

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

Directorate: Children and Families	Service area: Learning Inclusion/SEND
Lead person: Sandra Pentelow	Contact number: 0113 37 88655
Date of the equality, diversity, cohesion and integration impact assessment: 22 nd May 2024	

1. Title: Education, Health and Care Plans – Review Process
Is this a:
<input checked="" type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Sandra Pentelow	LCC	Programme and Partnerships Manager

3. Summary of strategy, policy, service or function that was assessed:	
Leeds City Council has a legal duty to ensure that assessment of need for children who may have additional needs or disabilities. The assessment may lead to a duty upon the Council to deliver or commission appropriate provision.	
The Council's arrangements have been subject a review process and now changed arrangements are proposed.	

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)
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4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input checked="" 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"/>
Please provide detail:	
The proposed changed arrangements lead to a policy change in relation to funding apportionment (the overall level of funding remains unchanged).	

4b. Service, function, event 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"/>
Please provide detail:	
The proposed changed arrangements will bring forward new ways of working including in communication and engagement with parents and carers.	

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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)

The views of parents and carers have been captured during the earlier stage of the review process by means of surveys and focus groups.

In headline terms the consultation has highlighted:

- Difficulty in engaging with the Council
- Poor communication
- Slow processes
- A lack of information sharing
- Parents and carers also feel that the child is not at the centre of the Council's approach and the connection between families and the Council can be adversarial

Are there any gaps in equality and diversity information

Please provide detail:

No

Action required:

The Service Redesign needs to place the needs of the child at the centre of arrangements and that information flow and process improvements are required. This will be taken forward as a central element of the service redesign.

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

Yes

No

Please provide detail:

The strategy has involved and consulted with the following groups

- Children and young people with SEND and their parents and carers
- Parent/Carer advocate groups
- Professionals working with children and young people in settings
- Health and Education partners

Action required:

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 type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input checked="" type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input 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:

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 type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

Potential barriers

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

Financial exclusion

Employment and training

specific barriers to the strategy, policy, services or function

Please specify

We need to make sure that children and their parents and carers are engaged with appropriately and that information is collected efficiently and used in a timely manner to ensure that assessments are undertaken in accordance with the prevailing legislation and that the needs of the child remain 'front and centre' of activity.

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:

The service redesign will:

- Deliver benefits in engagement and communication
- Deliver benefits in timely assessment
- Provide greater information to parents and carers around process and arrangements
- Ensure that legal obligations of the Council are met

Action required:

- Effective implementation of activity arising from the redesign work.

8b. Negative impact:

- There are no obvious negative implications, however it is noted that as with any change programme there are specific risks of increased concerns from parents, carers and schools and settings relating to changes. This will be mitigated by regular and meaningful information sharing.

Action required:

9. Will this activity promote strong and positive relationships between the

groups/communities identified?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required:

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

11. Could this activity be perceived as benefiting one group at the expense of another? (for example where your activity or decision is aimed at adults could it have an impact on children and young people)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required:

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)

Action	Timescale	Measure	Lead person
<p>The Service Redesign needs to place the needs of the child at the centre of arrangements and that information flow and process improvements are required. This will be taken forward as a central element of the service redesign.</p>	<p>Ongoing during duration of redesign work</p>	<ul style="list-style-type: none"> -Consistent leadership and management of a cohesive SEND service -Caseload management and the application of resources which reduces waiting times and manages future anticipated demand within 20 week timescales. -Ensures legal compliance -Completion and delivery of EHCP's which meet the individual needs of children and young people. -Improvement in customer satisfaction and in engagement with parents/carers, professionals and learning settings. 	<p>Dan Barton / Gary Saul</p>
<p>Continue to engage with stakeholders in the detailed redesign activity</p>	<p>Ongoing during duration of redesign work</p>	<ul style="list-style-type: none"> -Consultation and engagement planning which is central to change delivery and form part of the change delivery framework of activity -Timely engagement through direct conversation and 	<p>Dan Barton / Gary Saul</p>

Action	Timescale	Measure	Lead person
		<p>information sharing through appropriate channels, which promotes feedback</p> <ul style="list-style-type: none"> -Feedback and input from stakeholders will be managed and monitored, and will inform approach. -Appropriate resources will be assigned to support stakeholder engagement and information sharing. 	
<p>Effective implementation of activity arising from the redesign work.</p>	<p>At appropriate stages of redesign</p>	<ul style="list-style-type: none"> -Change management activity is programmed and activities are planned in accordance with project frameworks -All activity and impact is successfully risk managed -Products are defined and delivered supported by workforce training and development. -Budgets and resources are appropriated in accordance with governance processes -Implementation is delivered in accordance with timescales and impact is reviewed. 	<p>Dan Barton / Gary Saul / Sandra Pentelow</p>

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
Phil Evans	Chief Officer	22 May 2024
Date impact assessment completed		May 2024

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 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 Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: