

## Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

### 1. RESPONSIBILITY

<b>Department</b>	Adult Care Services	
<b>Service</b>	Day Services	
<b>Proposed policy</b>	Review of Seedfield Physical Disability Day Centre	
<b>Date</b>		
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Kat Sowden
	<b>Post Title</b>	Head of Workforce Modernisation
	<b>Contact Number</b>	0161 253 5406
	<b>Signature</b>	
	<b>Date</b>	19/3/13
<b>Equality officer consulted</b>	<b>Name</b>	Mary Wood
	<b>Post Title</b>	Principal Officer - Equalities
	<b>Contact Number</b>	0161 253 6795
	<b>Signature</b>	 18/2013
	<b>Date</b>	27 <sup>th</sup> March 2013

### 2. AIMS

<b>What is the purpose of the policy/service and what is it intended to achieve?</b>	<p>Adult Care Services is in the midst of a significant period of change. The personalisation agenda has been a catalyst for the move away from traditional service delivery, where people have been assessed for services, to one with a focus on people having greater choice and control over their own lives and the services they receive based on an assessment of their individual needs. The introduction of Self Directed Support and Personal Budgets has enabled this practice to develop further, and now affords people choice and control over both the types of support services they access, and the service providers that deliver those services to them. In order for Day Services to be a sustainable service, the support and services that they can offer people need to be attractive to customers who are looking to purchase support with their individual budgets, and able to be delivered in ways that offer choice, control and flexibility in order to best meet people's needs.</p> <p>Seedfield Day Centre is part of the wider Day Service provided by Bury's Adult Care Services, and provides daytime support for people aged 18 and over who live in Bury and have a physical</p>
--	---

and/or sensory disability. There are currently 20 customers who access this service one or more days per week. A review has been undertaken of Seedfield Day Centre to look at the current service that is provided and decide what action the Day Service needs to take to make sure that it provides a service that is sustainable, fit for purpose and that appropriately meet individual outcomes for people with physical and sensory disabilities living across the borough of Bury.

We know that the building is no longer the best venue for this service as it is remote, in need of significant repair, and not easy to access on public transport. Although there are already a range of established activities that take place at Seedfield Day Centre which existing customers value and gain skills from, we need to consider these alongside what new developments there are in physical disability support services, as well as other models of service that exist, which we may want to learn from to help shape an improved service for people in Bury.

As well as thinking about improved facilities where a future service could be delivered, we also want to take this opportunity to consider what the service should offer. We need to think about what people who currently use our services may want from them, however we also need to understand what services and support that future customers with physical and sensory disabilities would find beneficial and wish to access.

To progress the overall review of Seedfield Day Centre, wider Project group members were divided into the 3 sub-groups with the following focus:

- Potential Venues – undertaking an analysis of venues in Bury which could present a viable option for the operation of future physical disability day service provision;
- New Types of Services – considering the market in Bury for physical disability day provision (including universal services) and identifying any potential gaps. Undertaking analysis of alternative service models in operation elsewhere and to consider the strengths, weaknesses and potential feasibility of adopting such models in Bury to fill gaps in the market; and
- Consultation – undertaking meaningful consultation activity with a range of stakeholders to inform what is important for existing and potential customers of the physical disability day service.

The information/findings from each of these 3 groups was considered collectively by the Project Group in order to develop some informed options for the future of Seedfield Day Centre to be presented to Cabinet in April 2013.

The information gathered from stakeholders through the work of the consultation sub group will also feed into a wider project being

	<p>undertaken in Adult Care Services that is being led by the Strategic Policy and Planning Team, who are producing a new Day Opportunities Strategy to guide the development of day opportunities for a wide range of vulnerable people in Bury.</p> <p>The outcome from the review was an options appraisal of 4 options:</p> <p>Option 1: A service where the primary focus is carer respite (this is essentially the current service offer)</p> <p>Option 2: A time limited service primarily focussed on regaining skills and independence which provides carer respite by means of the customer attending certain sessions and activities</p> <p>Option 3: A service which provided both carer respite and the opportunity to regain skills depending on what the customer is assessed as needing</p> <p>Option 4: Cease to provide any service</p> <p><b>The recommended option is Option 2.</b></p> <p>It is recommended that Cabinet approves the proposal as it represents the most effective model to support the maximum number of customers and carers within the resources available. It is also focussed on maximising independence and support via universal services which are sustainable in the longer term and reduce dependency on more costly specialist care services.</p>
<p><b>Who are the main stakeholders?</b></p>	<p>The main stakeholders in relations to this proposal are as follows:</p> <ul style="list-style-type: none"> <li>• Existing Day Service users with a physical disability, their families and/or carers;</li> <li>• Future customers/adults with physical disabilities in Bury and their families and/or carers;</li> <li>• Seedfield Staff Team;</li> <li>• Day Service staff;</li> <li>• Adult Care Services Social Work Teams and the Workforce Development Team;</li> <li>• All Adult Care Services staff;</li> <li>• BADDAC Access CIC;</li> <li>• Unison;</li> <li>• Bury Council;</li> <li>• NHS Bury/Health Professionals;</li> <li>• Private, Voluntary and Independent providers of services for adults with physical disabilities in Bury;</li> <li>• Executive Member for Health &amp; Well-Being; and</li> <li>• Local Councillors.</li> </ul>

### 3. ESTABLISHING RELEVANCE TO EQUALITY

**3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.**

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	
Disability	Yes	No	The service in question provides support to customers with physical and/or sensory disabilities. The proposal is to develop the service in a way which presents the customers with increased opportunities and maximises their ability to access universal services independently. The development would also increase the number of people who could be supported by giving targeted intervention tailored to the individual over a shorter timescale, and then supporting their transition to longer term options, thereby creating a place for another customer. Potential negative effect of the ceasing the service option has been overcome by recommending a time limited service with existing customers able to access the service on an on-going basis with no time limits.
Gender	No	No	
Gender reassignment	No	No	
Age	No	No	
Sexual orientation	No	No	
Religion or belief	No	No	

Caring responsibilities	Yes	No	One of the features of the service is to provide some respite to carers. This would continue. In addition, the development of the service would allow the customer to access support, advice and activity with the support of their carer. This enables carers to be supported in their role and to be an integral part of the individual's development program, moving forward with them.
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.**

<b>General Public Sector Equality Duties</b>	<b>Relevance (Yes/No)</b>	<b>Reason for the relevance</b>
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Yes	The service exists to support people with physical and sensory disabilities so it plays a key role in advising people on their rights and supporting people to live a full and valued life. This includes supporting people to interact within their communities and addressing any barriers or issues that may arise in the course of this activity.
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	Yes	The proposed service model will focus on maximising independence so that customers with disabilities are supported to access universal services within the community wherever possible. This will involve identifying support needs, adaptations etc and avoiding customers becoming dependent upon segregated specialist services where a universal alternative exists and can meet the need.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	Yes	The service will be promoting inclusion within universal services and local communities. As such it will provide a more inclusive and integrated approach. Part of this role will involve raising awareness of service providers and the community of the barriers and issues that people with disabilities may face and encouraging them to be proactive in overcoming these.

**If you answered 'YES' to any of the questions in 3a and 3b**

**Go straight to Question 4**

**If you answered 'NO' to all of the questions in 3a and 3b**

**Go to Question 3c and do not answer questions 4-6**

**3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.**

**4. EQUALITY INFORMATION AND ENGAGEMENT**

**4a.** For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

<b>Details of the equality information or engagement</b>	<b>Internet link if published</b>	<b>Date last updated</b>
Letter to stakeholders informing of intention to review service and consult.		1 <sup>st</sup> February 2012
Letter to stakeholders advising of outcome of initial review scoping meeting.		5 <sup>th</sup> March 2012
Head of service meeting with Seedfield Action Group (SAG) to discuss proposed review and identify appropriate customer and carer/family representation on the project team.		23 <sup>rd</sup> June 2012
Monthly Project Meetings and ad hoc sub group meetings and activities between July 2012 and December 2012		December 2012
Information gathered through the consultation sub group as a result of their 6 week consultation exercise with customers, potential customers, staff, carers and social care professionals		November 2012
Options workshop with Project Steering Group to consider review findings and develop options		31 January 2013
Next Steps workshop with Project Steering Group		12 March 2013
Letter updating customers of the outcomes from the review, workshops and planned next steps		13 March 2013

**4b.** Are there any information gaps, and if so how do you plan to tackle them?

Comprehensive information was gathered via the consultation exercise. This has been used along side the research information to formulate the review findings and options appraisal.

The remaining gap is where the new service would be delivered from. A definite base for the core centre has not yet been confirmed so customers have been unable to comment on the specific venue proposed. It is therefore proposed to keep the venue for the service as a separate matter. This Equality Analysis concerns the proposed model of service. Once the potential venues for the core centre are publicly available representatives of the Project Steering Group (which includes customers and carers) will be invited to visit these venues and assess their suitability using a tool which they have developed within the Potential Venues sub group. The choice of venue and transition plan to move to this will then be the subject of a separate but linked Equality Analysis.



## 5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p><b>What will the likely overall effect of your policy/service plan be on equality?</b></p>	<p>Positive – this should result in improved opportunities for people with disabilities which maximises their independence and ability to access universal services, minimising their reliance on more segregated specialist services. In addition, the time limited approach to service delivery should mean that significantly more customers with disabilities benefit from the service. Currently it is a static number and when all places are filled there is no capacity. The flexible approach with a maximum 12 month time span would allow more people to access support.</p>
<p><b>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</b></p>	<p>One potential negative outcome from the review was whether it could lead to a loss of service for the existing 20 customers. This issue has been overcome by proposing a future model which keeps the service in existence, coupling this with a commitment that existing customers can continue to choose to access the service using their personal budget and that their stay with the service would not have to be subject to the same time limits as future customers.</p>
<p><b>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</b></p>	<p>By ensuring that where possible the activities engaged in by the service to support its customers makes use of universal services and thereby maximises the opportunity for people with disabilities to integrate with others. Supporting them to do so and breaking down barriers and raising awareness of the public and service providers in so doing.</p>
<p><b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b></p>	<p>Cabinet decision 10 April 2013</p> <p>If the report is approved to proceed with the proposed service model the Project Steering Group will develop a detailed implementation plan.</p> <p>Once potential venues are confirmed these will be visited by project steering group representatives and suitability assessed. Once a venue is confirmed a plan to move to this will be developed with a separate equality analysis.</p>

## 6. MONITORING AND REVIEW

**If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.**

A full Project Initiation Document (PID) has underpinned this proposal to date, and is accompanied by a detailed project plan. This has been overseen and scrutinised by the Project Steering Group, who have met on an agreed basis to review progress and ensure the review was being delivered in line with their agreed specifications and planned timescales and that the objectives were met in respect of all stakeholders.

If the proposal progresses to implementation a separate PID and implementation plan will be developed and the Project Steering Group will then oversee implementation against these, reviewing progress and assessing achievement.

Outcomes of these developments will be monitored with service users and their families/carers using the existing communications channels in place with the Day Service, including the annual satisfaction survey, 'How are we doing' comments cards, individual service user reviews and the ad hoc feedback submitted to staff/seniors/managers in the service.

Day Services will record and monitor any incidents of discrimination against people in respect of the protected characteristics, including Hate Crime, to support the elimination of discrimination and fostering of good relations between the different groups that use the proposed buildings/services

**COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX ([equality@bury.gov.uk](mailto:equality@bury.gov.uk)) FOR PUBLICATION.**