p>Of the affected age groups, older adults who are between the ages of 80-84 (23% of current service users), 85-89 (26%) and 90+ (22%) are more likely to receive a service from Adult Social Care, and will be disproportionately affected compared to other older adults from other affected groups (between the ages of 65-79). In total, 71% (3,937 people) of older adult service users are 80+, which is 28% of the total 80+ population living in Havering.</p> <p>It is anticipated that personalised services (such as personal budgets) will have a positive impact and will provide service users and their families/carers with choice and control over their services. However, for some people the proposed introduction of a cap on a care package / personal budget will result in them either meeting the difference in the cost themselves (if they would like the care package / personal budget to continue), or will mean they will need to move into a residential or nursing care home.</p>																					
<b>Neutral</b>																							
<b>Negative</b>	✓																						
<b>Evidence:</b>																							
<ul style="list-style-type: none"> <li>• There is a 5.7% projected growth in the overall Havering population between 2012-2017.</li> <li>• The 65+ population in Havering is expected to grow the fastest overall in the future, increasing by 16% by 2021. The fastest growth is in the 90+ age, expected to increase by 70% by 2021.</li> <li>• 80% of carers are aged 65+.</li> <li>• Breakdown of service users and residents by age group:</li> </ul>																							
<table border="1"> <thead> <tr> <th>Age Range</th> <th>% of Residents 65+</th> <th>% Service Users 65+</th> </tr> </thead> <tbody> <tr> <td>65-69</td> <td>29%</td> <td>6%</td> </tr> <tr> <td>70-74</td> <td>21%</td> <td>7%</td> </tr> <tr> <td>75-79</td> <td>19%</td> <td>16%</td> </tr> <tr> <td>80-84</td> <td>16%</td> <td>23%</td> </tr> <tr> <td>85-89</td> <td>10%</td> <td>26%</td> </tr> <tr> <td>90+</td> <td>5%</td> <td>22%</td> </tr> </tbody> </table>			Age Range	% of Residents 65+	% Service Users 65+	65-69	29%	6%	70-74	21%	7%	75-79	19%	16%	80-84	16%	23%	85-89	10%	26%	90+	5%	22%
Age Range	% of Residents 65+	% Service Users 65+																					
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85-89	10%	26%																					
90+	5%	22%																					
<p>The table clearly shows that service users aged 80+ are significantly over-represented compared to the 80+ older adults population living in Havering.</p> <p>Relevant benchmarking data shows that Havering is in the:</p> <ul style="list-style-type: none"> <li>• Lowest quartile in England for 'overall satisfaction of people who use services with their care and support.'</li> <li>• Lowest quartile in England for 'social care-related quality of life.'</li> </ul>																							

- Lowest quartile in England for ‘proportion of people who use services who have control over their daily life.’
- Lowest quartile in England for ‘proportion of people using social care who receive self-directed support, and those receiving direct payments.’

Havering has the highest proportion of older people (18%) in London, and as such providing support for carers is critical to the successful delivery of this project

The aim of this project is to support as many as people as possible to live independently in the community, and help them to maintain/improve their health and wellbeing. These are major themes within the Care Act and the Better Care Fund.

The negative impact of this project will be mitigated by ensuring that:

- We focus on strengthening communities;
- We maximise the opportunities for improving services, outcomes and wellbeing through greater integration with Health via the Better Care Fund;
- We provide services for our most vulnerable older adults and those who have an assessed need, as well as supporting carers who meet the criteria for respite services to have a break from their caring role (improving support for carers is an important theme throughout the Care Act);
- We focus on maximising the quality of our personalised services; and
- We ensure that assessments and care and support plans (support plan in the case of carers) are person-centred, outcomes-focused, and completed using an asset-based approach, where the needs and wellbeing of the individual are paramount.

It is also worth noting that other concurrent projects are looking at how we can support and enable communities to become more resilient and self-sufficient, as well other projects that are focusing on early help, intervention and prevention initiatives. This is an acknowledgement that it is normally far better for the wellbeing of people to avoid entering the social care system in the first place.

#### **Sources used:**

- 2013 Round SHLAA population projections (based on Havering population of 241,289 in 2012), Greater London Authority
- 2011 Census
- Current list of older adults service users from Swift
- Adult Social Care Outcomes Framework (ASCOF) 2012/13
- 2013 Mid-year population estimates, Office of National Statistics

There is a great deal of evidence and research nationally around the positive impacts of the personalisation agenda in social care (and why traditional services often hinder people’s ability to improve their outcomes and wellbeing), and we have used this to inform elements of this project. There are too many examples of evidence to list here, but the [‘Care and Support Statutory Guidance’](#), issued under the [Care Act](#) 2014, provides a comprehensive evidence base and case studies.

<b>Disability:</b> Consider the full range of disabilities; including physical mental, sensory and progressive conditions	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<p><b>Overall impact:</b></p> <p>87% of older adult service users have a physical disability (including 83% of older adult service users who are either frail or have a temporary illness), while 10% have a mental health problem (including 8% of older adult service users who have dementia) and 1% have a learning disability.</p> <p>As regards 'Disability', all older adults who receive Adult Social Care services have met the Council's eligibility criteria, and are considered to have a disability as defined by the Equality Act 2010. We will continue to provide services to individuals who are assessed as having needs that meet the new national eligibility criteria within the Care Act.</p> <p>80% of carers are 65+ and are themselves likely to require support themselves to continue in their caring role. As stated previously, however, improving support for carers is an important theme throughout the Care Act. For the first time, carers will be recognised in the law in the same way as those they care for, including carers' rights to assessments and support.</p>
<b>Neutral</b>	
<b>Negative</b> ✓	
<b>Evidence:</b>	
<p>Havering has the highest proportion of older people in London (18% or 44,815 people), and a significant number of people providing unpaid care (25,214 people), and as such providing support for carers is critical to the successful delivery of this project and any changes to our operating model.</p> <ul style="list-style-type: none"> <li>• 22,320 (52%) of older adults (aged 65+) have a disability or long term illness/health condition.</li> <li>• 87% of older adult service users have a physical disability. Of these, 96% are frail or have a temporary illness, 3% have a visual impairment, and 1% have a hearing impairment.</li> <li>• 80% of carers are aged 65+.</li> </ul> <p>Relevant benchmarking data shows that Havering is in the:</p> <ul style="list-style-type: none"> <li>• Lowest quartile in England for 'overall satisfaction of people who use services with their care and support.'</li> <li>• Lowest quartile in England for 'social care-related quality of life.'</li> <li>• Lowest quartile in England for 'proportion of people who use services who have control over their daily life.'</li> </ul> <p>As evident above, people are living longer and are entering the system with more complex needs. This trend is likely to continue, hence the need to review our operating model in-line with the recommendations of the Care Act. The negative impact of this project will be mitigated by ensuring that:</p> <ul style="list-style-type: none"> <li>• We focus on strengthening communities;</li> <li>• We maximise the opportunities for improving services, outcomes and wellbeing through greater integration with Health via the Better Care Fund;</li> </ul>	



- We provide services for our most vulnerable older adults and those who have an assessed need, as well as supporting carers who meet the criteria for respite services to have a break from their caring role;
- We focus on maximising the quality of our personalised services; and
- We ensure that assessments and care and support plans (support plan in the case of carers) are person-centred, outcomes-focused, and completed using an asset-based approach, where the needs and wellbeing of the individual are paramount.
- Lowest quartile in England for 'proportion of people using social care who receive self-directed support, and those receiving direct payments.'

**Sources used:**

- Current list of older adult service users from Swift
- 2011 Census
- Adult Social Care Outcomes Framework (ASCOF) 2012/13

**Sex/gender:** Consider both men and women

*Please tick (✓) the relevant box:*

**Positive**

**Neutral**

**Negative**




**Overall impact:**

67% of older adult service users are women, compared to 52% of the total female population of Havering. This means that female service users will be disproportionately affected by the project compared to male service users.

Furthermore, 68% of carers of older adult service users are again female, which means that the negative impact of the project will disproportionately affect women both as service users and carers of service users.

As stated previously, however, improving support for carers is an important theme throughout the Care Act. For the first time, carers will be recognised in the law in the same way as those they care for, including carers' rights to assessments and support. It is therefore envisaged that female carers will be positively impacted by the proposed legal changes related to carers.

**Evidence:**

52% of Havering's current population (125,848 people) are girls and women, while 48% of Havering's current population (116,232 people) are boys and men.

The larger percentage of females in Havering may in part be explained by the longer female life expectancy: 84.1 years for women compared to 79.1 years for men.

67% of older adult service users and 68% of carers of older adult service users are women, which means that the negative impact of the project will disproportionately affect women both as service users and carers of service users.

- Breakdown of older adult service users by gender:

Service User Group	% Male	% Female
Physical Disability	86%	87%
Learning Disability	1%	1%
Mental Health	10%	11%
Other	3%	1%

The negative impact of this project will be mitigated by ensuring that:

- We focus on strengthening communities;
- We maximise the opportunities for improving services, outcomes and wellbeing through greater integration with Health via the Better Care Fund;
- We provide services for our most vulnerable older adults and those who have an assessed need, as well as supporting carers (two thirds of which are female) who meet the criteria for respite services to have a break from their caring role;
- We focus on maximising the quality of our personalised services; and
- We ensure that assessments and care and support plans (support plan in the case of carers) are person-centred, outcomes-focused, and completed using an asset-based approach, where the needs and wellbeing of the individual are paramount.

Havering has a significant number of people providing unpaid care (25,214 people), and as such providing support for carers is critical to the successful delivery of this project and any changes to our operating model.

**Sources used:**

- 2011 Census
- 2013 Mid-year population estimates, Office of National Statistics
- Current list of older adult service users from Swift

**Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

Please tick (✓) the relevant box:

		<b>Overall impact:</b>
<b>Positive</b>	<input type="checkbox"/>	The comparative statistics (below) suggests that older adults who are White British are more likely to receive a service from Adult Social Care. Therefore White British older adults may be impacted disproportionately more as a result of this project.
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input checked="" type="checkbox"/>	

Although only 7% of current service users are from Black and Minority Ethnic backgrounds, including White Other, these groups are also likely to be affected by this project, particularly in the context of a projected increase in ethnic diversity in the Borough.

**Evidence:**

Havering is one of London's least diverse Boroughs, with 85.7% of Havering's population being White British.

93% of older adult service users are White British, which is disproportionately higher than the Borough profile.

The comparative statistics therefore suggests that older adults who are White British are more likely to receive a service from Adult Social Care.

However, as stated above, although only 7% of current service users are from Black and Minority Ethnic backgrounds, including White Other, these groups are also likely to be affected by this project, particularly in the context of projected increase in ethnic diversity in the Borough.

**Sources used:**

- 2012 Round SHLAA ethnic group projection - final, Greater London Authority
- Current list of older adult service users from Swift

**Religion/faith:** Consider people from different religions or beliefs including those with no religion or belief

*Please tick (✓) the relevant box:*

**Overall impact:**

<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>

Not known

**Evidence:**

According to the 2011 Census, 66% of Havering’s population has stated that they are Christian, followed by 23% who declared that they have no religion and just below 7% who preferred not to state their religion. Other religions in the borough are Muslim (2%), Hindu (1.2%), Sikh (0.8%), Jewish (0.5%) and Buddhist (0.3%).

Due to lack of service level data we cannot fully assess the impact on this protected characteristic. However, it is not expected that service users with this protected characteristic will be negatively affected.

**Sources used:**

- 2011 Census

**Sexual orientation:** Consider people who are heterosexual, lesbian, gay or bisexual

*Please tick (✓) the relevant box:*

**Overall impact:**

<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>

Not known

<p><b>Evidence:</b></p> <p>There is no sufficient information on sexual orientation at national or local level.</p> <p>We cannot fully assess the impact on this protected characteristic due to lack of data. However, it is not expected that service users with this protected characteristic will be negatively affected.</p>
<p><b>Sources used:</b></p> <ul style="list-style-type: none"> <li>• There is no sufficient information on gender reassignment at national or local level.</li> </ul>

<p><b>Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth</p>							
<p><i>Please tick (✓) the relevant box:</i></p> <table border="1"> <tr> <td><b>Positive</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Neutral</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Negative</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Positive</b>	<input type="checkbox"/>	<b>Neutral</b>	<input type="checkbox"/>	<b>Negative</b>	<input type="checkbox"/>	<p><b>Overall impact:</b></p> <p>Not known</p>
<b>Positive</b>	<input type="checkbox"/>						
<b>Neutral</b>	<input type="checkbox"/>						
<b>Negative</b>	<input type="checkbox"/>						
<p><b>Evidence:</b></p> <p>There is no sufficient information on gender identity at national or local level.</p> <p>We cannot fully assess the impact on this protected characteristic due to lack of data. However, it is not expected that service users with this protected characteristic will be negatively affected.</p>							
<p><b>Sources used:</b></p> <ul style="list-style-type: none"> <li>• There is no sufficient information on gender reassignment at national or local level.</li> </ul>							

<p><b>Marriage/civil partnership:</b> Consider people in a marriage or civil partnership</p>							
<p><i>Please tick (✓) the relevant box:</i></p> <table border="1"> <tr> <td><b>Positive</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Neutral</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Negative</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Positive</b>	<input type="checkbox"/>	<b>Neutral</b>	<input type="checkbox"/>	<b>Negative</b>	<input type="checkbox"/>	<p><b>Overall impact:</b></p> <p>Not known</p>
<b>Positive</b>	<input type="checkbox"/>						
<b>Neutral</b>	<input type="checkbox"/>						
<b>Negative</b>	<input type="checkbox"/>						
<p><b>Evidence:</b></p> <p>According to the 2011 Census, 49% of Havering residents are married while 33% are single (never married or never registered a same-sex civil partnership), 8% are divorced</p>							

or formerly in a same-sex civil partnership which is now legally dissolved, 8% are widowed or a surviving partner from a same-sex civil partnership, 2% are separated (but still legally married or still legally in a same-sex civil partnership) and 0.1% are in a registered same-sex civil partnership.

Due to the lack of service level data we cannot fully assess the impact on this protected characteristic. However, we recognise married people, civil partners and couples are more likely to be affected by this project as carers.

**Sources used:**

- 2011 Census

**Pregnancy, maternity and paternity:** Consider those who are pregnant and those who are undertaking maternity or paternity leave

*Please tick (✓) the relevant box:*

<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>

**Overall impact:**

Not known

**Evidence:**

We cannot fully assess the impact on this protected characteristic due to lack of data. However, it is not expected that service users with this protected characteristic will be negatively affected given that the project affects older adults aged 65+.

**Sources used:**

- N/A

**Socio-economic status:** Consider those who are from low income or financially excluded backgrounds

*Please tick (✓) the relevant box:*

<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>

**Overall impact:**

Not known

Multiple disadvantage is a new measure in the Census and there is not sufficient information on socio-economic status at a service level. However, there may be a disproportionately negative impact on socio-economic status from this project (see below).

**Evidence:**

There is not sufficient information on socio-economic status at a national or service level.

Multiple disadvantage was a new 2011 Census measure defined as the proportion of households who have one or more of the following deprivation characteristics (dimensions): no qualifications, a long-term illness, unemployment, overcrowded housing.

- 35% of the population were recorded as having 1 dimension, 21% with 2 dimensions, 4% with 3 dimensions and 0.4% with 4 dimensions.

We recognise that this project might have a disproportionately negative impact on older adults, particularly women and disabled people, from disadvantaged backgrounds and deprived areas, particularly given that:

- 67% of older adult service users are women;
- 71% of older adult service users are aged 80+;
- 16% (or 6,960 people) of Havering's population of pensionable age claim Attendance Allowance in 2013;
- A significant number of people living in Havering provide unpaid care (25,214 people);
- 4% (or 9,855 people) of Havering's population claim Disability Living Allowance in 2013;
- 2% (or 2,825 people) of Havering's population claim Incapacity Benefits in 2013;
- 80% of carers are aged 65+; and
- 68% of carers of older adult services are women.

The negative impact of this project will be mitigated by ensuring that:

- We focus on strengthening communities;
- We maximise the opportunities for improving services, outcomes and wellbeing through greater integration with Health via the Better Care Fund;
- We provide services for our most vulnerable older adults and those who have an assessed need, as well as supporting carers (two thirds of which are female) who meet the criteria for respite services to have a break from their caring role;
- We focus on maximising the quality of our personalised services; and
- We ensure that assessments and care and support plans (support plan in the case of carers) are person-centred, outcomes-focused, and completed using an asset-based approach, where the needs and wellbeing of the individual are paramount.

**Sources used:**

- 2011 Census
- Current list of older adult service users from Swift
- DWP data, Q02 2013

## Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
All	The data we hold is patchy so doesn't allow us to fully assess the impact on service users with protected characteristics	Address the gaps in service user data  Use consultation feedback to inform final budget saving proposals	Final budget saving proposals are informed by service users' diversity profile and feedback  EIA will be reviewed in Jan 16 and finalised action plan agreed  Additional service-specific EIAs will be produced as necessary as future plans are further developed	Consultation Jan 15  EIA review Jan 16  As required	Barbara Nicholls  Barbara Nicholls  Barbara Nicholls