

# Appendix 1- Equality, Diversity, Cohesion and Integration Impact Assessment



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate: Adult Social Care</b>	<b>Service area: Commissioning</b>
<b>Lead person: Mick Ward</b>	<b>Contact number:</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: 5<sup>th</sup> Feb 2011 and updated 18<sup>th</sup> July 2012 and 7<sup>th</sup> October 2015</b>	

<b>1. Title: Advocacy Extension</b>
Is this a:
<input type="checkbox"/> <b>Strategy /Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

## 2. Members of the assessment team:

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Louise Morgan	LCC	Commissioner
Mick Ward	LCC	Project Lead

<b>3. Summary of strategy, policy, service or function that was assessed:</b>
Utilisation of extension to Advonet Contract as per provision in existing contract.

**4. Scope of the equality, diversity, cohesion and integration impact assessment**  
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

<b>4a. Strategy, policy or plan</b> (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<b>Please provide detail:</b>	

<b>4b. Service, function, event</b> please tick the appropriate box below	
The whole service (including service provision and employment)	<input checked="" type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
<b>Please provide detail:</b> Extending existing contract to ensure continuity of service.	

**5. Fact finding – what do we already know**

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

A Joint Service Review was conducted throughout 2009 which included consultation and involvement with all stakeholders including service users, carers, service providers, officers from LCC and NHS Leeds, voluntary infrastructure organisations and others. This included the use of service user focus groups, questionnaire, service reviews and on going monitoring (Cloverleaf and LBE).

The review highlighted a number of gaps in service provision for a number of vulnerable groups and those with complex needs in accessing the broad range of services on offer. These have been addressed in the new service model with specific user groups being targeted. Advonet have made great progress in developing the service, which includes a number of statutory functions. Therefore, to not extend could potentially put people at risk and also mean that the Council does not fulfil its statutory requirements.

**Are there any gaps in equality and diversity information**

**Please provide detail:**

Collation of equality information through contract monitoring will be used to inform future service provision.

**Action required:**

Continued focus on equality within contract monitoring.

**6. Wider involvement – have you involved groups of people who are most likely to be affected or interested**

Yes

No

**Please provide detail:**

The initial advocacy service review included a wide range of consultation with service users, service providers and key stakeholders. (Details contained in the Advocacy Service Review Report 2009). As a result the Council entered into a contract with Advonet which is now being recommended to be extended.

**Action required:**

Continued engagement with stakeholders is an integral part of this service.

**7. Who may be affected by this activity?**

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

**Equality characteristics**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Age                  | <input checked="" type="checkbox"/> Carers             | <input checked="" type="checkbox"/> Disability         |
| <input checked="" type="checkbox"/> Gender reassignment  | <input checked="" type="checkbox"/> Race               | <input checked="" type="checkbox"/> Religion or Belief |
| <input checked="" type="checkbox"/> Sex (male or female) | <input checked="" type="checkbox"/> Sexual orientation |  |
| <input checked="" type="checkbox"/> Other                |  |  |

(**Other** can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

**Please specify:** Broader range of disadvantaged/protected groups (i.e ex offenders).

**Stakeholders**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Services users | <input checked="" type="checkbox"/> Employees | <input checked="" type="checkbox"/> Trade Unions |
| <input checked="" type="checkbox"/> Partners       | <input checked="" type="checkbox"/> Members   | <input checked="" type="checkbox"/> Suppliers    |
| <input type="checkbox"/> Other please specify      |   |  |

**Potential barriers.**

- |  |  |
|--|--|
| <input type="checkbox"/> Built environment             | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care                     |
| <input checked="" type="checkbox"/> Timing             | <input type="checkbox"/> Stereotypes and assumptions       |
| <input checked="" type="checkbox"/> Cost               | <input type="checkbox"/> Consultation and involvement      |
| <input type="checkbox"/> Financial exclusion           | <input type="checkbox"/> Employment and training           |

**specific barriers to the strategy, policy, services or function**

**Please specify**

The service is attempting to remodel within existing contract constraints whilst achieving efficiencies and meeting unforeseen demand eg Care Act advocacy. Approved model agreed in line with procurement legislation and provider works within parameters of existing contract durations.

**8. Positive and negative impact**

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

**8a. Positive impact:**

Core aim of contract has been to develop services for groups not currently served. Modernisation of services reflects personalisation agenda. Also provider has begun to develop service in order to meet advocacy requirements of the Care Act 2015 which is a statutory requirement for the Council.

**Action required:**

Outcome focused service specification has ensured that there are a range of appropriate and proportionate outcomes to meet the specific need of marginalised groups and also the broader advocacy needs of the people of Leeds. This needs to continue into the extension period.

**8b. Negative impact:**

None – unless the extension is not approved.

**Action required:**

Full consultation with stakeholders re: impact and full risk assessment to mitigate risks via targeted delivery of services based on need.

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide detail:</b> Model will provide a more collaborative approach between agencies working with different client groups.
<b>Action required:</b> Continued development of collaborative model.

<b>10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Please provide detail:</b>
<b>Action required:</b>

<b>11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Please provide detail:</b>
<b>Action required:</b> Continued development of service in order to meet the advocacy needs of the people of Leeds.

**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
Ensure the service review covers Equality, diversity, cohesion etc.	To commence April 2016	Equality legislation, service specification and contract monitoring information.	Louise Morgan
Monitor equality as part of contract monitoring process	On-going	As above	Jenny Cooper

**13. Governance, ownership and approval**

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Mick Ward	Head of Commissioning	7/10/15
<b>Date impact assessment completed</b>		

**14. Monitoring progress for equality, diversity, cohesion and integration actions** (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board  
Please specify which board
- Other (please specify)

**15. Publishing**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: