

Equality impact assessment form for quick COVID 19 decisions only

Directorate	People- EH and CSC
Service area	QA service
Proposal	Attendance at LA office following Lockdown
Reason for proposal	Customers / colleagues to attend LA office
Sign off (Director/Head of Service)	Jasmine Nembhard-Francis
Date of assessment	24.8.20

Please read the support notes before completing your assessment that are set out in Appendix 1.

The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

The assessment team or name of individual completing this form

Team leader's name and job title – Jasmine Nembhard-Francis- HOS CQA

Other team members if appropriate

Name	Job title	Organisation	Area of expertise

Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

<p>1. What are the main aims, objectives and purpose of the decision you want to make?</p>	<p>I need to ensure that all my staff are working in a safe environment where their individual needs are taken into consideration and shape how we deliver the service and they continue to meet their role and responsibilities.</p> <p>For those visitors who attend meetings including colleagues outside agencies and children and families – the environment needs to be safe and all C-19 guidance and procedures put in place.</p>
<p>2. Why do you need to make this decision?</p>	<p>Since the C-19 pandemic staff have been working remotely and the office has been closed – there is now a programme of work being undertaken to unlock officers and staff begin to return to the office where it is safe to do so.</p> <p>There have been no customers / visitors to the Kedleston road site.</p>

3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	HOS and DHOS and admin DHOS / WFD Team Manager
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	Colleagues, partners, children and families

Step 2 – collecting information and assessing impact

<p>5. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.</p>	<p>Children and families Partners Colleagues Staff</p> <p>The general feedback from staff is that a mixed approach is necessary to ensure that the safeguarding work is undertaken well. Parents have said that they want to meet face to face with Chairs of their meetings in order to share their views.</p> <p>Partners have said that the meetings need to resume to face to face so they can see parents but accept that the numbers of people in a room will be reduced .</p> <p>Staff have said that a mixed approach to the safeguarding meetings are essential so that families get the best experience. We know that some families who have additional needs; where English is not their first language or there is a need for an interpreter face to face meetings works best.</p> <p>Colleagues and partners agree that a clear and agreed criteria would be in place so only the most serious meetings are face to face.</p> <p>We have consulted with staff and taken their comments and thoughts into account when producing staff bulletins to reflect the changes to room layouts, entrance and exit procedures, welfare facilities, PPE equipment and safe working office environments.</p>
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6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Age – older and younger people	<p>The service provides support for children of different ages from unborn to 18 years.</p> <p>C-19 restrictions has meant that all meetings have been held virtually and the building has been closed</p>	<p>We listen to the voice of CYP and have the advocates who are commissioned to support YP.</p> <p>Information is shared with young people via the locality social worker informing them what their meetings are about</p>	<p>We do not have YP attending all meetings consistently – this is expected</p>	<p>Advocates and allocated SWs will represent the child's view</p>
Disability – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments	<p>COVID restrictions have stopped physical access to the gatehouse/ Kedleston road</p> <p>Staff and visitors with certain physical impairments have been disproportionately impacted by Covid-1 and may have increased anxiety</p> <p>-Deaf & hearing impaired people rely on lip reading and facial expressions</p> <p>PPE (face masks) may restrict</p>	<p>The service will ensure that the necessary support services are invited to meetings.</p> <p>Independent Chairs (IC) will always be sensitive to the differing needs of attendees to meetings.</p> <p>The building has been set out to ensure that disabled children/ adults will be able to access the building</p>	x	<p>Ascertain the wishes and feelings of all customers and case note decisions in all minutes.</p> <p>Staff have been shielding and wfh, offered support from managers and internal wellbeing services also offered.</p> <p>-interpreters to be sourced where possible. Social distancing to be supported so use of mask is not necessary.</p> <p>-Visitors are by appointment only.</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>We have customers; partners and colleagues who may have a number of different impairments spanning the whole range.</p>			<p>. There is always a receptionist on site who will support disabled people with any access requirements.</p> <p>. Disabled people's toilets and handwashing facilities are available</p> <p>-Hand sanitising stations are accessible for wheelchair users</p> <p>-PPE is available for situations whereby social distancing isn't possible, with support and guidance on when/how to use if needed.</p> <p>Sensitivity is key in this area.</p>
<p>Gender identity- trans and those people who don't identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity.</p>	<p>COVID restrictions have stopped physical access to the gatehouse/ Kedleston road</p> <p>Chairs of meetings are sensitive to the varying needs of YP and are led by them having provided them with the opportunity to share their views with them independently or their allocated workers</p>		<p>x</p>	<p>Ascertain the wishes and feelings of all customers and case note decisions in all minutes.</p> <p>Sensitivity is key in this area.</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Marriage and Civil Partnership	COVID restrictions have stopped physical access to the gatehouse/ Kedleston road		x	
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	<p>COVID restrictions have stopped physical access to the gatehouse/ Kedleston road</p> <p>There are occasions pregnant woman will attend meetings and arrangements are put in place to ensure that the environment is conducive to meet their health needs.</p>	Woman who are pregnant or have babies will attend meetings- IC will ensure that they are sensitive to their circumstances.	x	<p>Ascertain the wishes and feelings of all customers and case note decisions in all minutes.</p> <p>Sensitivity is key in this area.</p>
Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	<p>COVID restrictions have stopped physical access to the gatehouse/ Kedleston road</p> <p>There is evidence that these groups of children and adults are adversely affected by racism both in wider society and within local / social organisational systems. Their opportunities are affected.</p> <p>We also know that Black, Asian and Minority Ethnic people are at higher risk of Covid 19 and so we need to make</p>	IC are sensitive of this and will make special reference to this in meeting minutes. Advocates and interpreters will be used as necessary	x	<p>Additional RA for staff from BAME backgrounds have been offered, and support and internal wellbeing services offered.</p> <p>-PPE is available along with</p> <p>Ascertain the wishes and feelings of all customers and case note decisions in all minutes.</p> <p>Sensitivity is key in this area.</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	sure our building is safe for them to use.			
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues	People may have varying religious allegiances and spiritual beliefs – these will be respected by the IC's of meetings	Adults and children will feel that their views-wishes and feelings have been listened to and decisions made with this in mind.	x	Ascertain the wishes and feelings of all customers and case note decisions in all minutes. Sensitivity is key in this area.
Sex - the effects on both men and women and boys and girls	<p>COVID restrictions have stopped physical access to the gatehouse/ Kedleston road</p> <p>A greater number of women are affected by CSC processes and intervention. There has been a lot of work to ensure that fathers are consulted through the processes to ensure that their views are considered and shapes the decisions that are made.</p> <p>A higher number of females are affected by domestic abuse but there is an increasing number of males who are affected by DA- this must be considered</p> <p>Some meetings have to be split for safety reasons.</p>	<p>A greater number of fathers/ partners are being contacted and are attending meetings in respect of their children and sharing their wishes and feelings.</p> <p>The service accommodates the complexities of meetings and so arrangements put in place for split meetings</p>	x	<p>Ascertain the wishes and feelings of all customers and case note decisions in all minutes.</p> <p>Sensitivity is key in this area.</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	<p>COVID restrictions have stopped physical access to the gatehouse/ Kedleston road</p> <p>Children and young people and their parents / carers have different sexual orientation. This may mean that their experiences of services are different, and they may have experienced discrimination. This must be considered when making decisions and their views respected</p>	Advocates from specialist services are welcomed if this is thought necessary to support the child's needs.	X	<p>Ascertain the wishes and feelings of all customers and case note decisions in all minutes.</p> <p>Sensitivity is key in this area.</p>

Important - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	/	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the proposal to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		<p>Continue the proposal despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:</p> <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

The QA service is needs led and meetings only take place having met a specific threshold which is agreed across the multi-agency partnership group. Parents and young people are spoken to prior to all meetings and information is shared regarding the meeting they are attending and the reason for it.

The protected characteristics are consistently considered following comprehensive assessments undertaken by allocated workers.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Equality impact assessment form for quick decisions concerning COVID 19 – please read this section first before you do the assessment

We've adapted our usual equality impact assessment form so you can use it for quick decisions needed concerning COVID 19. Remember it needs to be completed **before** that decision is made, but we hope it will just act as a reminder that we still need to 'pay due regard to equality' under our **Public Sector Equality Duty** as this is still very much in force. The Equality and Human Rights Commission are keeping an eye on examples of discrimination and collecting evidence so it's important we still check for equality impact.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. Protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people – this also involves taking account of disabled people's barriers and may involve treating some people more favourably than others to achieve this
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

We usually ask for teams to complete Equality impact assessments, but we realise this is not helpful for quick decisions to do with COVID 19 so you can complete them yourself, if you can't get a team together. Please ask Ann Webster, our Lead on Equality and Diversity for help and advice if you're not sure about something. You'll need to pull together all the information you can about how your proposal affects different groups of people so you can check whether they will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact and what action you will take.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It's a public document so make it easy to understand and no jargon please.

Contact for help

Ann Webster – Lead on Equality and Diversity
ann.webster@derby.gov.uk Tel 01332 643722 Mobile 07812301144

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ ਮਿਲੀਕਮ 01332 640666 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council

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