

## Equality Impact Assessment Form

The Equality Act 2010 includes a public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011. The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services, and that they are kept under review. This will achieve better outcomes for all.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The guidance refers to these three elements as the three 'aims' of the general duty and so when we discuss the general duty we mean all three aims.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Act describes fostering good relations as tackling prejudice and promoting understanding between people who share a protected characteristic and those who do not. Meeting the duty may involve treating some people more favourably than others, as long as this does not contravene other provisions within the Act.

The following principles are drawn from case law on the previous equality duties, and will continue to be relevant in relation to the new duty. To meet the general duty, a public authority must ensure:

- **Knowledge:** those who exercise its functions (its staff and leadership) are aware of the duty's requirements. Meeting the duty involves 'a conscious approach and state of mind'. Decision-makers should therefore be aware of the implications of the duty when making decisions about their policies and practices.
- **Timeliness:** the duty arises before and at the time that a particular policy is under consideration and a decision is taken. A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- **Meaningful consideration:** consideration of the three aims of the general duty must form an integral part of the decision-making process. This is not a 'tick box' exercise – it must be exercised with rigour, with an open mind in such a way that influences the final decision.
- **Sufficient information:** the decision-maker must consider what information s/he has as well as what further information might be needed to give proper consideration to the general duty.
- **Review:** public bodies must have due regard to the aims of the general duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The general duty is a continuing duty.
- **Non-delegation:** Anyone exercising public functions on behalf of a public body is required to meet the duty. This is because the duty rests with the public authority even if they have delegated any functions to another organisation.

The Equality and Human Rights Commission has produced guidance for the performance of the general duty in Wales, known as the specific duties in Wales. The specific duties include guidance on impact assessment and engagement that are both relevant to this process. Copies of the guidance are available on the Commission's website and via the equality section of StaffNet.

An impact assessment is a systematic way of finding out the impact of a policy on different protected groups. Officers who are responsible for policies are required to identify the likely impacts that may result from the introduction of a policy.

This impact assessment form has been developed to ensure that these groups are neither directly nor indirectly discriminated against in the planning and delivery of our services, nor by the decisions that we make.

An equality impact assessment must be carried out at a formative stage so that it is an integral part of the development of the policy, not a later justification of a measure that has already been determined.

### How should you assess impact?

1. Identify **the objectives** of your policy and how it will work.
2. Examine local and national **data and research**.
3. Assess **the likely impact** on the protected groups.
4. **Consult and involve** people who are likely to be affected by your policy.
5. Make arrangements to **monitor and review** the impact of your proposal.
6. **Publish** the assessment.

**It is the responsibility of the relevant Head of Service or Operational Manager to ensure that an assessment has been completed for the policy, practice, procedure or decision identified.**

Complete form electronically and return to the Equalities Section: [tsgreaves@valeofglamorgan.gov.uk](mailto:tsgreaves@valeofglamorgan.gov.uk). For support, ring: 01446 709446

<b>Title and Description of Policy, Procedure, Practice or Decision (referred to as “policy” throughout form).</b>	Supporting People Local Commissioning Plan 2014 to 2017
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### Who is responsible for developing and implementing the policy?

<b>Name</b>	Pam Toms
<b>Job Title</b>	Strategy & Supporting People Manager
<b>Directorate</b>	Visible Services and Housing
<b>Division</b>	Housing Services

## 1. Background and screening:

### Who will be affected by this policy?

Vale of Glamorgan residents

Internal department(s) (please state which):

Customers/residents in a specific geographical location

Specific group of customers

Specify group (for example, a particular age group or gender, gypsy / traveller children in education, people with dementia):

Others

Please specify:

### Please ✓

X

X Housing, Social Services, Safer Vale Partnership

Specify location:

X All vulnerable client groups aged 16 and over

### What research or baseline information do you have about how your service is used by various groups of people?

There is a formal information gathering and planning process set down by Welsh Government for Supporting People. Information is gathered from vulnerable people, support providers and people who work with all vulnerable client groups. This is undertaken in a variety of ways e.g. Individual needs assessment forms completed by vulnerable people (format determined by Welsh Government), through feedback sessions with service users during service reviews, from support providers during service reviews, from formal planning meetings when each vulnerable client group is discussed and information gathered, from people who work with vulnerable client groups and also from the Supporting People Liaison Group which is an open forum.

**Will this policy have a significant effect on how services are delivered?**

**Yes X No**

Please detail:

The Local Commissioning Plan 2014 – 2017 (LCP) outlines the need for more housing related support services funded by the Supporting People Programme Grant. The aim is for less dependence on institutions and more independence and the plan details the services needed to support more people to remain in their own home with assistance.

The priorities listed were determined by the Supporting People Local Planning Group (membership of which is determined by Welsh Government) following analysis of all of the information collected through the annual planning process detailed above.

There is a possibility that there will be an effect on how services are delivered if any new services outlined in the LCP are developed.

**Will this policy have a significant effect on how other organisations operate?**

**Yes X No**

Please detail:

There will be an impact on services if, following a review of a service it is found to be no longer strategically relevant, not providing a good quality service to vulnerable people or is no longer providing value for money. In any of these cases, the Council will be required to either decommission or remodel the service to ensure that it is meeting the required need.

**Does the policy involve a significant commitment of resources?**

**Yes  No X**

Please detail:

The only resource implication is that the Council has been required to recruit a new Supporting People Regional Co-ordinator for up to two years but this post is funded by Welsh Government.

In addition, new services outlined in the LCP will only be developed if additional Supporting People funding becomes available from Welsh Government, or sufficient savings can be made from existing services.

**Does the policy relate to an area where there are known inequalities (for example, disabled peoples' access to public transport, the gender pay gap, racist or homophobic bullying in schools, educational attainment of Gypsies and Travellers)?**

Yes  No

Please detail:

Supporting people services are available for all vulnerable people aged from 16 years of age who require housing related support to live independently.

**What are the intended outcomes of the policy (outcomes to be specific, measurable, achievable, results oriented, time-based)?**

Please detail:

That an individual is able to either achieve total independent living after a period of receiving support or reach a level of independence that can be maintained with on-going support and they are also able to integrate into the community.

**How will these be measured?**

Please detail:

There is a mandatory national Supporting People Outcomes Framework in place to measure the required outcomes, which must be reported to Welsh Government.

**Will the policy impact upon other policies or practices?**

Yes  No

Please detail:

Supporting People services can however be delivered in conjunction with other required services e.g. care services provided by Social Services.

**What data or research is available on the policy (for example, statistics, survey results, best practice advice)?**

Please detail:

The Supporting People Review undertaken by Sir Mansel Aylward from Public Health in 2010, which was commissioned by Welsh Government, contained 25 recommendations, which determined how the Supporting People Programme should change and the Guidance resulting from this review issues by Welsh Government in July 2012 (updated in June 2013) outlined the requirement to develop a LCP.

**Are there any gaps in data which necessitate further research or consultation?**

Yes

No

Please detail:

A full year planning data has been used to develop the LCP in line with Welsh Governments guidance and requirements.

**Is there any evidence that there are different levels of service uptake for different protected groups, for example, do men use the policy more than women?**

Yes

No

Please detail:

Each service listed in the LCP would have its own eligibility criteria based on the support needs of the clients. The only exclusions made to services are if someone poses a threat to staff or if they are gender specific e.g. for women who have suffered or are in danger of suffering domestic abuse.

**Is there any evidence that there are barriers that might exclude any of the protected groups from accessing the policy?**

Yes  No

Please detail:

**If there are no barriers, what is your evidence to support this?**

The LCP lists new future service development priorities and the evidence used to make these decisions. New services will only be developed if funding becomes available. Each one would be developed in consultation with both service users and support providers and each one will have robust eligibility criteria to evidence that there are no barriers that would exclude any protected groups from accessing the service.

**Is there evidence that any of the protected groups will have different needs or priorities with regard to the proposed policy?**

Yes  No

Please detail:

The data collected is to evidence new service developments for all vulnerable client groups and prioritised based on the biggest gaps in services.

**Is there any evidence that the policy could discriminate, directly or indirectly, against people in any of the protected groups?**

Yes  No

Please detail:

The data collected is to evidence new service developments for all vulnerable client groups and prioritised based on the biggest gaps in services.

**Can anything be done further to promote equality of opportunity by altering the policy?**

Yes  No

Please detail:

An Eligibility Criteria is in place for each existing service and will be put in place for all new services which will give priority to those with



the highest level of housing related support needs. All support providers are required to have in place a robust equality policy and procedures.

## 2. Relevance

**Is an equality impact assessment relevant to this policy?**

**Yes X No**

Where, as a result of the above screening, the officer responsible for the policy believes that an equality impact assessment is not relevant, they should initially discuss this with the Council's equalities coordinator, and record and explain the decision.

Please detail:

The Local Commissioning Plan 2014 – 2017 evidences the need for housing related support services for very vulnerable people and the Welsh Government, which provides grant funding to local authorities to fund these services has made it a requirement for each local authority to undertake an equality impact assessment.

### 3. Gender

**Will the policy have a negative impact, directly or indirectly, on women or men?**

Please detail evidence:

No. The only services that are gender specific are those for women who have suffered or in danger of suffering domestic abuse and these will not have a negative impact directly or indirectly on men as they include prevention work with the whole family.

**Will the policy have a positive impact, directly or indirectly, on women or men?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community, irrespective of their gender.

**Will the policy have no gender-specific impact?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on men or women?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

#### 4. Race

**Will the policy have a negative impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community.

**Will the policy have a positive impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community, irrespective of their race, colour, nationality (including citizenship) or ethnic or national origin (s).

**Will the policy have no impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 5. Disability

**A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.**

**Will the policy have a negative impact, directly or indirectly, on disabled people?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community.

**Will the policy have a positive impact, directly or indirectly, on disabled people?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community, which includes those with a disability.

**Will the policy have no impact, directly or indirectly, on disabled people?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on disabled people?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 6. Welsh language

### **Will the policy have a negative impact, directly or indirectly, on the Welsh language?**

Please detail evidence:

No. Support staff are available to engage with service users in the Welsh language if required.

### **Will the policy have a positive impact, directly or indirectly, on the Welsh language?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community, and service users can be allocated a support worker who speaks Welsh if required.

### **Will the policy have no impact, directly or indirectly, on the Welsh language?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

### **What action can you take to mitigate against any negative impact, and/or to have a more positive impact on the Welsh language?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 7. Age

**Will the policy have a negative impact, directly or indirectly, on different age groups (e.g. people over 50, people under 16)?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people aged 16 or over who require help to maintain a home and integrate into the community.

**Will the policy have a positive impact, directly or indirectly, on different age groups?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community.

**Will the policy have no impact, directly or indirectly, on different age groups?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people of different age groups?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 8. Religion, belief or non-belief

**Will the policy have a negative impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people aged 16 or over who require help to maintain a home and integrate into the community.

**Will the policy have a positive impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community, irrespective of their religion, beliefs or non-beliefs.

**Will the policy have no impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact for people with different religions, beliefs or non-beliefs?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 9. Sexual orientation

**Will the policy have a negative impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people aged 16 or over who require help to maintain a home and integrate into the community.

**Will the policy have a positive impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community irrespective of their sexual orientation.

**Will the policy have no impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact for lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.



## 10. Gender Reassignment

### **Will the policy have a negative impact, directly or indirectly, on transgender people?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people aged 16 or over who require help to maintain a home and integrate into the community.

### **Will the policy have a positive impact, directly or indirectly, on transgender people?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community.

### **Will the policy have no impact, directly or indirectly, on transgender people?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

### **What action can you take to mitigate against any negative impact, and/or to have a more positive impact for transgender people?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 11. Pregnancy and maternity

### **Will the policy have a negative impact, directly or indirectly, on women during pregnancy or maternity?**

Please detail evidence:

No. Housing related support can provide assistance to **all** vulnerable people aged 16 or over who require help to maintain a home and integrate into the community.

### **Will the policy have a positive impact, directly or indirectly, on women during pregnancy or maternity?**

Please detail evidence:

Yes. Housing related support can provide assistance to **all** vulnerable people who require help to maintain a home and integrate into the community.

### **Will the policy have no impact, directly or indirectly, on women during pregnancy or maternity?**

Please detail evidence:

Only a positive impact by ensuring that they receive the help that they require to maintain a home and integrate into the community.

### **What action can you take to mitigate against any negative impact, and/or to have a more positive impact for women during pregnancy or maternity?**

Please detail evidence:

By undertaking constant monitoring of the services to ensure that they are being delivered in accordance with the Council's requirements which are detailed in a legal contract. The review includes monitoring the outcomes that are being achieved which are determined by Welsh Government and include receiving feedback on the services from the service users.

## 12. Consultation and involvement

**What consultation and involvement activities have taken place? (for example focus groups, public surveys, public meeting, etc.)**

Please detail: Planning Group Meetings involving support providers, experts that work with each client groups, Individual needs Assessment Forms (survey forms) completed by 591 people, A quarterly meeting of the all inclusive forum (Supporting People Liaison Group) and by interviewing at least 20% of service users from every existing service.

**What arrangements have been made to consult and involve people and organisations representing the protected characteristics, which have been identified as potentially being affected by the policy? (for example men, women, parents, carers, the black and minority ethnic community (including asylum seekers, refugees, economic migrants), disabled people, the Welsh speaking community, the lesbian, gay and bisexual community, transgender people, different faith groups, etc.)**

Please detail: By inviting them and their umbrella organisations (if applicable) to the Planning Group and All inclusive Forums that take place throughout the year.

**How have the results of the consultation been implemented?**

**Please detail:** The results have been used in the Local Commissioning Plan 2014 to 2017 to evidence future service priorities.

### 13. Monitoring

**What monitoring data do you intend to collect? (for example the number of disabled people using your service)**

**Please detail:**

We will continue to collect equality monitoring information in the required format, information on religion, language requirements, physical and mental impairment issues within the criteria of the DDA, health issues, mobility issues and issues to do with sexuality through our Individual Needs Assessment Forms which are used to evidence the Local Commissioning Plan priorities.

**How often will you analyse and report this data?**

**Please detail:**

Annually.

**Where will you publish the report on this data?**

**Please detail:** On the Vale of Glamorgan's website along with other Supporting People information.

### 14. Publication of policy

**How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, producing information in accessible formats, etc.)?**

**Please detail:** On the Vale of Glamorgan's website and to all stakeholders through the existing Distribution Lists and Forums. Stakeholders will be advised that it is available in other formats and to contact the Supporting People Team for them.

## 15. Further action

**Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.**

**Please detail:** To publish the equality information annually on the Vale of Glamorgan Council's website.

## 16. Outcome

**An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome of the impact assessment below.**

Please tick as appropriate:

**No major change** – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

**Adjust the policy** – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote equality.

**Continue the policy** – the impact assessment identified the potential for adverse impact or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant policies.)

**Stop and remove the policy** – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or

changed.

### 17. Authorisation

This equality impact assessment must be authorised by the relevant Head of Service or Operational Manager.

Approved by (name)	Mike Ingram
Job Title	Operational Manager
Date	30 <sup>th</sup> December 2013

### 18. Completed Impact Assessments:

A copy of this form must be sent to the Equalities Coordinator for publication on the Council's website.