

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:

HC7. Adult Social Care (Healthy City) - £0.215m – (Saving £0.215m in 2024/2025)

Review essential car user payments to all adult social care staff.

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 (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 proposal is to review the current essential car user status for all Adult Social Care (ASC) staff. The use of essential car users has been reduced over a period of time for all staff within the local authority and now remains in place for a small cohort of key services. The consideration to review the status for ASC staff is linked to the priorities within the City Plan including a lower carbon city with greater digital connectivity for all, great transport links with low carbon and active travel opportunities. These also form the basis for the reasons why the review has been proposed.

Following Covid and the opening of City Hall staff now have a far greater breadth of opportunities to work and deliver services, which means the essential car user policy can be reviewed including:

- Increased use of digital connectivity to deliver services e.g. virtual appts
- Hybrid working allowing staff to be based or use a variety of locations across the city reducing the need to travel to and from a set location
- The availability of electric cars from the LA for business use.

The proposal is to review and implement any recommended changes within the 2023/24 financial period.

Staff within ASC currently in receipt of the essential car user are the cohort who would be directly impacted by any review and revision to the current scheme. This may have a greater impact on those ASC staff with mobility or health related issues.

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](#)

Currently there are 239 number of posts for whom essential car user is part of their terms and conditions.

Essential car user is seen as a key recruitment and retention aid for social care roles and is used as an incentive to recruit. A small number of LAs in the country have withdrawn the essential car user entitlement to date, however no information is available on the impact of the implementation of this policy, particularly on recruitment and retention.

The approved mileage rate set by HMRC has not changed since 2011/12 and more recently against a backdrop of rising fuel costs, unions are calling for the government to act to increase mileage rates for key frontline workers who need to use vehicles to deliver services including social workers.

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 are unable to ascertain the impact of withdrawal of essential car user by other LAs on the recruitment and retention of staff within this cohort as this is not published data, but we would be undertaking this research as part of the review process as well as consultation with staff.

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		Through this proposed policy change there are no anticipated equality impacts for the majority of protected characteristics , as alternative methods of service delivery are available to staff including virtual and hybrid working and the availability of fleet cars where necessary. If staff choose to use their own cars, mileage will continue to be paid as reimbursement for fuel used.	
Disability			Whilst there is no anticipated impact for most groups, it is recognised that staff affected could be worse off financially if the proposed changes were implemented. Evidence as part of cost of living activity indicates those with disabilities and long term health conditions are likely already subject to higher living costs and implementing the proposed policy could have further negative impacts.
Sex/Gender			
Marriage & Civil Partnership			
Pregnancy and maternity			-
Race/Ethnicity			
Religion/belief			
Sexual Orientation			
Gender identity			
Other impacts			
Socio-economic (see note 1 below)		X – see section 3 below	

Other vulnerable groups and people with complex needs (see note 2 below)			
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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?

Staff affected by the proposed policy change will be worse off financially, and those with a long term health condition or disability potentially more so. The review and potential outcomes may have an impact on people's standard of living and risk of debt and as yet those potentially impacted have not been made aware. This would all form part of the review.

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

The proposal may impact working conditions and wage levels if the review reduces or removes the essential car user without sufficient mitigations for delivery of services.

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 if the mitigations are planned correctly as part of the review

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
Subject to the outcome of the review plan mitigations in working location, travel requirements and delivery of services for those staff who are disabled to offset any negative impact of a reduction or removal of essential car user	Mike Crozier	Throughout review process	Key points throughout review process - DMT
Consider impact on recruitment and retention and what positive messages and alternatives are offered to mitigate	Mike Crozier	Throughout review process	Key points throughout review process - DMT

Undertake research with LAs who have removed essential car user to understand implications for recruitment and retention as part of review	Mike Crozier	Throughout review process	Key points throughout review process
Continue to promote LA cost of living support for staff and employee benefits	Mike Crozier	Ongoing	Team Meetings

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