

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

Department	Children and Young People	
Service	SEN Service	
Proposed policy	SEN Team	
Date	20/11/2020	
Officer responsible for the 'policy' and for completing the equality analysis	Name	Jane Harrison
	Post Title	SEND CYP Lead
	Contact Number	2536295
	Signature	
	Date	20/11/2020

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>The SEN team are responsible for administering the statutory educational functions for children and young people with SEND and who require an Education Health and Care Needs Assessment and who have been issued with an Education Health and Care Plan. The statutory framework is the Children and Families Act (CFA) 2014.</p> <p>The restructure of the team is intended to create additional capacity at an SEN Caseworker and business support level, whilst at the same time ensuring that the management/senior roles are redefined and are focused on supporting the delivery of the work in an efficient and effective manner.</p> <p>The model of delivery will be enhanced to ensure that active casework using a person centred approach is embedded in practice.</p>
Who are the main stakeholders?	<p>Whilst the SEN team are directly affected by the restructure the main stakeholders include:</p> <ul style="list-style-type: none"> • Education partners including other LA education staff, schools, settings and colleges • Health partners • Social care partners • Children and young people with SEND.

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 proposed changes to the service will impact positively on children and people with SEND and their families. Needs will be identified earlier, statutory timescales will be met and support pathways will be improved. The service will be integrated more effectively with multi agency partners, ensuring that the holistic needs of CYP with SEND are met. We will continue to work in co production with parents and carers of children and young people with SEND
Gender	No	No	
Gender reassignment	No	No	
Age	No	No	
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	No	No	
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.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Yes	Equality in recruitment and selection/HR processes – new posts will be established and comply with HR processes and Equality Act 2010. The restructure will ensure that the LA has sufficient staff to support CYP with SEND and their families with active caseload management. This will eliminate the potential of unlawful discrimination whereby 'those who are more vocal, receive more'. The restructure will ensure that decision making is robust, fair and transparent. The ethos and principles of Co production and person centred planning will be embedded in practice and this will ensure that staff operate in a fair, equal and transparent manner.
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	Staff will have the opportunity to have Work life balance and Carer responsibilities. Staff will have opportunities for CPD, based on their role and responsibilities which will be identified through supervision and appraisal. The SEN service covers the whole of Bury and focuses on CYP with SEND. Active caseload management and complying with statutory guidance will ensure that we remove any barriers or disadvantage.
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	Empathy and understanding of client group and their families – this will be supported through co production and person centred planning Promoting inclusion and inclusive practice Ensuring service is delivered in a fair and transparent way Provide information to parents and young people that is accessible. We will ensure that equality impact is assessed in supervisions and

		appraisals with all staff. A programme of CPD is in place and equality and discrimination will form an integral element.
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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 (including a list of all EAs carried out on existing policies/procedures/strategies),

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.)

Details of the equality information or engagement	Internet link if published	Date last updated
Demand for services and waiting lists	<p>Following the Children and Families Act (CFA) 2014 local authorities were charged with implementing the SEND reforms, though which new arrangements were required to support children and young people 0-25 years with SEND.</p> <p>The new system replaced the old 'Statement of SEN' system and new statutory functions were implemented. The SEN Service is responsible for undertaking these statutory functions on behalf of the local authority.</p> <p>Bury has seen a year on year increase in demand for statutory EHC (Educational Health and Care) needs</p>	

	assessments and the issuing of EHCPs (Education Health and Care Plans). Whilst this increase has also been seen on a national basis, Bury is an outlier in the number of EHCPs issued, and we issue more EHCPs when compared to other local authorities.	
Feedback from parents and the levels of complaints show that there are deficiencies in the current delivery model	<p>Bury SEND was inspected by Ofsted/CQC in June 2017 and received a written statement of action. The quality of EHCPs was one of the issues raised by parents and partners and the local authority needs to ensure that there is sufficient capacity with staff who have the necessary skills. Up until April of this year, the local authority outsourced the writing of EHCPs to an external provider. All EHCPs are now written in house and completed by SEN Caseworkers/Senior Caseworkers. In the previous re-structure a dedicated plan writer was established, but this was never recruited to and is no longer a viable role.</p> <p>There is significant pressure on the SEN service and the current composition of the SEN team does not provide capacity where it is needed most. A shift in staff resources is required to strengthen the capacity of SEN Caseworkers and business support functions to enable the service to carry out the statutory functions more efficiently and</p>	Subject to 6 monthly review by DfE. Last meeting took place July 20, next meeting scheduled 11 th January 2020.

	effectively. We are embedding co production and person centred approaches, thus ensuring that the views of parents, children and young people are sought and inform service improvement and development.	

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

N/A

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

What will the likely overall effect of your policy/service plan be on equality?	<p>It will have a positive impact on children and young people with special educational needs and disability and their families as it will improve SEN systems and processes.</p> <p>The restructure and improved model of delivery will be positive in that it will support the inclusion of children and young people in mainstream schools and settings.</p> <p>The delivery model will have a positive impact by increasing the knowledge and understanding of children and young people with SEND and how to best support them.</p>
If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?	N/A
Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.	Ensure that systems and processes are robust and that decision making is understood by all staff and is fair and transparent.
What steps do you intend to take now in respect of the implementation of your policy/service plan?	Continue as planned.

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.

We will implement the monitoring arrangements from a service and individual team member level. Staff will be provided with CPD session on ensuring that quality is

built into the service delivery and this will be monitored through Supervision and Appraisal arrangements. We will also adopt the following:

- Review any complaints and Tribunals for evidence of where improvement is required.
- Ensure that any deficiencies detected are shared with the whole team as a learning exercise as well as with individuals
- Monthly reporting will form part of the suite of performance measures
- We will continue to gather feedback from partners and stakeholders including parents and young people in order to assess the impact of practice and identify any equality and discrimination gaps.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO YOUR DEPARTMENTAL EQUALITY REPRESENTATIVE FOR RECORDING.