

## Equality impact assessment form for quick COVID 19 decisions only

Directorate	Peoples.
Service area	Children and Young People's Department, Integrated Disabled Children's Service.
Proposal	Small groups of staff to work from the Lighthouse.
Reason for proposal	To ensure staff teams have space to directly talk through important case and practice/policy related issues.
Sign off (Director/Head of Service)	
Date of assessment	1.10.2020.

***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 – Andrew Kaiser - Head of Service for Specialist Services.

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Julie Maunder	Deputy Head of Service.	Integrated Disabled Children's Service.	Children with moderate to severe impairments
	Team Manager.	As above.	As above.
	As above.	As above.	As above.
	As above.	As above.	As above.
	Senior Practitioner OT.	As above.	As above.
	Team Manager.	As above.	As above.
	Team Leader.	As above.	As above.
	Team Manager.	As above.	As above.

### 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.

1. What are the main aims, objectives and purpose of the decision you want to make?	To enable the team to work from the premises for the purposes of delivering direct face to face interventions in line with regulatory requirements Adoption and Children (Coronavirus) (Amendment) (No 2) Regulations 2020.
2. Why do you need to make this decision?	A change in regulatory requirements under the Adoption and Children (Coronavirus) (Amendment) (No 2) Regulations 2020 come into play as of 25.9.20. These regulations expect services working with children to deliver direct face to face interventions, unless there is a COVID related risk that cannot be managed; in

	<p>which case remote interventions can be used as a reasonable flexibility under the regulations.</p> <p>Home visits are not always appropriate to deliver this work due to a number of reasons, such as risk to staff, chaotic households, higher risk of transmission of CV 19 from extended family members.</p>
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	<p>Front line staff from the Integrated Disabled Children's Service will deliver this work, on a duty basis (small teams) of up to a maximum of 5 per team in one room at any time in line with the risk assessment that has been developed for The Lighthouse</p> <p>No consultation is required as this is business as usual for the service to deliver this work from the premises, they delivered at pre-COVID 19.</p>
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	<p>Service users, staff of the Integrated Disabled Children's Service in addition to maintenance workers from FES will be affected, as a number will be expected to attend at the office for face to face interventions. However, they were ALL doing this pre-COVID 19. AS such, this is not a change but a reversion back to what was business as usual pre-COVID 19 but on a smaller scale to manage transmission risks.</p>

## Step 2 – collecting information and assessing impact

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>Staff team have been consulted with and they have also been proactive in requesting that they are allowed, supported and enabled to work from the premises. The staff have said that this will support them in their work, improved their wellbeing and lessen the feelings of isolation within their work, as this is emotionally vulnerable and sensitive work.</p> <p>Staff have been consulted via team meetings, using remote technology, which all staff members have access to and all were able to engage in these discussions.</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?
<b>Age</b> – older and younger people	Staff team are of various ages. Four staff members are within the vulnerable category for their age	Yes	Increased vulnerability to infection due to BAME and health related issues	Individual Risk assessments completed with all staff in this category actions taken to mitigate risk.
<b>Disability</b> – 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	There are no staff members who consider themselves disabled people	Yes	None	N/A
	There are currently no service users who access the service who are deaf, hearing impaired, however, some require interpreting services. Any service supporting a service user with an additional need will be allowed to attend the office with that persons (abiding by social distancing rules and in line with our risk assessment).	Yes	None	N/A
<b>Gender identity</b> - 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.	Staff team have considered these protected characteristics and have not identified any areas for themselves regarding their gender identity that require consideration	N/A	None	N/A
<b>Marriage and Civil Partnership</b>	Staff team have considered these protected characteristics	N/A	None	N/A

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	and have not identified characteristics for themselves regarding this that require consideration			
<b>Pregnancy and maternity</b> - women who are pregnant or who have recently had a baby, including breast feeding mothers	One staff member currently taking maternity leave. No risk as access to the building is nil.	N/A	N/A	N/A
<b>Race</b> - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	Staff team have considered these protected characteristics and have not identified characteristics for themselves regarding this that require consideration. BAME risk assessments have been offered to every member of staff and completed where these have been desired by that staff member.	N/A	None	N/A
<b>Religion or belief or none</b> - the effects on religious and cultural communities, customers and colleagues	Staff team have considered these protected characteristics and have not identified characteristics for themselves regarding this that require consideration	N/A	None	N/A
<b>Sex</b> - the effects on both men and women and boys and girls	Staff team have considered these protected characteristics and have not identified characteristics for themselves regarding	N/A	None	N/A

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	this that require consideration			
<b>Sexual orientation</b> - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	Staff team have considered these protected characteristics and have not identified characteristics for themselves in regard to this that require consideration	N/A	None	N/A

**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?

<b>Outcome 1</b>	√	<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
<b>Outcome 2</b>	/	<b>Adjust the proposal</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>		<b>Continue the proposal</b> 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: <ul style="list-style-type: none"> <li>• sufficient plans to stop or minimise the negative impact</li> <li>• mitigating actions for any remaining negative impacts</li> <li>• plans to monitor the actual impact.</li> </ul>
<b>Outcome 4</b>		<b>Stop and rethink</b> the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

The staff teams have been consulted on all the protected characteristics and for the purposes of being able to return back to work from their usual work premises to deliver intervention after having successfully (since Mid-March) used telephone and Skype to deliver work (along with home visits for face to face intervention for only a small number of high risk service users), there are no major changes needed.

There is a COVID risk assessment in place to ensure social distancing measures will be implemented in the building and all staff from BAME and clinically extremely vulnerable groups have been offered a risk assessment to ensure any additional measures can be put in place to mitigate risk as far as possible.

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.

## Appendix 1

### 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

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۔



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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

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