

Understanding our impact on our communities and workforce

Equality Impact Assessment (EIA)
guidance and template

EIA STAGE 2 – FURTHER ASSESSMENT AND ACTION PLAN

- ✓ The purpose of this further assessment is to help you consider how you will:
 - avoid, reduce or minimise negative impact
 - promote equality of opportunity
 - foster good relations between people who share a protected characteristic and those who do not

for proposals/activities that have been assessed as potentially having a negative impact on communities/protected characteristic groups.

- ✓ Considering what you will do to help address the above is your responsibility as a service and the Stage 2 EIA will help you to think this through. If you need expert advice (e.g. from Legal or HR) then this is available, but this process is ultimately about empowering you as a service to better understand and meet the needs of local people.
- ✓ Please provide the reference to your stage 1 assessment, to then complete sections
 - A) Further evidence and consultation with key stakeholders
 - B) Action planning
 - C) Publishing your EIA

Directorate:	Senior officer responsible for service/policy:
Children and Young People	Sue Richards, Assistant Director for Early Intervention and Prevention
Service:	Lead officer responsible for this EIA:
Early Intervention & Targetted Support Service (EITSS) and Integrated Youth Support Service (IYSS)	Frances Wardley, Transformation Team
Specific service area/policy:	Date of EIA (Stage 1):
Early Help Hubs	31 August 2016
EIA (Stage 1) reference number:	Date of EIA (Stage 2):
Not yet assigned	5 September 2016

A) Further evidence and consultation with employees, residents and any other stakeholders

As part of your Stage 1 EIA you identified evidence/intelligence you had available to support your assessment of the impact of your proposal on different groups.

Stage 2 is different to Stage 1. It is a live process that needs to be your companion throughout the whole of the proposal considerations.

At Stage 2 you need to document the evidence you **already have** to show you have undertaken consultation. You also need to document what you are **planning to do too**. This section needs to be regularly updated when you have completed a piece of consultation activity. This helps to support the work you are doing to understand the impact of your proposals.

CONSULTATION WITH KEY STAKEHOLDERS				COMPLETE THIS DETAIL WHEN YOU HAVE DONE YOUR CONSULTATION	
REF No.	Which key stakeholders have you/are you consulted/ing with?	Why have you/are you consulted/ing them (or not?) and what were you/are you looking to find out?	How did you/are you planning to consult them? Date and method of planned consultation	Actual Date of Consultation	Outcome of consultation What have you learned? Do you have actions to complete that will help mitigate any unnecessary negative impact on groups? [move to section B if you do]
1	General public, including existing service users and Kirklees employees	To engage with members of communities in Kirklees to understand their views and opinions on the Council's vision for early help.	We carried out an engagement exercise for four weeks in July and August 2016. This comprised an engagement survey and accompanying booklet, distributed to Children's Centres and other community venues, an online survey and informal discussions with young people.	11 July – 7 August 2016	<p>A key finding from the engagement process is a concern that a reduction in the number of buildings will make it harder for some people to access services due to travel difficulties and wider access issues.</p> <p>Respondents also raised concerns about services moving from being run to professional staff to being run by volunteers</p> <p>Details of the engagement process can be found on the Involve database at https://www.kirklees.gov.uk/involve/entry.aspx?id=842</p> <p>A formal consultation process and exercise is proposed to be undertaken with all key stakeholders</p>

					between 27th September and 22nd November and will include specific consultation with Children's Centre staff, Unions, groups of parents/service users, parents with children under 5 years, independent childcare providers, local residents, ward councillors, MPs, Advisory Boards, schools/academies and other key Local Authority staff.
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B) Action planning

If you identified that you needed to take further action after you consultation activity in section A, you need to now complete this action plan. It needs to include: a list of actions that you will take, what you think will be the projected outcome from doing this, record what you ended up doing, when you did this and what the actual outcome was.

Actions need to cover your next steps AND specific actions that you will need to take to help mitigate the impact against protected groups that is being identified through your consultation.

THIS IS A LIVE PLAN – YOU WILL NEED TO REVIEW & CONTINUE TO UPDATE IT

EIA - ACTION PLAN			Complete this section when you have actually carried out some actions		
REF.No [from section A]	What actions are you going to do as a result of carrying out your consultation?	What do you think these actions will achieve? Will they mitigate any adverse impact on protected groups? Will they foster good relations between people? Will they promote equality of opportunity?	What did you actually do?	When did you do this?	What was the actual outcome? Have you mitigated any negative impact? Have you ensured good relations exist? Have you promoted equality of opportunity?

1	<p>If Cabinet approve this consultation, we will use it to gather more detailed views from members of the protected characteristic groups.</p> <p>We will also carry out further data analysis of existing users, the demographic profile of the areas concerned, and transport links and accessibility of the proposed sites.</p>	<p>By better understanding any impact on protected groups at a local level, we will be able to try to mitigate any adverse impact and therefore to continue to promote equality of opportunity.</p>			
1	<p>It is possible that the increased role played by community run services might have a greater impact on protected groups if volunteers lack suitable training and supervision. We will consider what mitigating actions we can take.</p>	<p>We will try to mitigate any adverse impact and therefore to continue to promote equality of opportunity.</p>			
N/a	<p>Although not identified in the engagement process, it is possible that changes to working practices, and to the locations of delivery centres and other workplaces could have an adverse impact on certain protected groups within the Council workforce. We will investigate this further via consultation with staff and trade unions.</p>	<p>We cannot say until further investigation has been carried out.</p>			
N/a	<p>Although not identified in the engagement process, it is</p>	<p>We cannot say until further investigation has been</p>			

	possible that changes to the provision of activities for young people, and to the availability to certain services in Children’s Centres such as “Stay and Play,” could have an impact on the Council’s ability to foster good relations between people. We will therefore investigate this further.	carried out.			
N/a	N/a	At this stage we do not anticipate that the proposals will impact on the Council’s ability to end unlawful discrimination.			

C)Publishing Your EIA

ALL Equality Impact Assessments must be published. They are public documents. As you update your EIA, you will need to re-publish this to show the changes you are making. This will allow stakeholders in your proposal to be more informed and talk to you in a more knowledgeable way about your proposal.

EQUALITY IMPACT ASSESMENT STAGE 2 – ENSURING LEGAL COMPLIANCE

In what way does your current service delivery help to:	How might your proposal affect your capacity to:	How will you mitigate any adverse effects? <small>(You will need to review how effective these measures have been)</small>
<p>End Unlawful Discrimination?</p> <p>The Early Intervention and Targeted Support & Integrated Youth Support Services provide a service from pre-birth to 19 years (extending to 24 yrs. for those with additional needs). This includes a range of open access, preventative and targeted services for children, young people and their families, prioritising those in greatest need and most vulnerable . Both services aim to prevent negative outcomes but also promote positive ones, and in the case of teenagers promote active citizenship.</p> <p>Due regard is paid to ending unlawful discrimination by ensuring that the needs of protected equality groups are met in a way that is appropriate to their age ,gender, sexual orientation ,ethnicity ,disability etc.</p>	<p>End Unlawful Discrimination?</p> <p>The proposal to remodel Early Intervention and Prevention Services should not adversely affect our capacity to end unlawful discrimination</p>	<p>Focussing on early intervention and prevention and targeting resources more effectively increases opportunities for adults, children and families to be active, healthy, as independent for as long as possible in their home and community of choice. By changing the way we work and working with holistically with families and people through their child to adult journey we will be better able to safely prevent family breakdown. We will more effectively support people to:</p> <ul style="list-style-type: none"> • Look after themselves, stay healthy and retain their independence • Participate fully as active members of their communities • Choose and have easy access to the type of help they need, when they need it • Remain safe and secure and continue to enjoy a good quality of life <p>We will be able to recognise and respond earlier to the needs of children, adults and</p>

		<p>families who are 'vulnerable' to poor life outcomes. This means we will be able to intervene and change behaviours to avoid escalation.</p> <p>There will be a significant culture shift away from dependency on the social care system to effectively supporting people in the right way, when they need it, across agencies and organisations.</p> <p>National and local evidence indicates early intervention helps to reduce costs and when delivered in a timely and effective way, transform the lives of vulnerable people, families and communities.</p>
Promote Equality of Opportunity?	Promote Equality of Opportunity?	
Due regard is paid to ensure that particular protected equality groups have equal access to services	The proposal to remodel Early Intervention and Prevention Services will promote Equality of Opportunity.	See above
Foster Good Relations Between People	Foster Good Relations Between People	
Underpinning all of our work is an aim to promote cohesion and a better understanding within and across communities and between generations	The proposal to remodel Early Intervention and Prevention Services will foster good relations between people.	See above

Think about what you are planning to change; and what impact that will have upon 'your' compliance with the Public Sector Equality Duty (refer to [guidance sheet](#) complete with examples where necessary)

WHO IS LIKELY TO BE AFFECTED BY THE PROPOSAL AND HOW			
Equality Group	Positive Impact	Negative Impact	Explain
Age	Yes		Children will receive relevant and appropriate support that will prevent issues escalating to where a child may be at risk. Where there are concerns or potential risks in relation to children, these will be assessed and the service will work together to minimise missed opportunities and intervene early to safely prevent family breakdown. Children and families will receive fast, timely, co-ordinated information, advice and response to promoting self-help, building resilience and drawing on informal and community based support. For those who may be at risk of family breakdown children and families will receive co-ordinated assessment and intervention services to deal with the problems early.
Disability	Yes		Disabled children will receive relevant and appropriate support that prevents issues escalating to where a child may be at risk. Where there are concerns or potential risks in relation to disabled children, these will be assessed and the service will work together to minimise missed opportunities and intervene early to safely prevent family breakdown. Disabled Children and their families will receive fast, timely, co-ordinated information, advice and response to promoting self-help, building resilience and drawing on informal and community based support. For those who may be at risk of family breakdown

			children and families will receive co-ordinated assessment and intervention services to deal with the problems early. Disabled Children with complex needs or identified risks will be dealt with by a team who specialise with working with disabled children
Marriage and civil partnership	n/a	n/a	Whilst there are no specific actions for this equality strand it is likely that improvements to service delivery and workforce development will positively impact on this strand.
Pregnancy and maternity	Yes		Improved sharing of information and working together will deal with problems early to safely reduce issues escalating. Where there are potential risks these will be escalated without delay into safeguarding services to ensure a timely intervention and this will minimise missed opportunities to identify and respond to safeguarding issues.
Race	Yes		Whilst there are no specific actions for this equality strand it is likely that improvements to service delivery and workforce development will positively impact on this strand.
Religion and belief	Yes		
Sexual orientation	Yes		Whilst there are no specific actions for this equality strand it is likely that improvements to service delivery and workforce development will positively impact on this strand.
Other Groups			Children in Need – can be considered disadvantaged and by focusing the service to safely prevent family breakdown means that improvements to service delivery and workforce development will positively impact on this group.

			<p>Looked After Children and Care Leavers - can be considered disadvantaged and by focusing the service to safely prevent family breakdown means that improvements to service delivery and workforce development will positively impact on this group.</p> <p>Voice of the child – during the shaping of service(s) children and young people will be critical. This will lead to a better service where improvements are influenced by children, young people and their families in order to improve outcomes for those in greatest need.</p>