



### **Cabinet Member (Health and Adult Services)**

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**Time and Date**

10.00 am on Tuesday, 3rd September, 2013

**Place**

Meeting Rooms, Council House, Earl Street, Coventry, CV1 5RR

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**Public Business**

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the Previous Meeting**
  - (a) To agree the minutes of the meeting held on 30 July 2013 (Pages 3 - 4)
  - (b) Matters Arising
4. **Supported Living Services Provided at Axholme House** (Pages 5 - 22)
5. **Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved**

**Private Business**

Nil

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Chris West, Executive Director, Resources, Council House Coventry

Friday, 23 August 2013

Note: The person to contact about the agenda and documents for this meeting is Su Symonds 024 7683 3069

Membership: Councillors K Caan (By Invitation), A Gingell (Cabinet Member) and H Noonan (Shadow Cabinet Member)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting  
OR if you would like this information in another format or  
language please contact us.

**Su Symonds**

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## COVENTRY CITY COUNCIL

### Minutes of the meeting of Cabinet Member (Health and Adult Services) held at 10am on 30 July 2013

Present:

Cabinet Members: Councillor Gingell

Other Members: Councillor Noonan and Thomas

Employees (by Directorate):

Community Services: M Godfrey and R Innes

Customer & Workforce Services: S Symonds

Finance & Legal Services:

#### **Public business**

##### **1. Declarations of Interest**

There were no declarations of interest.

##### **2. The Development and Implementation of an Internet Based Model for Individuals to Privately Purchase Disability Related Equipment [\(Report\)](#)**

The Cabinet Member considered a report of the Director of Community Services, which sought permission to develop and implement an internet based model for individuals to privately purchase disability related equipment.

The proposed model would encourage individuals to access a professional assessment from a member of the occupational therapy team prior to making any decisions about the private purchase of equipment. The Council had a duty to meet eligible needs. Where equipment was required to meet non eligible needs the member of staff would find the type of equipment that would be most suitable to meet those needs from the range of equipment available through the on-line outlet.

The proposed model would ensure that the sale value through the on-line outlet was competitive to equipment costs nationally. The Council would act as an introductory agent, which would attract a percentage income from every purchase made on the site.

The provider of the on-line outlet would be responsible for ensuring that there was a wide range of equipment available for purchase from a range of suppliers nationally. The contract would be between the individual purchaser and the retailer. If the equipment was faulty or not suitable immediately after purchase, the equipment could be returned to the retailer for a full refund. This was a statutory right of all consumers.

**RESOLVED that after due consideration of the report and the matters raised at the meeting, the Cabinet Member approved the development and implementation of an internet based model for individuals to privately purchase disability related equipment.**

**3. Any Other Public Business**

There were no other items of public business.

(Meeting closed at: 10.19am)



**Public report**  
Cabinet Member

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3<sup>rd</sup> September 2013

**Name of Cabinet Member:**

Cabinet Member (Health and Adult Services) Cllr Gingell

**Director Approving Submission of the report:**

Executive Director, People

**Ward(s) affected:**

Wyken  
Foleshill

**Title: Supported Living Services Provided at Axholme House**

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**Is this a key decision?**

No. Although two wards are affected, the impact is not considered to be significant.

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**Executive Summary:**

The Council is committed to ensuring that accommodation, care and support is delivered to individuals in ways that maximises their independence and reduces the need for on-going services.

As part of this approach to maximising independence the Council directly provides care and support services which assist people with mental health problems. These services are provided at Axholme House in Wyken which provides a 'Step Down' recovery option for people with long term and enduring mental ill health as part of their rehabilitation with a view to them living fully independently within the community. Occupants hold a license agreement for their bedroom and share the communal areas which include a kitchen and bathrooms.

Axholme House is owned by the Council, with Midland Heart, a Registered Social Landlord, being the landlord to the individual occupiers. This has been the arrangement since 2001 for which Midland Heart pays an annual rental to the City Council and recovers other costs through rents and charges to occupants. The Council is responsible for repairs including the main structure of the building, plant and equipment. Midland Heart is responsible for all other outgoings such as minor repairs and utility costs.

There are a number of structural issues with the Axholme House building including subsidence and the requirement for a new heating system. Due to the structural condition of the building and shared nature of the accommodation the Axholme House building will not be sustainable without significant investment.

An opportunity has arisen through Midland Heart to re-locate the service to an alternative building in St Paul's Road, Foleshill. This building, with some refurbishment, would enable an improved accommodation offer for the present occupants of Axholme House and mitigate against risks to service continuity due to the standard of the Axholme House building. If the relocation was to proceed Axholme House would be required to close.

**Recommendations:**

Cabinet Member is recommended to:

- (1) Approve a formal consultation with existing residents, their families and Midland Heart regarding a move to improved accommodation and ceasing the provision of services at Axholme House.
- (2) Accept a further report to a joint Cabinet Member Meeting with the Cabinet Member (Business, Enterprise and Employment) concerning the outcome of the formal consultation and subsequent recommendations.

**List of Appendices included:**

Appendix One - Equalities and Consultation Analysis

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

## **Report title: Supported Living Services Provided at Axholme house**

### **1 Context**

- 1.1 The Council is committed to ensuring that accommodation, care and support is delivered to individuals in ways that promote independence and reduce the need for on-going support. Where care and support is provided along with accommodation the accommodation should be of a suitable standard to ensure maximisation of opportunities for increased independence and the effective delivery of care and support.
- 1.2 Axholme House is located on Axholme Road, Wyken and provides a step down recovery service for people with long term and enduring mental ill health after completion of clinical rehabilitation with a view to them living independently within the community following a stay at Axholme House of between six and twenty-four months. To support people moving on outreach support is also provided. Axholme House has also offered a number of people the opportunity to return to Coventry from out of city placements.
- 1.3 Axholme House offers accommodation for ten people although the number supported at any one time varies. At present only six of the ten bedrooms are occupied.
- 1.4 Axholme House is a two storey building constructed in 1976. Each occupant possesses a licence and has a private bedroom, with all other facilities including bathing and toilets being shared with other occupants. Over recent years the building has suffered from subsidence and the heating system will also need replacing in the near future. The cost of the structural work required to counter the subsidence along with a replacement heating system was estimated at approximately £200,000 in 2012.
- 1.5 As Landlord, Midland Heart has been aware for some time of the structural and suitability issues associated with Axholme House and the City Council has been approached by Midland Heart regarding the possibility of de-commissioning Axholme House and establishing the service at another Midland Heart property in Foleshill. This alternative property offers five bedrooms with shared lounge, dining room, kitchen and two bathrooms on the ground floor and four individual flats for five people on the first floor (one being a two-person flat).
- 1.6 The building is owned by Midland Heart and would be refurbished prior to any transfer of occupants from Axholme House. The Council would no longer have liability for building repairs in respect of the new property.

### **2 Options considered and recommended proposal**

- 2.1 It is recommended that the City Council consults with existing residents and stakeholders at Axholme House regarding a proposed move to the alternative building in Foleshill. This alternative accommodation is both of a higher standard for residents and negates the need for the City Council to invest in rectifying the structural and heating issues at Axholme House.
- 2.2 It is envisaged that the Council's team of 12 staff who currently provide the service at Axholme House would re-locate with the service to the new location.
- 2.3 The Axholme House site would thereafter be declared surplus to operational requirements and transferred to the Place Directorate for marketing with a view to disposal and the generation of a capital receipt.
- 2.4 As the service is intended to be delivered on a short term basis and occupants therefore hold licences as opposed to tenancies there are fewer issues in relation to moving to alternative provision.

2.5 Should the recommended proposal not be acceptable then the service could continue to operate from Axholme House. However, due to the issues outlined, this does not present a viable long term option unless significant investment was to be made.

### **3 Results of consultation undertaken to date**

3.1 Preliminary discussions have been undertaken with existing occupants who are aware of the potential to move to the alternative accommodation in Foleshill.

3.2 The Axholme House staff team has been aware for some considerable time of the building issues. They are aware of the potential to move to the building at St Paul's Road, Foleshill and their initial feedback has been very positive in respect of this.

### **4 Timetable for implementing this decision**

Should the Cabinet Member agree to the proposal outlined in this report, formal consultation will commence in September 2013 with recommendations delivered to a joint Cabinet Member meeting to include the Cabinet Member (Business, Enterprise and Employment).

Although a consultation normally lasts for three months, should there be significant support for the move then this timescale may be shortened.

### **5 Comments from Executive Director, Resources**

#### **5.1 Financial implications**

Implications of closure of Axholme House would include loss of rental income paid to the Council by Midland Heart of £18,700 per annum but this would be offset through a capital receipt for the land and negating the requirement for building works and boiler replacement. A one-off £40,000 contribution to Midland Heart's refurbishment costs would be made from Mental Health capital grant funds. There would be small costs associated with reimbursement of staff to compensate for extra travel to the new location and small costs associated with the move. These costs would be offset by reductions related to expenditure which is incurred due to the constraints of the current building. Service users would not incur additional costs as the new provision would be fully furnished.

#### **5.2 Legal implications**

Axholme House is a supported living environment and not a care home. Service users are provided temporary accommodation and have licences rather than tenancies; however, the following guidance is pertinent:

In the case of *R v Devon CC ex p Baker* and *Durham CC ex p Curtis* and others the court approved the proposition that consultation on the closure of care homes should contain four elements namely:

"First that consultation must be at a time when proposals are still at a formative stage. Second that the proposer must give sufficient reasons for any proposal to permit intelligent consideration and response. Third that adequate time must be given for consideration and response and finally, fourth, that the product of consultation must be conscientiously taken into account in finalising any statutory proposals."



The court has also approved the proposition that if a resident is to be transferred from one home to another, he or she must be consulted over their removal from the existing home as well as over the home to which he or she is to be transferred.

The public sector equality duty under section 149 of the Equalities Act 2010 requires that decision makers must have ongoing due regard to avoid discrimination and advance opportunity for anyone with the relevant protected characteristics which are disabilities, age, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. "Due regard" requires more than just an awareness of the equality duty. It requires rigorous analysis by the public authority, beyond broad options.

As mentioned earlier in this report, it is proposed that a further joint Cabinet Member report will be submitted detailing the proposals for the disposal of Axholme House. Officers within the Place Directorate would ensure that vacant possession of Axholme House is secured from Midland Heart and that any capital receipt from the disposal of Axholme House would satisfy the Council's legal obligation to obtain best value in accordance with the provisions under section 123 Local Government Act 1972.

## **6 Other implications**

### **6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

Should the alternative accommodation option be pursued *this* would contribute to a number of the Council's objectives and priorities including:

- citizens living longer, healthier, independent lives through an improved accommodation offer
- providing a good choice of housing
- improving the environment through development of a vacant building

### **6.2 How is risk being managed?**

A fuller risk analysis will be informed through formal consultation with stakeholders but the following risks have been identified to date:

- Slippage in availability of the St Paul's Road building, Foleshill.

This will be mitigated through on-going dialogue with Midland Heart and the adherence to a project plan for building re-furbishment.

- Current service users do not elect to move to the new accommodation

This is considered to be unlikely as the St Paul's Road building will offer an improved standard of accommodation and feedback so far has illustrated that residents support a move. Residents will have options to move to accommodation other than St Paul's Road.

### **6.3 What is the impact on the organisation?**

The care and support staff currently working at Axholme House would re-locate to the new building which is approximately 2.5 miles from Axholme House and would continue to provide outreach support as well as support for residents.

Two cleaning staff are employed by the City Council and should the proposal be implemented their posts would be redundant as Midland Heart would provide cleaning

services themselves at the St Paul's Road property. Redeployment options would be pursued for the Council's cleaning staff in the first instance.

Should the proposal proceed to implementation the Axholme House site would be declared surplus to operational requirements and transferred to the Place Directorate for marketing with a view to disposal and the generation of a capital receipt.

#### **6.4 Equalities/EIA**

An initial Equalities and Consultation Analysis has been completed. This will be further developed during the consultation so that final decisions can be made based on robust knowledge of known impacts.

#### **6.5 Implications for (or impact on) the environment**

None

#### **6.6 Implications for partner organisations?**

Midland Heart will be impacted upon by the proposal as the landlord for the occupiers of Axholme House and the Foleshill building. Midland Heart have been fully involved in the development of the proposal described in this report.

#### **Report author(s):**

Jon Reading, Interim Head of Strategic Commissioning  
Gerda Dunn, General Manager, Internally Provided Services for Learning Disability and Mental Health.

#### **Directorate:**

People

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Enquiries should be directed to the above persons.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Pete Fahy	Assistant Director – Community Services	People	13/08/2013	15/08/2013
Mark Godfrey	Assistant Director – Adult Social Care Strategic Operations	People	13/08/2013	15/08/2013
David Wilson	Service Asset Planning and Change Officer	Place	24/7/2013	13/08/2013
Jo Mascarenhas	Strategic Asset Manager	Place	24/7/2013	26/7/2013
Marion O’Brien	Human Resources	People	24/7/2013	09/08/2013
Su Symonds	Governance Services Officer	Resources	22/08/2013	22/08/13
<b>Names of approvers for submission: (officers and members)</b>				
Ewan Dewar	Finance Manager – Community Services	Resources	24/7/2013	29/7/2013
Janice White	Senior Solicitor	Resources	13/08/2013	15/08/2013
Julie Sprayson	Principal Legal Executive	Resources	24/7/2013	05/08/2013
Brian Walsh	Executive Director	People	16/08/2013	22/08/2013
Members: Cllr Gingell	Cabinet Member (Health and Adult Services)		16/08/2013	22/08/2013

This report is published on the council's website:

[www.coventry.gov.uk/meetings](http://www.coventry.gov.uk/meetings)

## **Appendices**

### **Equality and Consultation document**

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## Equality and Consultation Analysis Template (ECA)

### Guidance for completion

- Equality analysis is a way of considering the effect on different groups protected from discrimination by the Equality Act 2010, during the Council's decision making processes. These processes are:
  - Cabinet/Cabinet Member reports
  - Fundamental Service Reviews
  - Policy and Strategy Development
  - Human Resource Policies
  - Commissioning & Procurement
  - Other Service Reviews/Restructures
- These 'protected groups' are those defined by race, age, gender, disability, sexual orientation, gender reassignment, religion or belief, pregnancy, maternity or breastfeeding and vulnerable communities for example Looked After Children, Homeless etc
- Remember to think about children and young people as a specific group that you may need to consider the impact on and engage with during this analysis.
- Equality analysis will help you to consider whether the decision you want to take:
  - Will have unintended consequences for some groups
  - If the service or policy will be fully effective for all target groups
- The Council also has a statutory duty to consult
- This ECA template will enable the Council to demonstrate how equality information and the findings from consultation with protected groups and others, have been used to understand the actual or potential effect of your service or policy on the protected groups and to inform decisions taken. Hence, it is an evidence trail to show how the Council has met statutory equality and consultation duties
- The template should summarise key issues arising from information that has been collected, analysed and included in other key documents e.g. Needs Analysis, Baseline Reports etc
- This form should be completed on an on-going basis at each stage of any formal decision making process. Failure to comply with this will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review.
- The Council also has a statutory duty to consider social value (Social, Economic and Environmental) when commissioning and procuring services
- A simple guide to statutory consultation and equality duties sets out what the Council needs to do to comply with the **equality and consultation duties** and will help to deliver the best possible outcome for the City Council and its stakeholders. This can be found on [http://beacon.coventry.gov.uk/downloads/download/507/simple\\_guide\\_to\\_statutory\\_consultation\\_and\\_equality\\_duties](http://beacon.coventry.gov.uk/downloads/download/507/simple_guide_to_statutory_consultation_and_equality_duties)

**For further help and support please contact Helen Shankster on 7683 4371 (Consultation Advice), Sheila Bates on 7683 1432 (CLYP Consultation Advice), Jaspal Mann 7683 3112 (Equalities Advice) Mick Burn 0247683 3757 (Social Value Advice).**

## Equality and Consultation Analysis

### Context

<b>Name of Review</b>	<b>Axholme House – Move to new accommodation</b>
<b>Service Manager</b>	<b>Michelle Marlor</b>
<b>Officer completing analysis</b>	<b>Michelle Marlor</b>
<b>Date</b>	<b>23rd July 2013</b>

### Scoping area of work

1. Briefly describe the area of work this analysis relates to:

Axholme House is a Community ‘Step Down’ Recovery option providing support to people with enduring mental illness to gain skills and confidence to enable them to return to live independently within the community. Each occupant has a support plan to ensure that they are supported to create opportunities for independence and sustained wellbeing and enable a transition back into community living at a pace that is appropriate to the occupant. There was originally space for 17 residents but current capacity is 10 in order to maximise the rehabilitation in the current environment.

Some years ago it was found that the building was subject to subsidence, although there has been no significant movement of the building within the past twelve months. Moreover, the heating system is in need of replacement.

Axholme House is not conducive to full independent living as the only private space for the majority of occupants is in their bedroom which allows for a single bed and clothes storage. All toilets, baths, kitchens, lounges and dining rooms are shared.

The recommended proposal is to decommission Axholme House and establish the service at an alternative building in Foleshill. . This building would provide five bedrooms with shared facilities and four further self-contained flats (one for two people) that can be utilised to promote move on into independence whereby people will still benefit from the support available on site. The site is located at St Paul’s Road off the Foleshill Road on a good public transport route with easy access to the city centre.

All current occupants were made aware at the point of taking up their licence agreement of the potential for relocation.

## Public Sector Equality Duty

2. Which, if any, parts of the general equality duty is the service relevant to?  
Please mark with an 'X'

	Eliminate discrimination, harassment and victimisation
X	Advance equality of opportunity between people who share relevant protected characteristics and those who do not
	Foster good relations between people who share relevant protected characteristics and those who do not

## Gathering Information and Data

3. Who are the key groups that could be impacted by this work/service, including service users both existing and potential and stakeholders?

Key stakeholders who will be impacted on by the potential move of living accommodation are:

- Six occupants currently living at Axholme House
  - Midland Heart who are the current and proposed Registered Social Landlord (RSL)
  - The current Axholme House staff team
4. From the list above, which of these constitute protected groups or vulnerable communities (e.g. those experiencing deprivation)?

The six occupants currently living at Axholme House.

5. Which of the key protected groups and stakeholders representatives will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	*Type of Involvement	Method(s) used
The occupants of Axholme House and their families	Consultation	Face to face meetings and support in regards to any consultations with the Axholme House Management team, Midland Heart, Community Mental Health Teams (CMHT); other referring agents
Midland Heart	Consultation	Face to face meetings and correspondence.
Staff at Axholme House	Consultation	Face to face meetings with the management of Axholme House and HR
Social workers and Health professionals	Involvement	Occupants' reviews; meetings with the Axholme management team

\* Information, Consultation or Involvement

## Analysis

6. What information is currently available to be used as part of this analysis including data on current and potential service user, workforce etc?

The information available to be used as part of the analysis includes:

- Site meetings at the proposed development (where status of refurbishment work allows)
- Regular project meetings with Midland Heart
- Monthly project meetings at Axholme House with [a] occupants [b] Management and staff of Axholme House
- Records of all the meetings which have been shared with all occupants.
- Occupants reviews with health and social care professionals

7. What are the information gaps?

There are no known information gaps.

8. How are you going to address the gaps?

n/a

## Summary of Data

9. Please provide a summary of what the data is telling you and what key issues the data is telling you.

The accommodation at Axholme House is not meeting the desired standard expected of independent living dwellings. This impacts on the ability of occupants to fully develop skills in independent living as they have to share so many communal areas.

It is also apparent through some initial discussions that the current occupants living at Axholme House are in favour of moving to a new provision and for the current staff team to continue to support them in this new environment.

- All current occupants are white British
- 1 x female
- 5 x male

Age ranges:

- 18 – 29 2 people
- 30 – 49 3 people
- 50-65 1 person

The general levels of need are people recovering from mental ill-health who are able to function in an independent setting with some support with a view to living completely independently in the community normally within six to twenty-four months.



## Generating and evaluating options

### 10. What are the different options being proposed to stakeholders?

Each occupant will receive a full review to explore all the options available to them. Within this review the care co-ordinator from the CMHT and a support worker from Axholme House will explore each individual's understanding of what the move will entail, the development being offered by Midland Heart at the St Paul's Road site, and also other vacancies within supported living developments within the city to ensure that each service user is aware of the options available to them.

### 11. How will the options impact protected groups or vulnerable groups e.g. those experiencing deprivation?

Individuals supported by Axholme House will continue to be supported by this staff team if they choose to move to the St Paul's Road development. If through their review it is ascertained that they would choose to live in another supported living environment within the city, then an alternative care provider would be sourced. At present, occupants do not pay for individual utilities such as [a] gas [b] electric [c] water rates etc. as this is presently covered by a service charge which is payable to Midland Heart. If the service re-locates to St Paul's Road, this arrangement will continue for the shared part of the building, but options of having individual meters for the flats to prepare people for independent living would be explored.

### 12. Please detail how you could mitigate any negative impacts

#### Occupants Impact

- By ensuring that individuals affected continue to have a dedicated key worker
- By ensuring that the dedicated key worker will support the transition
- By working closely with the individual's nominated social worker/ care-coordinator
- By working closely with the individuals to ensure that the move is coordinated effectively and a budget plan is put in place
- By ensuring that project groups are continued at the new development
- By ensuring that site visits are implemented for the occupants when it is safe to do so

#### Employee Impact

- There will be a change of work location which may impact on five members of the current support staff team in respect of excess travelling to their new place of work (CCC excess travelling expenses guidance will be followed).
- No other impact on the current support staff team.

13. Identify which stakeholders would be positively/negatively affected by the options (consider contractors/service users/employees).

- Midland Heart will continue to be the Landlord
- Occupants will have continuity as the same staff team will continue to support them.
- Improved living accommodation for occupants; supportive to the enablement agenda
- Improved working environment for Axholme House staff
- Two cleaners employed for Axholme House will no longer be needed to clean the communal areas.

### **Formal Consultation**

14. Who took part in the consultation? Please also specify representatives of any protected groups for example service users, employees, partners etc.

**Proposed:**

- Six occupants residing at Axholme House (currently four vacancies)
- Occupants' families/representatives
- Midland Heart
- Axholme House Management Team
- Axholme House Staff Team
- Relevant Social Work team
- Relevant Health Professionals

15. Are there any protected groups that you have not consulted with? If so, why not?(Some groups might not be relevant)

No.

16. What are the key findings of the consultation?

17. Following the consultation, what additional equality issues have emerged (if any)?

18. Have any of the options, service models etc changed following consultation? If so, please provide details of the changes made:

### **Equality Impact of Final Option**

19. Please confirm below which option has been chosen for implementation.

20. Following consultation, please indicate which of the following best describes the equality impact of this analysis.

- There will be no equality impact if the proposed option is implemented.
- There will be positive equality impact if the proposed option is implemented.
- There will be negative equality impact if the preferred option is implemented, but this can be objectively justified. Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.

21. How will the changes be monitored for equalities over the next 6 – 12 months?

Regular occupants' meetings and annual reviews for service users; monthly staff meetings and supervisions.

22. What, if any, will be the impact on the workforce following implementation of the final option? Please make reference to the relevant equality groups (as protected under the Equality Act).

**Proposed**

- There will be a change of work location for support staff
- Options for cleaning staff would need to be explored

**Social Value**

23. Please state how the social value outcomes have been considered in making this decision.

Occupants will be supported to move on to being more independent as their confidence builds. Occupants will be encouraged to form positive links with the local community.

## Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken

## Approval

Approval required from Director and Cabinet Member

Director Name	Signature	Date
(Click here and type)		

Cabinet Member Name	Portfolio	Approval Date
(Click here and type)		

*\*Note: Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review.*

## Monitoring and Review

*This section should be completed 6-12 months after implementation*

- a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

(Click and type here)

- b) What has been the actual equality impact on service users following implementation?

*Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.*

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?

- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

c) What have been the actual equality impacts on the workforce since implementation?

(Click and type here)

**Please send a copy of the completed form to your Directorate Corporate Equality Officer and a copy to the Corporate Equalities Team, Room 66, Council House, Earl Street, Coventry CV1 5RR.**

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