

COMBINED EQUALITY ANALYSIS TEMPLATE AND GUIDANCE (refreshed Nov. 22)

Overview

This document contains both the [Equality Analysis Template](#) (section A) and accompanying [Equality Analysis Guidance](#) (section B).

All of our work decisions, policies and service delivery should be informed by Equality Analysis (EA) in order to comply with the [Equality Act 2010](#) and [Public Sector Equality Duty](#). Begin this during the early stages of your work to allow considerations to inform the work, revise options and ensure decisions are taken with the full understanding of the potential impacts.

Use the EA to think about how your work can be used to reduce discrimination, promote equal opportunities and foster good relations across all sections of the city's communities. The circumstances may be challenging, but your EA won't stop your work. It can however minimise negative impacts and maximise positive impacts.

The quality of [the data and intelligence informing your work is crucial](#) to being able to produce a robust EA. This information should show how people will be affected by your work and, wherever possible, be broken down according to the [nine protected characteristics](#). Where you don't have any or much intelligence and data, part of the EA process is to gather it.

Although the EA template focuses on the protected characteristics, you also need to think about other groups that could be affected, for instance people in deprived neighbourhoods, people that are socially isolated etc.

Equality Analysis Template

Part 1: Explain the decision, policy or change to service you are making, as well as what prompted it, who'll be affected by it etc. List the data and intelligence you're using to inform your decision and, importantly, explain how this information influenced your decision making. Essentially you're setting out what you're going to do, any changes, the rationale for it and supporting evidence.

Part 2: Summarise your analysis and interpretation of the data and intelligence according to the protected characteristics. What will the impact be on the people of Sunderland based on their, disability, gender etc.? Will there be a positive or negative impact or perhaps a neutral impact with no apparent harmful or less favourable effects. You must explain in each box the impact and what has caused it.

Part 3: Describe your next steps. Are you going to proceed with your intended course of action? You have four options:

- 1) Proceed with no major changes, with any small changes explained in the action plan at the end of the template
- 2) Continue despite negative implications - because these are proportionate and cannot be avoided or mitigated, with the overall outcome important and overwhelmingly positive
- 3) Adjust the proposal – there are some negative outcomes but you've identified actions to mitigate these - explain these in the action plan; or
- 4) Do not proceed – you've identified major problems with serious impacts that cannot be avoided.

Finally, prepare your action plan outlining any changes and mitigating actions you're taking to ensure maximum positive equality impact and minimum negative impact. You may need to review the impact of any changes in the future. If you're preparing a first draft of your EA you can use this section to list what needs to be done to take the EA forward e.g. gather further data, undertake consultations etc.

Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

Name of Policy/Decision/Project/Activity:

Planned TfC budget savings/efficiencies - 2023/24:

- Cared for Children reviews including making best use of local capacity
- Establishment Efficiencies
- Non-staff efficiencies
- Income generation
- Service Transformation with a view to optimising prevention and best use of local capacity

Date: 22/12/22 v1; final 10/01/23

Version Number: 0.1/0.2

Equality Analysis completed by:

Name: Steve Renwick

Job title: Director of Finance

Responsible Officer or Group:

Name:

Is the Activity:

New/Proposed (x)

Changing/Being Reviewed ()

Other ()

Part 1. Purpose and Scope

Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the City Plan and other key strategy objectives)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

[Further Guidance](#)

The savings/efficiency initiatives are to be delivered during 2023/24 in order for TfC to contribute to balancing the Council's Medium Term Financial Plan (MTFP).

The primary demography affected are the children and families of Sunderland and, more specifically, those children and families known to the social care service. Savings/efficiencies will be developed with a view to minimising any detriment to service users and non-user facing savings will be sought as a priority.

The challenges facing TfC in delivering these savings/efficiencies are being experienced across the region and country including, a restricted market and capacity for external residential homes and educational settings, extreme pressure on home to school transport costs and the net additional costs of caring under the National Transfer Scheme.

Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

[Further Guidance](#)

- Benchmarking data and intelligence across the region for children's services e.g. a recent LA12 review of Connected Carer spending patterns and policies. This showed that there was regional adherence to national rates of remuneration but some variation in what additional expenses were being funded. An Association of Directors of Children's Services (ADCS) Working Group has now been convened to explore this further.
- England-wide benchmarking data for children's services identifies that Sunderland's experience is not atypical. Cared for children ratio per 10,000 is lower than most of the region but higher than the England average, though this is to be expected given the variability of rurality and urbanisation as well as demographics served.
- National Care Review findings also corroborate the fact that Sunderland's experience is not atypical.
- The Income Deprivation Affecting Children Index (IDACI), which is used for allocating school's grant funding amongst other nuancing factors such as sparsity and lower prior attainment, shows that Sunderland has a number of areas of real deprivation and hardship.

Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

[Further Guidance](#)

Increasing costs of care packages and 2023/24 inflationary uplifts are emerging weekly so many remain unknown at this time. Action planning will assess inflationary impacts.

There are no groups who should be expected to benefit but do not.

Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Each of these aims must be summarised in turn in relation to the groups outlined below.

[Further Guidance](#)

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age	Anticipated reduced number of young people living away from home and family. Possible opportunity for flexible retirement for colleagues over 55.		Any service reduction will primarily impact children and young people as this is the primary age-group served.
Disability	Anticipated reduced number of young people with disabilities living away from home and family.		
Sex/Gender	Family friendly and agile working adopted		No detrimental impact envisaged
Marriage & Civil Partnership			No detrimental impact envisaged
Pregnancy and maternity	Much valued Pre-birth team unimpacted by proposed efficiencies.		
Race/Ethnicity			No detrimental impact envisaged
Religion/belief			No detrimental impact envisaged
Sexual Orientation			No detrimental impact envisaged
Gender identity			No detrimental impact envisaged

Other impacts	Positive	Neutral	Negative
Socio-economic (see note 1 below)	Extant Schemes funded by Government targeting this demography eg Household Support Funding (HSF) and Holiday Activities and Food Programme (HAF) unimpacted by these proposals.		Any service reduction will primarily impact children and young people, and those experiencing poverty as this is the primary demography served.
Other vulnerable groups and people with complex needs (see note 2 below)			Any service reduction will primarily impact children and young people, and those experiencing poverty as this is the primary demography served.

Note 1: Socio-economic considerations (e.g. unemployed, low income, living in a deprived area, poor/no accommodation, low skills, low literacy etc.)

Note 2: Other vulnerable groups and people with complex needs (e.g. veterans, children and young people cared for and care experienced, carers, domestic abuse victims and survivors, ex-offenders, homeless or multiple complexities/characteristics)

Please add any additional groups mentioned in the “additional impacts” section above.

Part 3. Socio Economic Analysis

In this section please outline the potential socio-economic impacts your proposal will have. This is particularly important given the current cost of living crisis facing our staff and residents

Will the proposal impact on a persons financial circumstances?

Some prompts

- Will people be worse off financially?
- If yes, who is likely to be affected?
- Will some groups be more affected than others?
- Will people not be able to access due to increased costs?
- Will it impact on peoples standard of living?
- Will we risk putting staff in debt?
- Are we aware of all people affected and potential personal impact?

Will the proposal impact working conditions, wage levels and job security?

No impact on working conditions; some colleagues may be able to access voluntary redundancy or flexible early retirement.

No risk of putting staff in debt or damaging living standards.

Careful and proactive communications will be maintained creating a strong awareness of people/communities affected by any savings/efficiencies.

Does this proposal contradict any other key Council messages and support for staff regarding the Cost of Living crisis, risking reputational damage and staff acting in good faith

No detrimental impacts envisaged or conflicting messages; savings approaches are consistent with and complementary to those of the Council.

Part 4. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ()

Continue Despite Negative Implications (x)

Adjust the Policy/Decision/Project/Activity ()

Stop ()

Action Plan

[Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Work up action plans for each of the savings initiative themes	SLT	Q4 2022/23	SLT Savings Clinics Board of TfC
Checking equalities impacts of the above action plans as they are being finalised	SLT	January 2023	SLT Business Meetings
Adherence to consultation requirements for any employment changes	HR	Q4 2022/23	SLT Business Meetings

PLEASE ENSURE THAT THIS TEMPLATE IS PRESENTED AT ANY DECISION POINT AND PUBLISHED WITH CABINET PAPERS.