

Impact Needs/Requirement Assessment Completion Form

Appendix B

Department: Housing & Community Care	Person Responsible: Alison Elliott
Service Area: Community Care	Timescale for Equality Impact Assessment :
Date: February 2011	Completion date: February 2011
Name of service/policy/procedure/project etc: Policy on provision of transport for Adult Social Care Service Users	Is the service/policy/procedure/project etc: New <input checked="" type="checkbox"/> Old <input type="checkbox"/>
Predictive <input checked="" type="checkbox"/> Yes Retrospective <input type="checkbox"/>	Adverse impact Not found <input type="checkbox"/> Found <input checked="" type="checkbox"/> Early consultation with staff affected Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there likely to be a differential impact on any group? Yes	Please state below:
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers No	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Policy relates to the provision of transport to people with learning and physical disabilities to access services	4. Grounds of faith or belief: Religion/faith including people who do not have a religion Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Grounds of sexual orientation: Lesbian, Gay and bisexual Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	6. Grounds of age: Older people, children and young People Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Policy relates to the provision of transport to older people to access services
Legal opinion sought Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Consultation will be required	
Person responsible for arranging the review: Alison Elliott	Person responsible for publishing results of Equality Impact Assessment: Alison Elliott
Person responsible for monitoring: Alison Elliott	Date results due to be published and where: Initial: Report to Executive – Jul 09 Final: On completion of consultation
Signed:	Date:

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

1. What is the service/policy/procedure/project etc to be assessed?

Introducing a new policy for the provision of transport assistance for clients accessing adult social care services

2. Briefly describe the aim of the service/policy etc? What needs or duties are it designed to meet? How does it differ from any existing services/ policies etc in this area

There is currently no policy on provision, with transport provided on a historical basis in certain services with little consistency or focus on promoting independence. The new policy provides clarity on who will be provided with transport assistance and the type of assistance available

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

The policy relates to service users with physical disability (75), learning disability (220) and older people (165) who are currently provided with transport to access adult social care services. The new policy will potentially result in 121 users no longer being provided with transport.

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender, disability etc).

Assessments of the numbers of existing clients that might not be eligible for the continued provision of Council transport in each category supplied by HOSs

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

No

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

Opinion sought from Borough Solicitor as to the requirement for consultation with service users prior to adoption of the policy. Consultation required. Extensive consultation carried out, letter sent to all service users and carers using the BTS invitation to 4 public meetings issued to all, 3 additional meetings held in response to feedback from the service users. All meetings hosted by Lead member for Adult Social Care and led by Assistant Director.

8. Have you published the results of the consultation, if so where?

See attached (Appendix C from *Provision of Transport for Adult Social Care Users – Promoting Independence*)

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No current policy in operation

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

There is currently no policy in place for the provision of transport. The new policy will provide clear guidelines on provision based upon a client's mobility needs, ability to travel independently and access to existing transport. Where appropriate, clients will be provided with support to enable them to travel more independently.

11. If the impact cannot be justified, how do you intend to deal with it?

Not applicable

12. What can be done to improve access to/take up of services?

Not applicable

13. What is the justification for taking these measures?

No policy currently in place, hence a lack of consistency, relationship between needs and provision or focus on promoting independence

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

The provider will monitor the service and records of assessments will be held on the frameworki database, this system has reporting ability and can be used the monitor services. Service user feedback is regularly taken within the service via our service user and carer involvement worker, service user and carer forums. Complaints are routinely monitored.

Alison Elliott.

15. What are your recommendations based on the conclusions and comments of this assessment?

Complete consultation and assess the need for any changes to the policy before implementation.

16. If equality objectives and targets need to be developed, please list them here.

Not applicable

17. What will your resource allocation for action comprise of?

Not applicable

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:

Full name (in capitals please):

Date:

Lance Douglas

Service Area and position in the council: [position]

Assistant Director WLA Commissioning

Details of others involved in the assessment - auditing team/peer review:

Tim Frondigoun, Northgate Public Services

Steve Caunt, Northgate Public Services

Marcelle Moncrieffe-Johnson, SHRM

Duncan Matthews, Independent Travel Programme Manager

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**

An online version of this form is available on the Corporate Diversity Team website.