



## Equality impact assessment form

Directorate	Peoples Service
Service area	Early Help
Proposal	Reduction of Youth Workers within Early Help
Reason for proposal	MTFP Saving
Sign off (Director/Head of Service)	Fiona Colton/ Suanne Lim
Date of assessment	January 2022

**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

**Team leader's name and job title** – Fiona Colton, Head of Service for Early Help

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Suanne Lim	Service Director	DCC	Childrens Social Care and Early Help
Jonathon Howie	Deputy Head of Service	DCC	Early Help
Kelly Ormond	Deputy Head of Service	DCC	Early Help

### 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 reduce the numbers of Youth Workers (those on youth worker terms and conditions) and reduce the offer to young people by offering targeted interventions through Early Help. The delivery of the service will be further targeted on those most vulnerable and at risk including young people with SEND, CRE, behavioural issues,
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	missing, Young Carers and at risk of entering the care system due to family breakdown.
2. Why do you need to make this decision?	Financial Pressure the Local authority are facing
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	Staff team will be consulted and public as part of the MTFP consultation
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	Professionals and Young People

## 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.	Senior management team, lead member for Children’s Service, Early Help Management team
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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.

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<b>Age – older and younger people</b>	<p><b>Services</b></p> <p>Statutory/Legal requirements remain the same and thus safeguards access to the service.</p> <p>Youth work intervention will be for those young people who are assessed through an Early Help Assessment or a Single Assessment as requiring targeted support and intervention, resulting in the right support at the right age and time, therefore making it available to those who need it the most.</p> <p>Voluntary, community and other organisations are available to deliver detached and youth club type activities. Such as Sporting Communities, Baby People, YMCA, Enthusiasm and Derby County Community Trust Voices in Action.</p>	For young people in equality groups	For colleagues	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues at risk of losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p><b>Colleagues</b></p> <p>We do know that despite the Equality Act older people still have difficulty getting jobs and it may have been a long time since they applied for jobs and attended interviews</p>			<p>vacancies and support in and around Derby and Derbyshire</p>
<p><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</p>	<p><b>Services</b></p> <p>The Early Help service which the youth workers are part of offers a range of support for young disabled people and often adapt resources to meet their needs.</p> <p>A wide range of practitioners sit within the Early Help Teams who can offer support and interventions to young people and families who require targeted support and who are disabled young people</p> <p>The range of roles and experiences within the Early Help teams (such as ASD champions) who can support youth workers and other colleagues in interventions and direct work to ensure the right intervention at the right time is being delivered to meet the needs of the young person and family.</p> <p>There are universal services and specialist services who can also support this group dependant on what their level of need, such as Short Breaks.</p> <p><b>Colleagues</b></p> <p>We know that many disabled people struggle to get jobs and keep them, despite the Equality Act. Losing a job can be devastating, particularly when they work with supportive colleagues and have a range of reasonable adjustments in place. There is</p>	<p>For young people in equality groups</p>	<p>For colleagues</p>	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will make sure that reasonable adjustments are made so that our disabled colleagues can access the help and support they need as well as fully accessing the Achieving Change and Consultation documents</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Disabled Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	always the fear that the next employer may not be as understanding.			
<p><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.</p>	<p><b>Services</b></p> <p>Statutory/Legal requirements remain the same and thus safeguards access to the service.</p> <p>Targeted intervention would be offered if required to meet the needs of this group should this be identified as meeting the threshold for Early Help.</p> <p>Other organisations and agencies can support with gender identity such as LGBTQ+ Derbyshire Youth Service, Gires and the national organisation Mermaids.</p> <p><b>Colleagues</b></p> <p>We know that many trans people do face discrimination and harassment in employment despite the Equality Act and so applying for and being interviewed for new jobs can be a very anxious time for fear of this happening.</p>	For young people in equality groups	For colleagues	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our LGBTQ+ and Allies Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>
<p><b>Marriage and Civil Partnership</b></p>	No impact identified			
<p><b>Pregnancy and maternity</b> - women who are pregnant or who have recently had a baby, including breast feeding mothers</p>	<p><b>Services</b></p> <p>There are young women who fall into this category who may require additional support from Early Help.</p> <p>The Children Centre as part of their role within the Early Help Offer provides targeted support to those</p>	For young people in equality groups	For colleagues	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>young people who are pregnant and require any additional support.</p> <p>Voluntary organisations such as Family Lives, Tommy's, Shelter and Home Start are available to signpost for additional support.</p> <p><b>Colleagues</b></p> <p>Colleagues will be consulted, and their entitlement clearly explained to them as any other colleagues who may start maternity leave before the implementation date.</p>			<p>and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>
<p><b>Race</b> - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community</p>	<p><b>Services</b></p> <p>The Early Help Team and Youth Workers would have access of support from the new community's team.</p> <p>Through targeted interventions through a case load be able to explore and offer tailored support and interventions for a diverse community.</p> <p>We will provide help and support for young people and families to understand our policy and interventions and arrange interpreters or translations where necessary.</p> <p>Voluntary organisations such as Kidscape, The Mix, NSPCC, British Red Cross, UKyouth.org, Derby's Multi Faith Centre and Young Minds are available to signpost for additional support.</p>	<p>For young people in equality groups</p>	<p>For colleagues</p>	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Black, Asian and Minority Ethnic Employee Support Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p><b>Colleagues</b></p> <p>We know that Black, Asian and Minority Ethnic people do still face discrimination and harassment in employment despite the Equality Act. Applying for new jobs and going through interviews can be additionally extremely stressful because of this.</p>			
<p><b>Religion or belief or none</b> - the effects on religious and cultural communities, customers and colleagues</p>	<p><b>Services</b></p> <p>The youth service and the Early Help Team currently support all young people of any religious community who require support identified through an early help assessment and/ or single assessment.</p> <p>Voluntary organisations such as Derby City Life Links, Derby City Mission and Multi Faith Centre are available to signpost for additional support</p> <p><b>Colleagues</b></p> <p>The staff group is made up of a range of religious beliefs and backgrounds. We know that people can face discrimination and harassment in employment because of their beliefs whether religious or not and so applying for new jobs and attending interviews can be very worrying</p>	<p>For young people in equality groups</p>	<p>For colleagues</p>	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>
<p><b>Sex</b> - the effects on both men and women and boys and girls</p>	<p><b>Services</b></p> <p>Statutory/Legal requirements remain the same and thus safeguards access to the service.</p> <p>Schools offer a comprehensive sexual education package of support to young people on school roll.</p>	<p>For young people in equality groups</p>	<p>For colleagues</p>	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>School health and other health agencies such as Kidscape, Derby City Life Links, Relate, Safe and Sound can be signposted to support young people around sexual relationships.</p> <p>Safeguarding and targeted interventions through the Early Help Teams will be provided when assessed through an Early Help Assessment of Single Assessment for those who require targeted support in dealing with issues around sex.</p> <p><b>Colleagues</b></p> <p>The staff group is made up of both men and women. It is not considered that this requires additional consideration.</p> <p>These changes will not in any way negatively impact on them and there are no additional considerations needed.</p>			<p>and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>
<p><b>Sexual orientation</b> - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality</p>	<p><b>Services</b></p> <p>The youth service and the Early Help Team currently support those young people who require support around sexuality through an early help assessment and/ or single assessment.</p> <p>Other organisations and agencies can support with sexuality such as Derbyshire LGBT+, Gires and the national organisation Mermaids.</p> <p><b>Colleagues</b></p> <p>We know that people suffer discrimination and harassment in employment because of their sexuality. So applying for a new job and attending</p>	<p>For young people in equality groups</p>	<p>For colleagues</p>	<p>There will be a negative impact on colleagues who face losing their jobs</p> <p>We will provide as much support as we can to colleagues losing their jobs and in applying for new jobs. We have our employee assistance programme who can offer support and counselling, our Chaplaincy Service and our LGBTQ+ and Allies Employee Network. Our HR recruitment team can also offer interview and job application skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	interviews can be particularly stressful due to this fear.			vacancies and support in and around Derby and Derbyshire

**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>For young people in equality groups</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>For colleagues</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?

We have made every effort to ensure that there continues to be access for youth service activity in the universal sector and we are working with universal partners to support this. Those most vulnerable will still have access to targeted services, so this is outcome 1. There will be a negative impact on colleagues at risk of losing their jobs so this is outcome 3

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.



**The actions taken by those supporting the achieving change and consultation will support the challenges with the process, time and opportunity for discussion and suggestions to mitigate the risk will be taken. We will support those at risk to source alternative employment etc., We have to engage partners to pick up the universal element of the work for the Early Help Service to focus on a targeted offer for those most vulnerable.**

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](mailto: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/](http://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/](http://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/](http://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/](http://derby.gov.uk/signing-service/)**

## 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 **01332 640000** یا **[derby.gov.uk/signing-service/](http://derby.gov.uk/signing-service/)** پر ہم سے رابطہ کریں