

APPENDIX 3

Equality Impact Assessment (EIA)

Document control

Title of activity:	Adult Social Care & Support Planning Policy
Type of activity:	Policy
Lead officer:	Alan Grierson, Interim Project Manager, Adult Services
Approved by:	Barbara Nicholls, Director of Adult Social Care & Health
Date completed:	November 2017
Scheduled date for review:	December 2019

The Corporate Policy & Diversity team requires **5 working days** to provide advice on EIAs.

Did you seek advice from the Corporate Policy & Diversity team?	Yes
Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	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

About your activity

1	Title of activity	Adult Social Care & Support Planning Policy
2	Type of activity	<p>The Adult Social Care & Support Planning Policy is designed to ensure:</p> <ul style="list-style-type: none"> • the tasks of adult social care assessment, care and support planning, and review are undertaken in a manner that is at all times compliant with the Council's duties under the Care Act 2014; • equitable treatment and fairness in the provision of funded care and support; • sufficient and appropriate regard is given to individual circumstances and personal preference, as well as the resources available to the Council, when determining the value of an individual's personal budget; • adult social care and support is delivered with a focus on prevention, wellbeing and equity (not just the rationing of services to people deemed as eligible for them); • assessments and care plans are integrated with healthcare services where the person has health and wellbeing as care and support needs
3	Scope of activity	<p>There are approximately 4,000 people in receipt of long term adult social care in Havering, with a total of just over 7,500 receiving support in one year. In addition to this there are over 800 people on the Council's Carers Register and 110 Carers receive a Direct Payment to help them maintain their wellbeing and continue their caring role.</p>

4a	Is the activity new or changing?	This policy does not describe a major change in approach, it clarifies the policy of the Council in relation to the Council's duties under the Care Act and the requirements on the Council to work effectively with healthcare agencies to deliver an integrated approach to assessment and care planning.
4b	Is the activity likely to have an impact on individuals or groups?	Although the policy does not describe a major change in approach it is likely that the policy will have an impact on people requiring social care and their carers because the new policy will increase accountability to local people and will provide more guidance for social care practitioners to ensure practice in social care is more consistent.
5	If you answered yes:	Please see EIA on the next page.
6	If you answered no:	Not applicable.

Completed by:	Alan Grierson, Project Manager, Adult Services.
Date:	14 th November 2017

2. Equality Impact Assessment

Background/context:

In early 2017 Adult Services produced a draft Adult Social Care & Support Planning policy. This is not a new policy, it summarises the key aspects of the Care Act 2014 and Care Act Guidance, and it provides local residents and staff with an accessible document that describes what the Council's key duties and responsibilities are in accordance with the Act. An accessible "Easy Read" version of the draft policy was also produced for people who experience difficulties in reading.

A consultation on the draft Adult Social Care & Support Planning policy and the Easy Read version was held between 17th July to 8th October 2017. The purpose of the consultation was to ask staff and local residents:

1. Is the draft policy clear?
2. Is the draft policy open and transparent?
3. Is the draft policy sufficiently informative (i.e. does it provide people with enough information)?
4. Do people have any comments on the content of the policy?

The draft policy has been amended in the light of consultation to ensure it can be easily understood by users of adult social care, carers, and representative bodies, and to take account of the comments made about the content of the draft during consultation to ensure the policy reflects all aspects of the Care Act felt to be important by local stakeholders. The final version of the policy will be considered by Cabinet on 13th December 2017 for approval.

As stated this is not a new policy. The purpose of the policy documents that have been produced is to provide a summary of the key aspects of the current policy as stipulated by the Care Act 2014 and subsequent statutory guidance so that all local stakeholders have a common understanding of the Council's core duties and responsibilities in relation to Adult Social Care and Support Planning. This is a continuation of the Council's care Act Programme, the Equalities Impact Assessment for the programme was produced at the start of the programme in 2015.

The purpose of this Equality Impact Assessment is to ensure the policy is clear and accessible to local stakeholders. In turn this is expected to have a positive impact on the future delivery of adult social care by ensuring:

- the tasks of adult social care assessment, care and support planning, and review are undertaken in a manner that is at all times compliant with the Council's duties under the Care Act 2014;
- equitable treatment and fairness in the provision of funded care and support;
- sufficient and appropriate regard is given to individual circumstances and personal preference, as well as the resources available to the Council, when determining the value of an individual's personal budget;
- adult social care and support is delivered with a focus on prevention, wellbeing and equity (not just the rationing of services to people deemed as eligible for them);
- assessments and care plans are integrated with healthcare services where the person has health and wellbeing as care and support needs.

Age: Consider the full range of age groups	
<i>Please tick (✓) the relevant box:</i>	
Positive	<input checked="" type="checkbox"/>
Neutral	<input type="checkbox"/>
Negative	<input type="checkbox"/>
<p>Overall impact:</p> <p>The policy relates to Social Care and Support Planning for adults (i.e. people over 18 years of age) who meet the eligibility criteria set by the Care Act 2014 and young people in transition.</p> <p>The overall impact of having a local summary of the core elements of the Care Act is expected to be positive by providing a useful summary of the core duties and responsibilities of Adult Services in relation to Social Care and Support Planning that is in a format that is accessible for local residents as well as staff that work within Adult Services. Providing a useful accessible summary of the Council's duties and responsibilities will help ensure local residents, and staff within Adult Services, have an improved understanding of the care and support the Council is required to deliver to ensure fairness and equity for all people who need support.</p> <p>Consultation on the draft Adult Social Care & Support Planning policy indicated the draft policy was, in the main, well presented, concise, easy to understand, an accurate reflection of the key requirements of the Care Act 2014 in relation to Adult Social Care & Support planning, and is a useful document to have for local reference.</p> <p>The consultation on the draft policy highlighted some areas of the draft policy that could be improved to make the policy clearer and easier to understand. It also highlighted areas that local stakeholders felt could be improved to reflect the Council's duties and responsibilities in relation to adult social care and support planning as set out by the Care Act. Changes have been made to the policy in the light of the comments and views of local people and professionals working with Adult Services. The policy will be presented to Cabinet in December for approval.</p>	
<p>Evidence:</p> <p>Havering has an over 65 population in excess of 46,000. This is one of the highest in London and is set to rise over coming years.</p> <p>There were approximately 4,000 adults in Havering who received long term care in 2016/17, and there were 110 carers in receipt of a Direct Payment.</p> <p>80% of the people responding to the consultation on the Adult Social Care & Support Planning policy indicated they felt the draft policy was very clear or extremely clear. The policy has been developed further to take account of the aspects of the policy local stakeholders felt could be improved.</p>	

Sources used:

London Borough of Havering Joint Strategic Needs Analysis (2017).

Current information from the Council's Social Care database.

Adult Social Care & Support Planning Consultation outcome report (November 2017).

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

*Please tick (✓)
the relevant box:*

Positive

✓

Neutral

Negative

Overall impact:

In line with the Care Act 2014, and current Council policy, the new policy document emphasises the importance of the wellbeing principle and the requirement for social care to be tailored to individual needs ensuring the individuals voice (and those of the people that are important to them where this is appropriate) is heard in the care and support planning processes. Whilst it is expected that this is already a reality for the majority of people who have a disability and need social care support, the new accessible policy will improve local understanding of the importance and significance of these principles and in turn improve the delivery of them.

The policy sets out the national eligibility criteria set by the Care Act so that local people who have disabilities can see these criteria themselves. Whilst the Council believes the eligibility criteria are being applied fairly already, better knowledge of the criteria for local people with disabilities will help them hold the Council to account for decisions made about eligibility for care.

The Council has a duty to ensure personal preferences are taking into account when planning care arrangements. However, the Council also has a duty to balance the wishes of people needing care arrangements with the needs of other people in need of care to ensure services are provided fairly and equitably, this process also helps to ensure care is provided in a cost effective way. The policy provides clarity about the Council's duties and responsibilities in relation to these issues and this will help people hold the Council to account to ensure fairness when social care arrangements are put in place.

Whilst the policy is clear and well presented, a number people responding to the consultation felt that the Easy Read version of the policy needs some improvement to make it more accessible for people with learning disabilities. Further work will be done to improve the Easy Read version of the policy and local people with learning disabilities will be consulted further before this is finalised.

Evidence:

According to ONS statistics 18% of working age people in Havering have a disability or long term illness, this is similar to the national proportion (19%)

The estimated number of people in Havering aged between 18–64 living with moderate physical disabilities is 11,870, which a rate of 7,865 per 100,000 population aged between 18-64 years. This rate is similar to the rate for England but is the fourth highest rate compared with other London Boroughs.

It is estimated that 3,506 people aged between 18-64 years have serious disabilities. The rate of people who have serious disabilities is similar to the national rate, but again it is one of the highest rates compared to other London Boroughs, with Havering having the third largest rate.

In 2015 was estimated that approximately 817 people between 18-54 years have moderate or severe learning disabilities and are likely to be in receipt of health and social care services.

Sources used:

ONS Annual Population Survey (Jan 2014-Dec 2014).

London Borough of Havering Joint Strategic Needs Analysis (2017).

Needs and Service Information System (PANSI 2017).

Mid-year population estimates (2016) (ONS); produced by Public Health Intelligence.

Needs and Service Information System (PANSI 2015).

Mid-year population estimates (2015) (ONS); produced by Public Health Intelligence.

Sex/gender: Consider both men and women

Please tick (✓) the relevant box:

Positive

✓

Overall impact:

63% of adults that use long term care services are women, 37% are men. This means that women in the Borough will benefit more from the positive impact of having an accessible policy. However, this will not negatively affect men that require long term care services.

Neutral

Negative

The policy emphasises the requirement to ensure services are tailored to individuals needs and are person centred, and the requirement to ensure each person's wellbeing is at the centre of decision making. Better understanding about these principles will have a positive impact for both genders and people on an individual basis.

The policy also emphasises the requirement for Adult Services to ensure adequate information and advice services are available to signpost people to appropriate universal services where this may help

	<p>individuals. Whilst it is believed information and advice services are currently adequate, the policy will help ensure these services remain a priority in the future for the benefit of all people that may need them, both men and women.</p> <p>71% of carers receiving support from the Council are women and 29% are men. The positive impact the policy will have will have a larger effect on affect women in the Borough both as carers and as service users (carers have rights to care and support in the same way as service users). There are not expected to be any negative impact on male carers.</p> <p>The policy re-enforces the message from the Care Act that carers are recognised in law in the same way as those they care for, including carers rights to assessments and support. This will have a positive impact on women compared to men, but the policy will help ensure all carers have the same rights on an equal basis.</p>
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Evidence:

An estimated 52% of the population (131,327) in Havering are female, 48% (131,327) are estimated to be male.

The larger percentage of females may be explained by the longer female life expectancy (84.1 for females and 80.2 for males).

63% of adults that use long term care services are women, 37% are men.

71% of carers in receipt of a Direct Payment are women and 29% are men.

Sources used:

Current information from the Council's Social Care database.

Life expectancy at birth, 2001-2003 to 2013-2015; Public Health Outcomes Framework (PHOF): produced by Public Health Intelligence.

London Borough of Havering Joint Strategic Needs Analysis (2017).

Ethnicity/race: Consider the impact on different ethnic groups and nationalities	
<i>Please tick (✓) the relevant box:</i>	
Positive	<input checked="" type="checkbox"/>
Neutral	<input type="checkbox"/>
Negative	<input type="checkbox"/>
<p>Overall impact:</p> <p>95% of people in receipt of long term care in Havering are white. White people in the Borough will be affected more by the positive impact of the new local Adult Social Care & Support Planning policy.</p> <p>Although only 5% of people in receipt of long term care in Havering are from an ethnic minority or mixed race background, these groups will also benefit from the positive impact of the policy.</p>	

	<p>83.3% of the population of Havering is White: English, which makes Havering one of the least ethnically diverse populations in London.</p> <p>The evidence seems to suggest there is a slight under-representation of people from an ethnic minority in receipt of long term care arrangements (83.3% of the population is white, 95% of people in receipt of long term care are white). This anomaly requires further clarification. However, increasing awareness of the Council's duties and responsibilities relation to adult social care and support planning by having a local policy that is more easily understood by local people will increase accountability for decision made about adult social care and will have a positive impact on this protected characteristic.</p>
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Evidence:

95% of people in receipt of long term care in Havering are white.

5% of people in receipt of long term care in Havering are from an ethnic minority or mixed race background.

83.3% of the population of Havering is White: English, which makes Havering one of the least ethnically diverse populations in London.

Sources used:

Current information from the Council's Social Care database.

Havering Data Intelligence Hub.

ONS Census 2011.

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

<i>Please tick (✓) the relevant box:</i>		<p>Overall impact:</p> <p>The overall impact of having a policy that confirms and emphasises the Care Act requirement for the Council to ensure services must be tailored to the needs of individuals with wellbeing at the heart of decision making will be positive for this protected characteristic. The policy has been amended following comments from local people to ensure cultural needs are taken into account in the assessment process.</p>
Positive	✓	
Neutral		
Negative		

Evidence:

In the 2011 Census 65.6% of the population in Havering declared themselves as Christian. 22.6% declared they have no religion and 6.7% declared they preferred not to state their religion. Other religions in the Borough include Muslim (2%) Hindu (1.2%) Sikh (0.8%), Jewish (0.5%), Buddhist (0.3%), and other (0.3%).

Sources used:

Havering Data Intelligence Hub.

ONS Census 2011.

Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual		
<i>Please tick (✓) the relevant box:</i>		Overall impact: Although information on sexual orientation is insufficient to fully assess the impact on this protected characteristic the policy emphasises the requirement for assessments and care and support plans to be tailored to the individual needs and wishes of individuals. There is not expected to be any negative impact of having a local policy that increases accountability for the personalisation of social care.
Positive	<input type="checkbox"/>	
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	
Evidence: There is insufficient information on sexual orientation at national or local level to fully assess the impact on this protected characteristic. However, the policy aims to ensure services are based on individually assessed needs and that the service user and/or care have as much control as possible over the service they receive.		
Sources used: Insufficient information on sexual orientation at national or local level.		

Gender reassignment: 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>		Overall impact: Although information on sexual orientation is insufficient to fully assess the impact on this protected characteristic the policy emphasises the requirement for assessments and care and support plans to be tailored to the individual needs and wishes of individuals. There is not expected to be any negative impact of having a local policy that increases accountability for the personalisation of social care.
Positive	<input type="checkbox"/>	
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	

<p>Evidence:</p> <p>There is insufficient information on gender reassignment at national or local level to fully assess the impact on this protected characteristic. However, the policy aims to ensure services are based on individually assessed needs and that the service user and/or care have as much control as possible over the service they receive.</p>
<p>Sources used:</p> <p>Insufficient information on sexual orientation at national or local level.</p>

Marriage/civil partnership: Consider people in a marriage or civil partnership	
<i>Please tick (✓) the relevant box:</i>	
Positive	<input checked="" type="checkbox"/>
Neutral	<input type="checkbox"/>
Negative	<input type="checkbox"/>
<p>Overall impact:</p> <p>The policy emphasises the requirement for assessments to be tailored to the individual needs of people, and the need to take account of individual circumstances and preferences when setting up care arrangements.</p> <p>Whilst the marriage/civil partnership status of local people is diverse, with married people being the largest group within this characteristic, the requirements emphasised by the policy to tailor assessments and care solutions to the needs of individual people and their individual circumstances, the policy will have a positive impact on all people.</p>	
<p>Evidence:</p> <p>An estimated 48.5% of Havering residents are married, 33% are single (never married or registered as in a same-sex civil partnership), 8% are divorced or formally in a same-sex civil partnership which is now legally dissolved, 8% are widowed or a surviving partner from a same-sex civil partnership, 2.4% are separated, and 0.1% is in a same sex civil partnership.</p>	
<p>Sources used:</p> <p>2011 Census.</p>	

Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave	
<i>Please tick (✓) the relevant box:</i>	
Positive	<input type="checkbox"/>
Neutral	<input checked="" type="checkbox"/>
Negative	<input type="checkbox"/>
<p>Overall impact:</p> <p>The requirements to ensure the assessment and care planning processes are centred round the personal needs and circumstances of individual's when decisions are being made about care arrangements are enshrined in the Care Act and reflected in the policy. Better understanding of the policy will have a beneficial impact on all people who need care and support in all circumstances.</p>	

		However, there is insufficient data on this protected characteristic to fully assess the impact of the policy.
Evidence:		
The full impact on this protected characteristic cannot be fully assessed due to the lack of data. However, no negative impacts are expected for this characteristic.		
Sources used:		
Insufficient data.		

Socio-economic status: Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (✓) the relevant box:</i>		Overall impact: The policy confirms the principles and processes required to ensure funding for social care is open, transparent, and fair for all people in Havering. Whilst it is felt that current systems and practice are fair having an accessible policy that local people can access and understand easier increases accountability and helps protect people's rights. This will help ensure an equitable approach to people with different economic status and will therefore have a positive impact.
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	
Evidence:		
In the 2015 DCLG Deprivation Indices Havering ranks 91 out of 152 upper tier local authorities on average income (with a rank of 1 being most deprived).		
Despite low deprivation scores and high employment rates, the average gross household income in Havering (£44,430), as measured in 2012/13, is low in comparison to the London average of £51,770 and slightly higher than the England average of £39,557. It is in the lowest third of all London Boroughs.		
Sources used:		
Havering Intelligence Hub.		
The Index of Multiple Deprivation (IMD) 2015: DCLG.		
London Borough of Havering Joint Strategic Needs Assessment (2017)		
Household Income Estimates, GLA, 2012/13		

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.

No negative impacts have been identified by the Equality Impact Assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
Disability	No negative impacts have been identified. However, it has been identified that accessibility to the policy could be further improved by reviewing the Easy Read version of the policy once the overall policy has been approved.	The Easy Read version of the policy will be reviewed after the policy has been approved. People with learning disabilities will be consulted about the Easy Read version before it is finalised.	The further development of an Easy Read version of the policy will be monitored by Alan Grierson and reported to Adult Services OMG quarterly.	April 2018	Alan Grierson
Disability	It has also been identified that to maximise the benefit for everyone other ways of making the policy more accessible to people with sensory disabilities should be developed.	Adult Services will prepare plans to provide other methods of making the policy more accessible to people with sensory disabilities.	The development of other methods of making the policy more accessible to people with sensory disabilities will be monitored by Alan Grierson and reported to Adult Services OMG quarterly.	April 2018	Alan Grierson

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
Ethnicity	No negative impacts have been identified. However, it has been identified that there is a slight under representation of people from an ethnic minority in receipt of long term care arrangements. This is an anomaly that requires further clarification.	Research existing data to gain more insight into the pattern of use of social care services in Havering by people from an ethnic minority compared to white people. Consult local forum representing people from an ethnic minority to consider the reasons for differences.	The pattern of social care for people from an ethnic minority will be understood, potential reasons for differences will be identified, and actions to ensure equity developed if needed.	April 2018	Alan Grierson

Review

This Equality Impact Assessment will be reviewed in December 2019 by the Adults Services or sooner if there is any material change to the requirements of the Care Act 2014 or the associated statutory Care Act Guidance.