

## 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:**

**HC6. Adult Social Care - Residential (Healthy City) - £0.347m – (Saving £0.347m in 2023/2024)**

*Using intervention measures to reduce the number of admissions to permanent care by 1%.*

**Date:** 6.1.2022

**Version Number:** 1.0

**Equality Analysis completed by:**

**Name:** Julie Lynn

**Job title:** Head of Business Development

**Responsible Officer or Group:**

**Name:** Graham King

**Is the Activity:**

**New/Proposed** ( )

**Changing/Being Reviewed** ( x )

**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 permanent care offer across the city is largely used to provide bed based services to support residents in response to a hospital discharge or a step up from community. Currently there are 190 individuals aged 18-64 and 1303 individuals aged over 65 in permanent care. The care provided is a combination of residential and nursing care at a range of care homes across the city and some out of city placements.

It is recognised that Sunderland is an outlier in terms of the higher numbers of people we currently admit to bed based services, currently 29 per 100k of the population for 18-64 compared to the regional position of 17.8 and national position of 13.9 and 1027 per 100k for over 65 compared to regional 738.6 and 538.5 nationally. These figures, alongside our priority within the City Plan to support people to remain independent for as long as possible in their own home, the national guidance on hospital discharge which recommends home first ensuring people are discharged to the right place at the right time with the right support that maximises their independence.

This proposal is not intended to target any individual cohorts or indeed cohorts with protected characteristics but be applied to the 18+ population as a person centred approach offering a range of alternatives meaning they are cared for, supported, safe and enabled to stay at home for as long as possible.

The activities that will be used to support the delivery of this proposal are wide ranging and will be delivered with our partners across the city and include:

- Hybrid Front door
- Strength based (3 conversation model)
- Expanding and Scaling up of Assistive Technology and Telephony support
- Targeted activity to support those who are pre-frail and frail and prevent crisis points which require higher levels of intervention and support
- Improved information, advice and guidance
- Broadening use of Direct Payments
- Embedding social prescribing.

The benefits expected are not aligned with a particular cohort, but focus on those individuals (of any age or characteristic) where they can be supported differently to remain at home, safe and cared for in order to maximise their independence and lead to the best possible outcomes.

## 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](#)

- Data in relation to admissions to care and benchmarked data
- Customer feedback via the annual user survey for Adult Social Care
- Feedback from Voluntary and Community Services and community groups working with residents
- Feedback from service led inspection
- Expectations of the Care Quality Commission (CQC)

The information clearly shows as an authority we are an outlier in this area and research from various organisations including CQC, Local Government Association (LGA), Association of Directors of Adult Social Services (ADASS) and Social Care Institute for Excellence (SCIE) shows home first and maximising people independence provides the best outcomes for individuals and communities.

## 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](#)

We will be completing targeted auditing of cases who are admitted to permanent care to ensure decision making remains sound and that the best interests and preferences of individuals are clearly sought and form the basis of how we plan and provide care.

## 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	As described, it is hoped that by using different levels of intervention, we can support more people to living safely in their own homes. By the very nature of the purpose of Adult Social Care this is likely to be focused on older people or those with disabilities and long-term health conditions.		
Disability			
Sex/Gender		X	
Marriage & Civil Partnership		X	
Pregnancy and maternity		X	
Race/Ethnicity		X	
Religion/belief		X	
Sexual Orientation		X	
Gender identity		X	
<b>Other impacts</b>			
Socio-economic (see note 1 below)	X		X
Other vulnerable groups and people with complex needs (see note 2 below)		X	

**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 person's 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 people's standard of living?
- Will we risk putting staff in debt?
- Are we aware of all people affected and potential personal impact?

There are potentially positive and negative impacts for some service users, dependent upon the care alternatives put in to place instead of permanent care. For some individuals this will mean a reduction in the charge for services; for others, who perhaps have very complex needs requiring high volumes of intervention, this may mean a higher level of charge. However, this is only likely to occur for those individuals who exceed the upper capital limits, in which case they could choose to go in to permanent care, and arrange and pay for this themselves.

All customers, as is practice now, will receive a full financial assessment and benefits maximised to increase income and allow them to make a decision on care.

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

The proposal is not expected to have an impact on working conditions, wages or job security.

#### **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

## 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 ( x )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

### Action Plan

#### [Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Complete audit activity of decision making through established audit process and feed in learning and improvement	Team Managers / Strategic Managers	Monthly throughout 23/24	Performance and QA meetings

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