



# Equality Analysis and Impact Assessment

## Section 1: Initial Assessment

<b>Name of Activity:</b> <i>Policy/service</i>	Proposed re-design of podiatry services provision in the Kirklees area to include reducing number of clinic locations in South Kirklees. Secondly, across the whole of Kirklees, we propose to apply the existing podiatry criteria, this will mean that people who access the service with low level problems such as hard skin, toe nail cutting, corns or verrucae will no longer be referred to the service. It also means some people with low level needs who are already receiving the service and are not eligible will be discharged.
<b>Manager or Sponsoring Directorate Manager:</b>	Amina Hans-Adam, Operations Manager Helen Jones, Head of Operations
<b>Department/Directorate</b>	Adult Planned
<b>Service:</b>	Podiatry
<b>Assessment Lead:</b>	Sarah True, Customer Engagement Manager
<b>Telephone:</b>	030 3330 9946
<b>Email:</b>	Sarah.true@locala.org.uk
<b>Who else will be involved in this Equality Impact Assessment (EIA):</b>	Katie Pickles, Quality Manager
<b>Who will be consulted and how?</b>	Existing service users, carers, colleagues and partner organisations will be consulted. This will be done using a printed consultation document including a questionnaire. Posters will be issued to all current locations and the Locala and CCG websites will have a specific page dedicated to the consultation and an online survey. We will also use other methods to communication with the target group: social media, focus groups, posters, public relations, drop-in sessions.
<b>Please insert any information around surveys and consultations undertaken:</b>	
<b>References:</b> <i>Please identify additional sources of information you have accessed to complete the EIA for example, websites, journals, reports etc.</i>	S1 reports re existing caseloads for current sites

<b>Implementation date:</b>	April 2017																						
<b>How was the need for the activity identified?:</b>	From the 1 <sup>st</sup> October 2015, the Greater Huddersfield Podiatry service transferred to Locala. When Locala took over the Podiatry service work was done on capacity and workload, a review of complaints and feedback was also used as part of this process. It was identified that the podiatry service needs bringing into line with national guidance in order to treat the increasing number of people with long-term health conditions.																						
<b>What is the activity aiming to achieve?:</b>	<ul style="list-style-type: none"> <li>• Improve provision and access of the podiatry service in the Greater Huddersfield area.</li> <li>• Increase choice of appointments for patients</li> <li>• Improve working conditions for staff, less travelling more team support</li> <li>• Ensure that the needs of patients with long-term conditions are met</li> </ul>																						
<b>Recommendations following this EIA:</b>	<ul style="list-style-type: none"> <li>• Ensure that during the consultation period data is collected from groups where a negative impact has been identified</li> <li>• Collect and monitor data from patients to ensure the service has a full record of diversity of its patient group.</li> </ul>																						
<b>Who does this policy or decision being made impact upon?:</b>	<table border="1"> <tr> <td><b>Service Users</b></td> <td><input type="checkbox"/> <b><u>Yes</u></b></td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Indirectly</td> </tr> <tr> <td><b>Carers or family</b></td> <td><input type="checkbox"/> <b><u>Yes</u></b></td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Indirectly</td> </tr> <tr> <td><b>General Public</b></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> <b><u>No</u></b></td> <td><input type="checkbox"/> Indirectly</td> </tr> <tr> <td><b>Staff</b></td> <td><input type="checkbox"/> <b><u>Yes</u></b></td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Indirectly</td> </tr> <tr> <td><b>Partner organisations</b></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> <b><u>Indirectly</u></b></td> </tr> </table>			<b>Service Users</b>	<input type="checkbox"/> <b><u>Yes</u></b>	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly	<b>Carers or family</b>	<input type="checkbox"/> <b><u>Yes</u></b>	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly	<b>General Public</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> <b><u>No</u></b>	<input type="checkbox"/> Indirectly	<b>Staff</b>	<input type="checkbox"/> <b><u>Yes</u></b>	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly	<b>Partner organisations</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> <b><u>Indirectly</u></b>
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## Section 2: Equality Analysis and Impact Assessment

Does the activity/service redesign have the potential to:

- Have a **positive** impact (benefit) on any of the groups?

Signature & Date:

S True/K Pickles 15/03/2017

• Have a <b>negative</b> impact/exclude/discriminate against any person or group? ( <i>Explain how this was identified? Evidence/Consultation?</i> )					
Group	Positive (Y/N)	Negative (Y/N)	Neutral (Y/N)	Reasons for Positive/negative impact.	Action No.
Age		Y		Some patients may feel anxious at having to attend a new clinic in unfamiliar surroundings and may not have transport to another location.	1
Age		Y		Some patients who will no longer be eligible for podiatry services will have problems cutting their own toe nails. If they do not make other arrangements they could end up being referred back into the service because of lack of nail care.	2
Age	Y			Patients with long term conditions will be able to access the service more easily and have a better choice of appointments.	
Disability		Y		Some patients may have concerns at having to attend a different location where they feel their needs might not be addressed.	3
Disability		Y		Some patients who will no longer be eligible for podiatry services will have problems cutting their own toe nails. If they do not make other arrangements they could end up being referred back into the service because of lack of nail care.	4
Disability	Y			Patients with long term conditions will be able to access the service more easily and have a better choice of appointments.	
Race			Y		
Religion & belief			Y		
Gender			Y		

<b>Sexual orientation</b>			<b>Y</b>		
<b>Gender reassignment</b>			<b>Y</b>		
<b>Marriage &amp; Civil Partnership</b>			<b>Y</b>		
<b>Vulnerable groups</b>		<b>Y</b>		Some patients may find it a challenge to attend a different clinic.	<b>5</b>
<b>Does the activity raise any issues in relation to Human Rights as set out in the Human Rights Act 1998?:</b>				<b>NO</b>	
<b>Action following analysis:</b> <i>Tick to indicate action</i> <i>An action plan should be completed as required</i>				Continue with activity – no adjustments required	✓
				Continue with activity with adjustment	
				Stop and reconsider activity	

<b>Section 3: Action Plan</b>					
<b>Action No.</b>	<b>What is the negative/adverse impact?</b>	<b>Actions required to reduce/eliminate the negative impact?</b>	<b>Resources required</b>	<b>Who will lead on action?</b>	<b>Target completion date</b>
1	Patients might not attend clinic or worry about attending the new clinic location.	Engagement during consultation process to ensure feedback is captured.  Attend clinic sessions to reassure patients about new plans.  Ask clinicians to identify patients who they feel have concerns.  Look into alternative transport options	Consultation document  Team to attend sessions.	Sarah True	July 2017  July 2017  Ongoing  September 2017
2	Patients will not be able to cut their own toe nails and won't access other local providers	Ensure patients who are being discharged from the service are given information about other suppliers, and details about how to self-care.	Training, leaflet, information on website	Sarah True	April-July 2017

3	Patients might not attend clinic or worry about attending the new clinic location.	<p>Engagement during consultation process find out what concerns patients have.</p> <p>Attend clinic sessions to reassure patients about new plans.</p> <p>Ask clinicians to identify patients who they feel have concerns.</p> <p>Look into alternative transport options</p>	<p>Consultation document</p> <p>Team to attend sessions.</p>	Sarah True	<p>July 2017</p> <p>July 2017</p> <p>Ongoing</p> <p>September 2017</p>
4	Patients will not be able to cut their own toe nails and won't access other local providers	Ensure patients who are being discharged from the service are given information about other suppliers, and details about how to self-care.			April-July 2017
5	Patients might find it a challenge to access another location.	<p>Engagement during consultation process find out what concerns patients have.</p> <p>Attend clinic sessions to reassure patients about new plans.</p> <p>Ask clinicians to identify patients who they feel have concerns.</p> <p>Look into alternative transport options</p>	<p>Consultation document</p> <p>Team to attend sessions.</p>	Sarah True	<p>July 2017</p> <p>July 2017</p> <p>Ongoing</p> <p>September 2017</p>

## Section 4: Monitoring and Review

### Monitoring guidance

*Where will the action plan be monitored?/What will be the monitoring arrangements?*

Plan will be monitored during team meetings. Item to be added to team meeting agenda. Updates will also be given at business unit meetings for assurance.

### Reviewing guidance

**Date of the next review of the impact assessment:**

July 2017

**How frequently will the EIA action plan be reviewed?:**

Annually or when service change is required

**Who will carry out this review?:**

Sarah True, Customer Engagement Manager