



Equality impact assessment form

Directorate	People's
Service area	Early Help and Children's Safeguarding.
Proposal	Discontinue running four youth groups for children and young disabled people in the city.
Reason for proposal	Retirement of Youth Work Manager (role not to be replaced due to wider Council Budgetary pressures) and voluntary redundancy of all Youth Workers in the Integrated Disabled Children's Service (IDCS).
Sign off (Director/Head of Service)	Andrew Kaiser
Date of assessment	24.12.21

Please read the support notes to help you in Appendix 1 before completing your assessment

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 Andrew Kaiser

Team leader's name and job title – Dolores Hutchinson -Team Leader

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.

1. What are the main aims, objectives and purpose of the decision you want to make?	To discontinue running of four youth groups for children and young disabled people in the city, as there will be no youth work team in the IDCS, due to the retirement of Youth Work Manager (role not to
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	<p>be replaced due to wider Council Budgetary pressures) and the voluntary redundancy of all Youth Workers.</p>
<p>2. Why do you need to make this decision?</p>	<p>This is outlined above.</p>
<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>	<p>There are currently seven youth groups running, as highlighted, the plan is for four of these to be discontinued for the rationale highlighted above and also due to the fact that many of the users of these groups have now surpassed the age at which they are eligible for this, i.e., they are now adults rather than under 18s.</p> <p>Of the three groups that are due to continue, the running of these is going to be handed over to other groups as highlighted below:</p> <p>Hands And Voice Group – will be run at the Quad by staff from Derby Deaf Children’s Society and the Quad.</p> <p>Panther Group – (which is a group for young adults, all over 25 and would therefore not be in scope for delivery by IDCS) – Mark Dolman (Sportability Coordinator) and members are going to take over running of the club.</p> <p>Derby Shield are taking over running of clubs for older adults – they have adequate numbers of volunteers to take over the running of these.</p> <p>There are no procurement arrangements involved. There have been participation discussions with the lead of these groups and the handover arrangements have been smooth and have been completed by the current Youth Manager (Dolores Hutchinson).</p> <p>There have been participation discussions with the members and parents/carers of the four groups that are going to be discontinued. There has not been a need for consultation (on the advice of Derby City Council Democratic and Consultation Services).</p> <p>The group users and parents/carers are aware and have raised no issues in participation discussions. Parents were understanding and appreciated the fact that they have had more services than they would usually have, given the age of the young people accessing the groups. They raised that they did not want other services. Information has been passed on about Shared Lives and</p>

	<p>Direct Payments by the current Youth Manager if they feel they need this.</p> <p>There are two under 18s who have previously accessed the clubs but who have not attended for 18 months – they are already using other IDCS services, i.e. Community Support Team. They have also been advised of other services that may be available to them in the city, including mainstream services.</p> <p>Two of the groups are School groups (St Clare’s’ and St Andrews). These groups are not in place and have not been since the onset of the pandemic in March 2020 and feedback from Schools and parents/carers is that they do not desire a return to these, due largely to concerns regarding COVID 19. The schools will be able to develop social groups for children and young people, should such a need develop in the future and could potentially be supported/advised by other teams in the IDCS such as our Community Support Team.</p>
<p>4. Who are the main customers, users, partners, colleagues or groups affected by this decision?</p>	<p>The users affected by this are predominantly disabled adults. There are two under 18-year-olds, as highlighted, who have been advised of other services that may be available to them in the city, including mainstream services. They are also already using other IDCS services, i.e., Community Support Team</p>

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>There have been participation discussions with the members and parents/carers of the four groups that are going to be discontinued There has not been a need for consultation (on the advice of Derby City Council Democratic services).</p> <p>The group users and parents/carers are aware and have raised no issues in participation discussions. Parents were understanding and appreciated that they have had more services than they would usually have, due to the age of young people. They did not want other services. Information has been passed on about Shared Lives and Direct Payments if they feel they need this.</p>
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Discussions were held at club venues that users are used to attending, so there were no access issues. There has been an on-going dialogue between users and Youth Workers/Youth Manager to ensure all impacted were informed.

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.

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Age – older and younger people	<p>We already know that most users are adults rather than children under 18.</p> <p>We already know that Panther Group is going to continue, and that Derby Shield are taking over running of clubs for older adults – they have lots of volunteers to take over the running of these.</p> <p>The Youth Manager has passed on information regards Shared Lives and Direct Payments if users who do not wish to access Panther or Derby Shied groups feel they need this.</p>	Yes		
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>We know that Hands and Voice Group will continue and will be run at the Quad by staff from Derby Deaf Childrens Society and the Quad.</p> <p>We know that group users and parents/carers have raised no issues in participation discussions, parents were understanding and appreciated that they have received more services than they would usually, due to the age of young people and that they were not wanting other services.</p> <p>The Youth Manager has passed on information regards Shared Lives and Direct Payments if users who do not wish to access Panther or Derby Shied groups feel they need this.</p>	Yes		

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>We know that two of the groups are School groups (St Clare's' and St Andrews) that are not currently in place and have not been since the onset of the pandemic in March 2020 and feedback from Schools and parents/carers is that they do not desire a return to these, due largely to concerns regarding COVID 19.</p> <p>We know there are two under 18s that have previously accessed clubs, but they have not been to the club for 18 months and do not desire a return. They are already using other IDCS services, i.e. Community Support Team.</p>		Yes	If Schools wish to develop their own social group activities for pupils in the future outside of school hours, the IDCS Community Support Team could support by way of an advisory/support role.
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>Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure gender identity needs are met.</p> <p>Derbyshire LGBT+ also have youth groups</p>	Yes		
Marriage and Civil Partnership	Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure Marriage and Civil Partnership needs are met and addressed.			
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure any pregnancy and maternity needs are met.	Yes		
Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure any race needs and issues are met/addressed.	Yes		
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues	Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure any religious needs and issues are met and addressed.	Yes		

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Sex - the effects on both men and women and boys and girls	Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure any sex issues are addressed.	Yes		
Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	Organisations taking over from IDCS in delivering groups embrace equality and diversity and this will ensure any sexual orientation issues are addressed and needs met. Derbyshire LGBT+ also have youth groups	Yes		

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	Y	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: <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 services offered have become largely adult based services and therefore no longer within the remit of Children's services to deliver and all staff wish to take voluntary redundancy at this point. There has been a significant reduction in up-take of youth type activity for young disabled children and young people over a period of time which has been exacerbated by COVID 19. There has been encouragement to the young disabled people to join mainstream groups and activities, as well as the offer of other IDCS services and the remaining young people under 18 are already accessing service through the Community Support Team.

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.

We are going to continue the proposal despite some marginal potential for negative impact, as I feel we have sufficient plans to stop or minimise the negative impact by way of three groups continuing, these will cater for the adults who wish to access social interaction group activity such as Panther or Derby Shield.

Most users affected by these decisions are now adults, as the clubs have been running for such a length of time that those who began the clubs below the age of 18 have now reached the age of adulthood, so can access other provision. There has also been information handed out in regard to other wider services Derby City Council offer, if those users require this.

The young people who occasionally use clubs (it must be highlighted here that this has not been for a significant length of time) have had a participation discussion and are accessing other services and so the need for the provision is not current and they have raised no concerns as regards the proposal.

The IDCS plans to monitor the actual impact via referrals into its Vulnerable Childrens Meeting requesting this support and will use services such as the Community Support Team or direct families to organisations such as Umbrella who offer youth activity in the city.

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– please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact, you need to do an equality impact assessment whenever a decision is needed about our services and functions that affects people and **before** that decision is made. This also includes quick Covid 19 related decisions.

We use the term 'policy' as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures.
- Key decisions such as allocating funding to voluntary organisations, budget setting.
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to complete them.

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. The nine protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race religion and 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

- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

This completed form should be attached to any Corporate Leadership, Senior Leadership, Cabinet or Personnel Committee report to help decision makers take the equality implications into account when they make the decision. Equality impact assessments **must be done before** decisions are made.

You'll find that completing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Unless this is a quick Covid 19 decision, don't do the form by yourself. Get a small team together and make sure you include key people in the team such as representatives from our Equality Hubs and Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people 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 – this is where your assessment team is very useful and you can also use the wider community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

Remember, we need to complete these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010. If in doubt – it's better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

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 is a public document so must not contain any jargon and must be easy to understand.

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722 mobile 07812301144

[Sign Language Service](#)

We can give you this information in any other way, style or language that will help you access it. Please contact us on **01332 643722, 07812301144** or **derby.gov.uk/signing-service/**

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 ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 64XXXX** ਜਾਂ **derby.gov.uk/signing-service/**

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 64XXXX** lub **derby.gov.uk/signing-service/**

Slovak

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosim, kontaktujte nás na tel. č.: **01332 64XXXX** alebo na stránke **derby.gov.uk/signing-service/**

Urdu

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