

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

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

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

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.