

EQUALITY IMPACT ASSESSMENT FOR THE NEW SHORT BREAKS FRAMEWORK FOR CHILDREN WITH DISABILITIES

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1. Topic of assessment

EIA title:	Short Breaks and Personal Support Re-tender 2013-14
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EIA author:	Holly Beaman, Commissioner
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2. Approval

	Name	Date approved
Approved by¹	Ian Banner Sandy Thomas	25.11.13

3. Quality control

Version number	3	EIA completed	
Date saved	Nov 2013	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Sandy Thomas	Service Manager, Children with Disabilities	Surrey CC	
Amanda Harvey	Commissioning Manager for Short Breaks	Surrey CC	
Holly Beaman	Commissioner	Surrey CC	
Yasi Siamaki	Category Specialist, Procurement	Surrey CC	
Louise Simpson/ Nikhilesh Dasgupta	Finance	Surrey CC	

5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?	<p>This is an equality impact assessment of the retender of short breaks and personal care services for children with disabilities in Surrey.</p> <p>A number of the short breaks contracts expired at the end of March 2013 but were extended until March 2014. Procurement Review Group (PRG) agreed to run a tender process and award new contracts in line with the new Short Break Strategy, ensuring that by April 2014, the new Short Break services and personal support services are in place.</p> <p>The Medium Term Financial Plan requires savings in short break services in the region of £400K.</p> <p>The service will also fit with the new Special Educational Needs and Disability (SEND) legislation for Health, Education and Care Plans with</p>
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¹ Refer to earlier guidance for details on getting approval for your EIA.

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	children and young people who receive a personal budget.
What proposals are you assessing?	<p>The purpose is to go through a tendering process to develop a new framework of providers for short breaks and personal support services. This project will allow the Council to: -</p> <ul style="list-style-type: none"> • Continue to deliver short break services for Children with Disabilities (CwD) within Surrey and their families. • To realise maximum efficiencies, required savings and deliver value for money for Children with Disabilities and their families • Stimulate the market and increase the range of services and providers in short break and personal support services. • Develop new, innovative and flexible services that will offer more choice to a wider range of Children and Young People (CYP) with Disabilities. • To improve outcomes for Children with Disabilities and their families.
Who is affected by the proposals outlined above?	<ul style="list-style-type: none"> • Children with Disabilities and their families in Surrey. • Staff employed in public, private and voluntary sector organisations providing short break services.

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6. Sources of information

Engagement carried out
<ul style="list-style-type: none">• Consultation event on July 23rd 2013 attended by existing providers and Family Voice (representatives of families with children with disabilities). This was a successful event with over 50 attendees.• Engagement with CYP to develop outcomes for the new Service Specifications. Gareth Lewington, Barnardos participation lead is carried out a series of Roadshows around Surrey during the summer holidays to seek CYP views.• Questionnaires to parents and families asking their views of short breaks July 2013• Parent representatives involved in evaluating bids for the new Framework.
Data used
<p>In addition to data gathered from engagement activity, there is extensive qualitative and quantitative data regarding the needs for short breaks services for children with disabilities. We have used:</p> <ul style="list-style-type: none">• National research by charities, think tanks or lobby groups.• <u>Surrey-i</u>, the local data and information portal and Joint Strategic Needs Assessment,• Service monitoring reports.• User feedback from previous consultations• Questionnaires to parents/families• Best practice from other Local Authorities.

7. Impact of the new/amended policy, service or function

In the tables below we have brought together our equality analysis and set out how the new/amended policy, service or function will affect children with disabilities and their carers and staff. This analysis considered how the policy, function or service would:

- advance equal opportunities;
- eliminate discrimination; and
- foster good relations between people that share protected characteristics and those that do not.

You should think about the potential equality impact on all of the protected characteristics listed. Remember that:

- Our analysis and evidence gathered was proportionate to the likely scale of impact on children with disabilities, their families and staff sharing protected characteristics.
- We cannot predict the outcome of the tender process, therefore we will need to update the EIA once the process is complete.
- We have listed every possible way the change might conceivably impact on children with disabilities and their families.
- Our analysis did not identify that the proposal needs to be amended in order to deal with the equalities implications identified in this EIA.

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- Our analysis identified mitigating actions or ongoing monitoring required when the consultation is completed, and decision on the options is agreed.
- We consider that there will be no impact on particular protected characteristics for the reasons stated.

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7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence
Age	Ensure a range of short break services are available to children and young people up to 18 years of age.	Some age groups may have fewer targeted services as a result of the retender.	
Disability	<ul style="list-style-type: none"> Continue to deliver short break services for Children with Disabilities within Surrey and their families. To realise maximum efficiencies, savings and deliver value for money for Children with Disabilities and their families Develop new, innovative and flexible services that will offer more choice to a wider range of CYP with Disabilities. To improve outcomes for Children with Disabilities and their families. 	<ul style="list-style-type: none"> The timescale is too tight to fully involve CYP and their families in the tender process Risk of impact on families if there is change to provider Risk that savings target cannot be reached without significant reduction in services Risk of insufficient services available for C&YP with complex needs/challenging behaviour 	
Gender reassignment	none	none	
Pregnancy and maternity	none	none	
Race	none	none	

² More information on the definitions of these groups can be found [here](#).

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Religion and belief	none	none	
Sex	none	none	
Sexual orientation	none	none	
Marriage and civil partnerships	none	none	

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	none	none	
Disability	none	none	
Gender reassignment	none	none	
Pregnancy and maternity	none	none	
Race	none	none	
Religion and belief	none	none	

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Sex	none	none	
Sexual orientation	none	none	
Marriage and civil partnerships	none	none	

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8. Amendments to the proposals

Change	Reason for change
No changes were identified by the Equality Impact Assessment	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Some age groups may have fewer targeted services as a result of the retender.	<ul style="list-style-type: none"> Ensure commissioned services are available to cover all age ranges 	April 2014	
The timescale is too tight to fully involve CYP and their families in the tender process	<ul style="list-style-type: none"> Consulted children and young people through a series of road shows to develop outcomes for the service specification Consulted families and parents through surveys and engagement event Involved parents in evaluation of bids. 	Aug 13 July 13 Nov 13	
Risk of impact on families if there is change to provider	TUPE staff where there is a change of provider so families still have same worker.	Feb 13	
Risk that savings target cannot be reached without significant reduction in services	<ul style="list-style-type: none"> Target savings in areas of least impact. Ensure impact of any reduction in delivery fully considered when awarding contracts. Seek reduction in prices to achieve savings. 	April 2014	

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10. Potential negative impacts that cannot be mitigated

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Potential negative impact	Protected characteristic(s) that could be affected
None identified	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	JSNA, national and local data, consultation and engagement with CYP, their families and existing providers
Key impacts (positive and/or negative) on people with protected characteristics	<ul style="list-style-type: none"> • Continue to deliver short break services for Children with Disabilities within Surrey and their families. • To realise maximum efficiencies, required savings and deliver better value for money for Children with Disabilities and their families • Stimulate the market and increase the range of services and providers in short break and personal support services. • Develop new, innovative and flexible services that will offer more choice to a wider range of CYP with Disabilities. • To improve outcomes for Children with Disabilities and their families.
Changes you have made to the proposal as a result of the EIA	None
Key mitigating actions planned to address any outstanding negative impacts	<ul style="list-style-type: none"> • Consult children and young people through a series of road shows to develop outcomes for the service specification • Consult families and parents through surveys and engagement event • Involve parents in evaluation of bids. • TUPE staff where there is a change of provider so families still have same worker. • Contracts to be awarded across quadrants to enable local services to bid. • Target savings in areas of least impact. • Ensure impact of any reduction in delivery fully considered when awarding contracts. • Seek reduction in prices to achieve savings.

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Potential negative impacts that cannot be mitigated	None
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