


Equality Impact Assessment Guidance and Template

1. What we are looking at

<p>Equality Impact Assessment title:</p>	 <p>Adult Social Care Local Authority Trading Company (LATC) Business Case</p>
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 <p>Person who wrote this report</p>	 <p>Simon Laker</p>
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2. Approval

	Name	Date approved
Approved by	Directorate Equality Group	December 2013

3. Quality control

Version number	v0.3	EIA completed	November 2013
Date saved	04.12.13	EIA published	December 2013

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4. People who helped write this report

Name	Job title	Company	Role
Graham Wilkin	 Interim AD, Service Delivery, Adult Social Care		Project Team Chair
Marion Price	 Parent/Carer		Stakeholder
Simon Laker	 Programme Manager		Programme Manager
Omar Mehtar	 HR Advisor		HR Advisor
Kat Macann	 Project Manager		Project Manager

5. What we are looking at in this report

What is being changed?



We will show the Council's Cabinet members a report on 17 December 2013.

The report will ask for permission for us to start a Local Authority Trading Company (LATC) as a new way of running some of our in-house services for adults with disabilities.

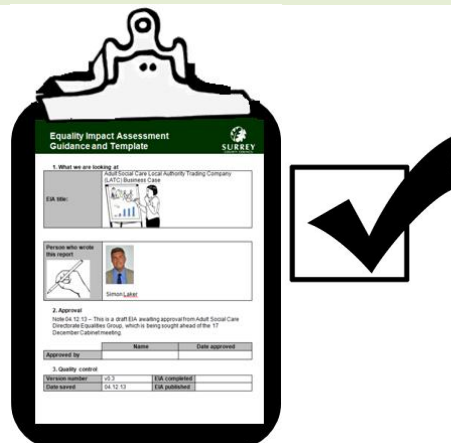
This report will have a business case and a draft business plan.



This Equality Impact Assessment looks at how the decision to start a Local Authority Trading Company affects people from different groups.



We will ask people who use services, carers, families and staff how they think the Local Authority Trading Company should be run.



We will review and update this Equality Impact Assessment to check the impact of any changes we make while we plan the business.

Services we want to have in our business are:



Shared lives



Day opportunity support services



AboutUs accessible learning team



Supported employment services



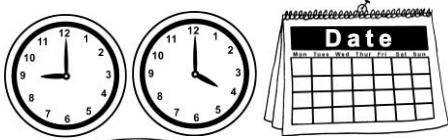
Personalisation team

Day and community support services:



- support people with learning and physical disabilities
- we have specialist services for people on the autistic spectrum
- we have specialist services for people with dementia
- we offer leisure, activities, training, volunteering and work opportunities
- we help people to see their friends
- we give family carers respite support

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- most of our services are run from 9am to 4pm on weekdays all year



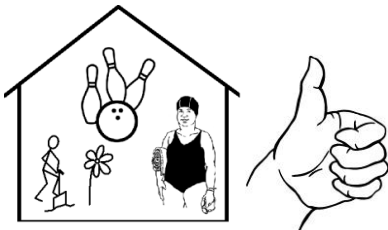
- we support people with travel to get to and from services



- we offer evening breaks, social and holiday activities outside of these hours



- people who use our services have an average age of 48 years old – but some people are 19 and others are 90



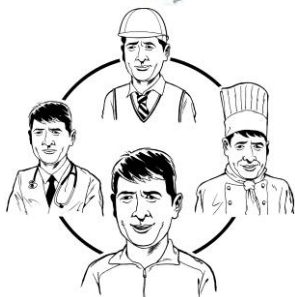
- most people have been using our current services for quite a few of years
- past consultations have shown that people who use services, carers and families value these services.



The **AboutUs Team** supports people using day services with accessible learning materials and communications.



EmployAbility works across Surrey. They help people with disabilities (not people with mental health needs) to find work, volunteering, and training opportunities.



More people want EmployAbility to help them - a lot of younger people coming from Children's to Adults' services want EmployAbility's support.

EmployAbility have won national awards for the work they do.

The Surrey
Shared Lives Service



The **Shared Lives Service** helps support people find accommodation in family homes.

This can be for a short break, or a person may live with their Shared Lives Carers.

The Shared Lives Service looks for Shared Lives carers and matches them with people who need support. They regularly check that everyone is managing okay and help with any problems. They are a registered service.



The **Personalisation Team** was created after feedback from the Public Value Review. They work with groups of people who use our in-house services and help them:

- complete Supported Self Assessments
- use personal budgets
- plan support using community networks.

What plans we are checking



This Equality Impact Assessment looks at how the decision to start a Local Authority Trading Company affects people from different groups – particularly vulnerable people in Surrey and staff.



To make sure that we create a service that is fair and accessible to everyone we have written this report.

Business Case Proposal

We do not plan to change how we support people

The company will have a contract with the Council from the Commissioners to provide support and care for people paid for by the Council.



Once we start the company our aim is to make the company bigger by:



- making services better for people so more people want to join in.
- sell services to new people and do this more in the future
- start new types of services for people in their communities.

Changes to Staffing



Our current staff will move into the new company on the same pay and contracts.

Just because we are setting up a company the day to day job staff do won't change:

- where they work
- the type of work they are doing
- their pay or holidays.

We have been working on a plan to change to more locally based services since 2009 – this will keep going.

Changes to Governance



The company will be separate from Surrey County Council, but will be owned by the Council.

The business plan shows our ideas for how the company will be managed and run.

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The company will ask people we support, their families and the staff to help design how the company will run.

We will have an **Involvement Board** that will talk to the LATC Board. It will be made up of:

- people with disabilities who use services
- family carers and personal advocates
- staff and volunteers.

Background



In our consultation in 2009 with people who use services, carers and their families, they told us what they thought about our services.

The Learning Disability Public Value Review in 2012 showed that people liked our services but we still needed to make some things better.



We took the Cabinet a paper in October that talked about ways we wanted to make changes, and how we wanted to run day and community support services for adults with disabilities in the future.






We looked at three options, and checked how well each option would help us to:

- ✓ support people who need help,
- ✓ keep running our services for a long time
- ✓ sell services to make money for Surrey to use to help others.

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The three options we looked at were:

1.  1. stay the same
2.  2. de-commission and re-commission services - Surrey County Council would stop running its own services and ask other companies to provide people with support
3.  3. start to run services differently, create a Local Authority Trading Company

Our report showed that starting a Local Authority Trading Company was a good option because we could:



- keep running our services as a company for a long time, making some money to keep them safe from cuts



- help more people who do not get care and support from Surrey County Council



- make money for Surrey County Council, which they could use to help more people, offer more services



- easily start up new services or change services for people – at a good price

- keep our skilled staff and Surrey's trusted brand



- as the Shareholders, the county councillors would have a say in what type of services are provided in Surrey.



Sarah Mitchell was asked by the Cabinet to start writing a business case for a Local Authority Trading Company.




Who is affected by the plans?

Staff





About 294 staff will move to the new company.

People who use services, families and carers

Service	Who is it for?	Number of people who use our services ¹
 	<p>Adults (18+) with learning disabilities, autism, physical disabilities and/or sensory impairments – referred via Surrey County Council</p>	<p>794</p>
	<p>Any adults (17+) who are able to get support from the Council, except for people whose main support need is mental health</p>	<p>646 registered job seeking and/or on courses 511 in work or voluntary placements</p>

¹ Data as from September 2013. Some people access multiple services – the Personalisation Team currently works solely with individuals accessing an in-house service

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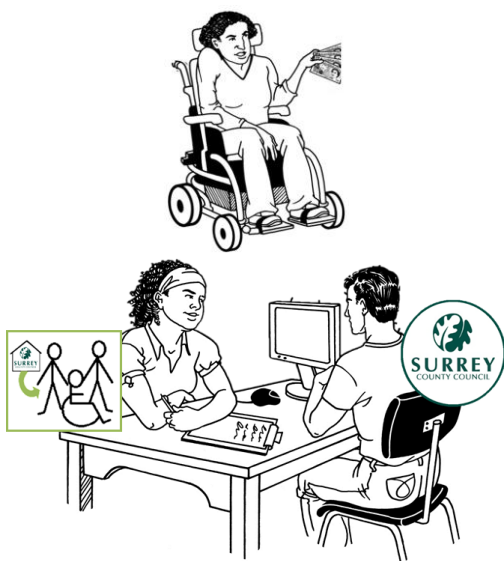
Service	Who is it for?	Number of people who use our services ²
 <p>The Surrey Shared Lives Service</p>	<p>Any adults (18+) who are able to get support from the Council, including older people.</p>	<p>22</p>
 <p>Personalisation Team</p>	<p>All adults who use Surrey County Council's in-house services.</p>	<p>165</p>

People we may sell our services to in the future



The business case show who we can sell our services to in the future:

- people who have their care paid for by Surrey County Council or other local authorities but do not use our services
- people do not have care paid for by Surrey County Council but have their own money to buy services:
- Commissioners and other organisations



² Data as from September 2013. Some people access multiple services – the Personalisation Team currently works solely with individuals accessing an in-house service

6. Where we got our information

Engagement carried out



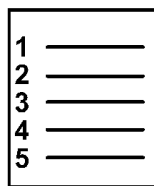
Our plans come from information people gave us in our consultation in 2009

The Learning Disability Public Value Review in 2012 showed that people liked our services but we still needed to make some things better:



An 'easy read' style version of the 22 October Cabinet report is on the Council's website. We showed all our staff, managers, families and carers where to find this.

We also emailed people from the Learning Disability Partnership Board and Empowerment Boards with information on where to find the paper on the website.



We have asked some people what they think so far. We have:

- talked to staff and provided them with a list of questions and answers about our plans – we also have a list of questions and answers for people who use our services, their families and carers and our partners
- met with Trade Union Representatives
- met with the Learning Disability Partnership Board on the 7 November and ensured they could find the reports on the website



As part of the Cabinet Paper we have started a Communications and Engagement Plan.

The Plan will help make sure that the people we support, their carers and family and staff know what is happening and can tell us what they think while we are creating the new Company.



We have not talked with staff, people we support or their carers and families to write this Equality Impact Assessment.

We have included information from our equalities group.

We will update this report as we set up our company.



Once the Local Authority Trading Company is running, the **Involvement Board** will make sure that people involved with the services have the chance to tell us what they think about our services and help us co-design activities going forward.

Information we used




- Information about the people we already support
- Information about staff from lists of who we pay and our computer systems
- The strengths, weaknesses, opportunities and threats report that we wrote for the options paper in October 2013

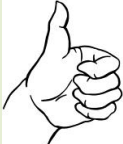

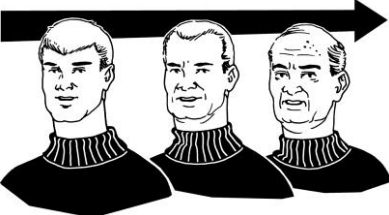



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7. Effect of the plans

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

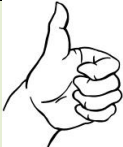


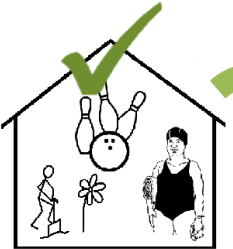






Where there are extra things we can do to help people we have put a  with more information in the action plan.

Protected characteristic ³	 Good effects	 Bad effects	How we know this
 Age	 Our plans show how we will support younger and older people.	None found	 Commissioners have told us that more young people are asking for support.
 Gender reassignment	None found	None found	

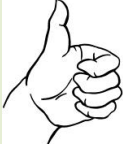
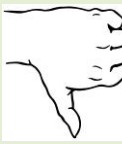




³ More information on the definitions of these groups can be found [here](#).

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Protected characteristic ⁴	 Good effects	 Bad effects	How we know this
 Disability	 <p>We will be able to keep services open and make them better</p> <p>We will be able to support more people who are not supported by the Council now.</p>	 <p>None found with starting the company.</p>   People with learning disabilities may find it difficult to understand what the changes mean	 <p>The Cabinet Report on the 22nd October showed the strengths weaknesses, opportunities and threats of starting a new company.</p>

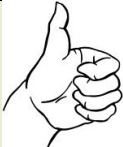




⁴ More information on the definitions of these groups can be found [here](#).

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<p>Protected characteristic⁵</p>	<p> Good effects</p>	<p> Bad effects</p>	<p>How we know this</p>
<p> Pregnancy and maternity</p>	<p>None found</p>	<p>None found</p>	
<p> Race</p>	<p>None found</p>	<p> None found with starting the company.</p> <p> We will need to make sure that information about our plans are accessible to people whose first language is not English</p>	

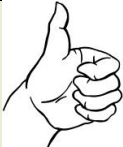




⁵ More information on the definitions of these groups can be found [here](#).

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<p>Protected characteristic⁶</p>	<p> Good effects</p>	<p> Bad effects</p>	<p>How we know this</p>
<p> Religion and belief</p>	<p>None found</p>	<p>None found</p>	
<p> Sex</p>	<p>None found</p>	<p>None found</p>	
<p> Sexual orientation</p>	<p>None found</p>	<p>None found</p>	

⁶ More information on the definitions of these groups can be found [here](#).

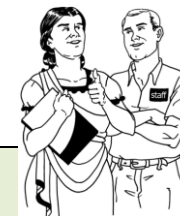
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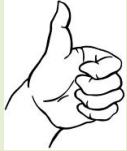

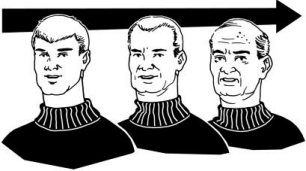



Protected characteristic ⁷	 Good effects	 Bad effects	How we know this
 Marriage and civil partnerships	None found	None found	
 Carers⁸	 Our plans have ideas that could be good for carers: <ul style="list-style-type: none"> • new services for carers, including assessments and support planning • more evening and weekend respite options /more short breaks and holidays 	None found	

⁷ More information on the definitions of these groups can be found [here](#).

⁸ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

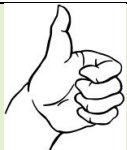




7b. Impact of the proposals on staff with protected characteristics



Protected characteristic ⁹	 Good effects	 Bad effects	How we know this
 Age	None found	None found	 <p>All staff will move into the company on the same pay with the same contracts.</p>
 Gender reassignment	None found	None found	 <p>All staff will move into the company on the same pay with the same contracts.</p>

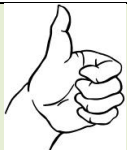






⁹ More information on the definitions of these groups can be found [here](#).

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Protected characteristic ¹⁰	 Good effects	 Bad effects	How we know this
 Disability	<p>The company's draft business plan says that we want to work closely with EmployAbility to find work and volunteering opportunities for people with disabilities within the company</p>	 None found with starting the company. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> We will need to make sure that information about our plans are accessible to staff with disabilities <input checked="" type="checkbox"/> This is a big change to how we run services; this could have a bad affect on our services while we change to a new company. 	 All staff will move into the company on the same pay with the same contracts.

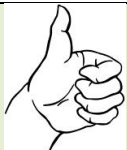






¹⁰ More information on the definitions of these groups can be found [here](#).

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<p>Protected characteristic¹¹</p>	<p> Good effects</p>	<p> Bad effects</p>	<p>How we know this</p>
<p> Pregnancy and maternity</p>	<p>None found</p>	<p> None found with starting the company.</p> <p><input checked="" type="checkbox"/> We need to ensure the consultation process is fully accessible to staff who are on maternity leave</p>	<p> All staff will move into the company on the same pay with the same contracts.</p>
<p> Race</p>	<p>None found</p>	<p><input checked="" type="checkbox"/> We need to make sure that information about our plans are accessible to staff whose first language is not English</p>	<p> All staff will move into the company on the same pay with the same contracts.</p>

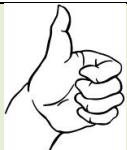





¹¹ More information on the definitions of these groups can be found [here](#).

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Protected characteristic ¹²	 Good effects	 Bad effects	How we know this
 Religion and belief	None found	None found	 All staff will move into the company on the same pay with the same contracts.
 Sex	None found	 We have a lot of female staff who work part time. We will need to make sure that they can tell us what they think while we start the company.	 All staff will move into the company on the same pay with the same contracts.

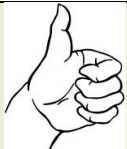





¹² More information on the definitions of these groups can be found [here](#).

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Protected characteristic ¹³	 Good effects	 Bad effects	How we know this
 Sexual orientation	None found	None found	 All staff will move into the company on the same pay with the same contracts.
 Marriage and civil partnerships	None found	None found	 All staff will move into the company on the same pay with the same contracts.

¹³ More information on the definitions of these groups can be found [here](#).

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Protected characteristic ¹⁴	 Good effects	 Bad effects	How we know this
 Carers	None found	 None found with starting the company.  We will need to make sure that staff who care other people (children, family members etc) are able to tell us what they think about our plans.	 All staff will move into the company on the same pay with the same contracts.

¹⁴ More information on the definitions of these groups can be found [here](#).

8. Changes to the plans

Why we made the changes



We have added ideas to our Communications and Engagement Plan that people told us when we started to talk to them about our plans.

We have created an action plan below



9. Action plan

This action plan is a list of all the changes that are needed to make sure the process of setting up the LATC doesn't leave anyone unfairly discriminated against – many actions will help support all sorts of people.



Claire Richards



Gail Petty

Senior Managers Claire Richards and Gail Petty will make sure these things happen by the 20 December 2013.



Accessibility of consultation and engagement processes for people with learning disabilities

We will write our reports in an easier to read format.

We will have a plan to use different ways to tell people what is happening, like video and radio



Accessibility of consultation and engagement processes for people with English as a second language

We will write our reports in an easier to read format. We will talk to staff face to face in meeting.

Managers will be told what is happening and will be able to support staff all through the process.

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Accessibility of consultation and engagement processes for staff who are on maternity leave, work part time or have caring responsibilities



We will print copies of reports, including the question and answer documents, and they will be sent to staff not in work. Reports will be available as paper copies as well as on the website.

Managers will be able to support staff as needed.



This is a big change to how we run services; this could have a bad affect on our services while we change to a new company.



Having a clear plan about setting up the company - will help us to make sure we have staff and equipment ready at the right times.



Kat Macann

Project Manager Kat Macann will make sure these things happen by the 20th December 2013.



This is a big change to how we run services; this could have a bad affect on our services while we change to a new company.



Having a clear plan about setting up the company - will help us to make sure we have staff and equipment ready at the right times.

Information we used to help us complete the form



We used the following information to help us think about the Impacts this change could have

- Information about people we already support
- Information about staff from lists of who we pay and our computer systems
- Information about people we can sell our services to in the future from Commissioners

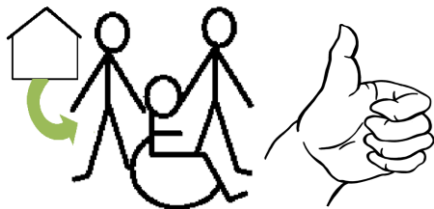


While we have been writing our plans we have talked to the Valuing People Partnership board, people we support and staff to find out what their questions or worries are.

Information from our consultations in 2009 and 2012 has helped us to help write our plans. Our plans also follow the work we have already done to make services better.



Good and bad effects of our plans on people



The draft business plan shows that we can make service better for the people we support and people we may help in the future:

- older people
- young adults with disabilities
- more people with disabilities.



We do not think that our plans will have a bad effect on people because of their age, gender, disability, race, sexual orientation, pregnancy or maternity, religion, marriage or because they are carers.

Our report shows some of the good points and the risks.

The risks that we have while we create the new company will be managed by the project team.



Changes we have made to plans because of the Equalities Impact Assessment



We have added ideas to our Communications and Engagement Plan.

Main ways that we will prevent bad effects



The Communications and Engagement Plan will help make sure that the people we support, their carers and family and staff know what is happening and can tell us what they think while we are creating the company.

There will be an email address for questions and meetings with the Project Team.



Local Managers will help ensure the people who use services and staff have support so they can take part in the process of setting up the company.

Once the Local Authority Trading Company is running, the Involvement Board will make sure that people who use services, families, and carers, staff and volunteers, will be able to continue to tell us what they think about our services – and help co-design new ones.

Bad effects that we cannot change or prevent.



We did not find any bad effects that we cannot change