## Equality Impact & Needs Assessment (INA) Form.

Name of the policy, function or project: Lightbulb

**Blaby** District Council

*the heart of Leicestershire*

Service: Community Services

Complete this form for any existing/proposed policy/function/project regardless of whether it is aimed at external customers or internal staff.  Please also be aware that equality policy applies to staffing/human resources issues as much as to external service delivery issues. Please note that existing policies/functions will be assessed as per an agreed annual programme. However if you are reviewing or devising a policy etc that is not currently in the 3 year plan it still needs an INA

**Answer every question – even if it is negative.**

If you conclude that there is a negative impact you will need to review the policy/function/project to improve the equalities performance and minimise or remove the impact.  This should be done using the 'Improvement Actions Planned' table.  Where appropriate such actions should be included in your Service Plan for the following year.

If the Corporate Equalities & Access Group (CEAG) feels this impact assessment needs further consideration, **you will be asked to review your conclusions.**

As a result of this exercise, you will have checked that your policy/function/project does not have negative/adverse impacts in terms of Gender, Gender re-assignment/ transgender, Ethnicity/Race, Disability, Age, Sexual Orientation, Religion or Belief, Marriage/Civil Partnerships, Pregnancy/Maternity (equality target groups).If it does you will have identified relevant actions needed to minimise or remove such impact and their likely resource implications.

**This is not simply a paper exercise – it is designed to make sure that your policy/function/project and service (development) is delivered fairly and effectively to all sections of our local community, and our employees!**

Please note that the Council is required to publish the results of these assessments, and update; therefore **your completed form may be a public document.**

Once completed and/or when your corresponding report is submitted to Management Board –Cabinet, please pass this form, together with documentation describing both the policy/function/project it concerns and any evidence relating to assessed impacts, to Alison Moran, Performance Manager. *If this is a new policy/service/procedure/function/project this form will also need to be attached to your draft report for approval by your Director prior to its first submission to Management Board. Reports cannot be considered by Management Board unless both they & this INA have had prior approval by the relevant Director.*

*For further details please see separate Guidance Note on process for completion of INA's*

**To complete the form using 'check marks' in the boxes, position the cursor over the box you require, left double click, then select 'checked' in the 'check box form field options' box that appears on screen.**

| a. | Preparation |
|---|---|

The work on this section should be done in advance and be used as part of your INA. Please attach examples of available evidence, including monitoring information, research and consultation reports.

1a. Do you have relevant data available on the number of people within the scope of your policy/function/project? E.g. whole population of the district/ward or employee data.
In relation to:

|  | Yes | No |
|---|---|---|
| • Women and men | ☒ | ☐ |
| • Gender reassignment | ☒ | ☐ |
| • Black and minority ethnic communities | ☒ | ☐ |
| • People with disabilities | ☒ | ☐ |
| • Age groups | ☒ | ☐ |
| • Sexual orientation | ☐ | ☒ |
| • Religion or belief | ☒ | ☐ |
| • Marital status/civil partnership | ☐ | ☒ |
| • Pregnancy/Maternity | ☐ | ☒ |

1b. Do you have relevant data available on the number of people subject to or impacted by your policy/function/project? E.g. numbers of disabled people using the service.
In relation to:

|  | Yes | No |
|---|---|---|
| • Women and men | ☐ | ☒ |

- Black and minority ethnic communities ☐ ☒
- Gender reassignment ☐ ☒
- People with disabilities ☒ ☐
- Age groups ☒ ☐
- Sexual orientation ☐ ☒
- Religion or belief ☐ ☒
- Marital status/civil partnership ☐ ☒
- Pregnancy/Maternity ☐ ☒

2. If you have answered 'yes' to the above questions your monitoring data should be compared to the current available census data to see whether a proportionate number of people are taking up your service.  Please make any comments regarding service take up if relevant:

Disabled Facility Grant applications are specifically for people with a disability or long term health condition so this will be recorded on their application along with their age.  We are not aware if this is a fair representation of this equality group across the county as there will be people who will go through the self help route and/or self fund adaptations and not apply for a grant.

We are able to collect equalities data for hospital patients being supported by the Housing Enabler Team through the "Patient Centre".

The Lightbulb model requires all staff to be mobile in terms of visiting customers across the local area and on different wards at the hospital. Staff will also be expected to be peripatetic to cover other local areas and this will be reflected in revised job descriptions.

If you have answered 'no' please explain reasons for lack of relevant data:

Equalities monitoring forms are not completed by Occupational Therapists or Technical Officers for people applying for Disabled Facilities Grants. Limited equalities information as part of the pilots has been collected by the Housing Support Coordinators (HSC's).  If Lightbulb is rolled out across Leicestershire then an Equalities Monitoring form will be completed by the HSC's for each case and this will be recorded in order to inform future proactive work with particular equality groups.

3. Are you aware of any relevant equality or diversity related consultation, research, or good practice guidance in relation to this area? If so then please list and attach here:

Yes ☒  No ☐

A demographic profiling exercise was completed as part of the customer insight work to inform the development of Lightbulb. This considered factors such as:
Population, age, caring responsibilities, ethnicity, Income deprivation and poverty, including fuel poverty, Household characteristics including analysis of tenure and property characteristics, urban/rural classification, health conditions and disability, including excess winter deaths, hoarding, usage of social care services.

4. Do you need to carry out further research/ consultation to identify impacts, needs etc? Please specify what and who with?

Yes ☒    No ☐

An initial customer and carer insight engagement exercise was completed in 2015. Key findings from this have helped shape the redesigned service model from a customer perspective. Links to the reports are below.

.
Customer Insight Action Plan
Customer Insight Final Report
Alongside this we have more recently undertaken a customer insight survey involving residents across Leicestershire; we will continue to gather customer insight to shape and inform the programme and the Lightbulb service.

## b.    Your policy, service, function or project

1. What is the title and main aim or purpose of the policy/function/service/project?

Lightbulb's vision is to integrate practical housing support into a single service that is available to all, easier to access, easier to use and will provide support shaped around an individual's needs not an organisation's processes.

2. List the areas of activity of the policy/function/project, e.g. the recruitment strategy might have advertising, interviewing, short listing etc. as activity areas.

Lightbulb will see health, social care and housing partners working together to deliver:-
- A single access point into a range of practical housing solutions
- A common, holistic housing needs assessment process
- A broader, targeted offer of practical housing support

The recruitment strategy for the posts will:-
- include a skills audit for the existing staff to ensure they match the refreshed job descriptions and person specs.
- advertising and interviewing of new staff, these posts will be advertised internally and externally.
- All posts will include the need to be peripatetic to cover absence of staff in other areas.

3. Who are the main intended beneficiaries of the policy/function/service/project?

> Leicestershire residents who due to a health condition, long term illness, disability or other vulnerability may be at risk of not being able to remain independent in their own homes; People at risk of being admitted to hospital or visiting a GP because of their health condition and people who are in hospital ensuring they are able to return home as soon as they are medically able to do so. The needs of these individuals will be identified using a Housing MOT Checklist.

4. Which people / groups may be affected by the policy/function/project – whole population or particular groups?

> The service will be available to residents across Leicestershire however it will be based on a person centred needs assessment. It is likely to be vulnerable people who use the service, particularly those people with a health condition, long term illness or disability.

5. Are you expecting to make any changes during the next year?
   - Policy       Yes ☒    No ☐
   - Function    Yes ☒    No ☐
   - Project     Yes ☒    No ☐
   - Procedure   Yes ☒    No ☐

6. Who else will be involved in undertaking the INA (names and roles)?

> Partner organisations will be required to take the Lightbulb Business Plan through their governance procedure and will need to take the EINA as part of this. As we make changes to policies, functions, project and procedures we will review the equalities needs assessment and will consider Human Rights.

## c. Impact Assessment

1. Complete the following tables for each equality target group, by inserting a check mark or tick in one of the 3 options columns - Positive impact, Negative impact, Neutral.
   - ★ Consider the information gathered in Section (a) of this form, compare monitoring information with census data, and considering any other evidence, research or consultations, identify any instances where you believe people in different equality groups could be impacted differentially.

- ★ This is particularly important where you think that the policy/function/project could have a **negative impact** on any of the equality target groups, i.e. it could disadvantage them, but also
- Where you think that the policy/function/project could have a **positive impact** on any of the equality target groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups
- Otherwise, if you think that neither negative nor positive apply, then choose **neutral impact**
- Note that only **one** type of impact can be applicable for any particular equality group category e.g. male or female.
- **In all cases, please state briefly the reason/rationale for your assessment.**

a) How will the policy/function/project/procedure impact on men, women and those who are transgendered or have gone through gender re-assignment? e.g. flexible working arrangements might have a positive impact on women with caring responsibilities

| Gender | Positive impact | Negative impact | Neutral | Reason/Rationale for Assessment |
|---|---|---|---|---|
| Male | ☐ | ☐ | ☒ | |
| Female | ☐ | ☐ | ☒ | |
| Transgender/GR | ☐ | ☐ | ☒ | |

b) How will the policy/function/project/procedure impact on people from different or minority ethnic communities? This may involve using Council services differently, e.g. will Muslim women use the Council's swimming pool more often if separate sex swimming arrangements are in place?

| Ethnicity | Positive impact | Negative impact | Neutral | Reason/Rationale for Assessment |
|---|---|---|---|---|
| White British | ☐ | ☐ | ☒ | Where English is not their first language and they need help we will link into appropriate translation services rather then relying on a family member due to the complexity of the subject matter. |
| White European | ☐ | ☐ | ☒ | As above |
| Mixed Ethnicity | ☐ | ☐ | ☒ | As above |
| Asian | ☐ | ☐ | ☒ | As above |
| African or Caribbean | ☐ | ☐ | ☒ | As above |
| Gypsy/Roma | ☐ | ☐ | ☒ | As above |
| Other ethnic group | ☐ | ☐ | ☒ | As above |

c) How will the policy/function/project/procedure impact on people with disabilities, e.g. if information about Council Tax benefits are not made available in large print or alternative formats, access to such benefits might be denied to people with a visual impairment or learning disability.

| Disability/Health | Positive impact | Negative impact | Neutral | Reason/Rationale for Assessment |
|---|---|---|---|---|
| Visually impaired | ☒ | ☐ | ☐ | One of the key objectives for Lightbulb will be maximising the part that housing support can play in keeping people independent in their homes. The Housing Support Coordinators will have access to a wealth of options that could help someone who is visually impaired get around and stay safe in their own home. |
| Hearing impairment | ☒ | ☐ | ☐ | One of the key objectives for Lightbulb will be maximising the part that housing support can play in keeping people independent in their homes. The Housing Support Coordinators will have access to a wealth of options that could help someone who is hearing impaired stay safe in their own home. |
| Physically disabled | ☒ | ☐ | ☐ | One of the key objectives for Lightbulb will be maximising the part that housing support can play in keeping people independent in their homes. Disabled Facilities Grants will be part of the Lightbulb offer. |
| Learning difficulty | ☒ | ☐ | ☐ | There will be elements of the Lightbulb Model that can provide specific support to people with learning difficulties. When discussing housing options with this group we will take into account their specific need. |
| Mental health problem | ☒ | ☐ | ☐ | Housing Enabler Team within the hospitals will support people with low mental health to be discharged from the hospital to a property which is suitable to their needs. |
| Other longstanding health problem which limits  day to day activities | ☒ | ☐ | ☐ | Key objective for Lightbulb is to help prevent, delay or reduce care home placements or demand for other social services, avoiding unnecessary hospital admissions/readmissions or GP visits and facilitating timely hospital discharge.  Lightbulb will also minimise the number of different professionals a customer needs to tell their story to. |

d) Does the policy/function/project/procedure impact on people differently based on their age, e.g. a job advertisement that requires at least ten years post qualification experience would clearly prevent people in their twenties from applying

| Age Group | Positive impact | Negative impact | Neutral | Reason/Rationale for Assessment |
|---|---|---|---|---|
| Children (under 16) | ☒ | ☐ | ☐ | Disabled Facilities Grants are available to families who have a disabled child in order that the property can be adapted to meet the child's needs. |
| (16 to 29) | ☐ | ☐ | ☒ | Lightbulb will be available to all residents who are vulnerable due to a health condition, long term illness or disability. This could be a patient at risk of falls, frailty or mobility issues, wider health and wellbeing needs. |
| (30 – 44) | ☐ | ☐ | ☒ | As Above |
| (45 – 59) | ☐ | ☐ | ☒ | As Above |
| (60 – 74) | ☒ | ☐ | ☐ | One of the key objectives for Lightbulb will be maximising the part that housing support can play in keeping people independent in their homes. We know from the JSNA that the population aged 65-84 is predicted to grow by 56%, from 106,000 to 164,900. Therefore we have assessed that in the future this group will be a priority for Lightbulb. |
| Older (over 75) | ☒ | ☐ | ☐ | We know from the JSNA that population growth in aged 85 years and over is predicted to grow by 190% from 15,900 to 45,600. Therefore we have assessed that in the future this group will be a priority for Lightbulb. |

110

**e) Does the policy/function/project/procedure impact on people differently based on their sexual orientation, e.g. if housing policy is only to offer temporary accommodation to couples of different sex a gay or lesbian couple would be unable to be housed**

| Sexual Orientation | Positive impact | Negative impact | Neutral | Reason/Rationale for Assessment |
|---|---|---|---|---|
| Heterosexual | ☐ | ☐ | ☒ | The service will be available to all residents regardless of their sexual orientation. |
| Gay or Lesbian | ☐ | ☐ | ☒ | As above. |
| Bisexual | ☐ | ☐ | ☒ | As above |

**f) Does the policy/function/project/procedure impact on people differently based on their religion or belief e.g. would a person of the Hindu religion be able to give a binding affirmation if a procedure requires the swearing of an oath on the Bible?**

| Religion or Belief | Positive impact | Negative impact | Neutral | Reason/Rationale for Assessment |
|---|---|---|---|---|
| Christian | ☐ | ☐ | ☒ | Lightbulb service will be promoted across the whole |

| | | | | community. The staff will be able to arrange appointments with customers to meet their specific needs thus avoiding any religious days/events/activities. |
|---|---|---|---|---|
| Hindu | ☐ | ☐ | ☒ | As above |
| Muslim | ☐ | ☐ | ☒ | As above |
| Sikh | ☐ | ☐ | ☒ | As above |
| Jewish | ☐ | ☐ | ☒ | As above |
| Other | ☐ | ☐ | ☒ | As above |
| Non believer | ☐ | ☐ | ☒ | As above |

**g) Does the policy/function/project/procedure impact on people differently based on any of the other protected characteristics where these are affected by aspects of the Equality Act (e.g. marital status and civil partnership; pregnancy or maternity)**

The policy does not impact on people differently based on any other protected characteristics.
The financial assessment for a Disabled Facilities Grant takes into account the income where two people are in a relationship regardless of whether they are married or in a civil partnership.

If you conclude that there is a **negative impact** in one or more of the target groups you will need to **amend the policy/function/project and/or take further action, to minimise or remove the impact** this should be done using the 'Improvement Actions Plan' table overleaf. If you think that other actions could be taken **to increase any positive impacts**, please include these too. Where appropriate, such actions should be included in your current/proposed Service Plan.

# Impact & Needs Assessment: Improvement Actions Plan

Please list below any recommendations for action to improve the equalities performance of the policy/function/project that you plan to take as  a result  of this impact assessment. This could be to change the policy itself or involve other initiatives.   Where appropriate,  these actions should also  be  included in your current/proposed Service Plan.

| Issue/Link to INA question number | Action Required | Lead Officer | Time-scale | Resource implications | Comments |
|---|---|---|---|---|---|
|  | For partner organisations to take the Business Plan and the EINA through their governance procedures. | Programme Board Members | From October onwards. | Within current resources. |  |
|  | Include equalities monitoring as an element of the implementation plan at both county and district levels. | Programme Manager | April 2017 | Within current resources. |  |
|  | As part of the communication strategy linked to the roll out of Lightbulb we will make available easy read versions of any publicity developed, we will ensure we are able to have things produced in different languages if needed. Use a range of different communication routes including social media. | Programme Manager | January 2017 | Comms Strategy has already been developed. | We will work with Leicestershire County Council and the district communications teams. |
|  | To record information on the number and details of people using the self help option in order to inform the communication strategy and what publicity and marketing we need to undertake. | Lightbulb Service Manager | From January 2017. | Within current resources. | Self help option of First Contact Plus will be available from January 2017. |
|  | Housing Support Coordinators to complete equality Monitoring forms for all individuals who come through to Lightbulb as part of the | Lightbulb Service Manager | From April 2017 |  |  |

| | | | | |
|---|---|---|---|---|
| | Housing MOT Checklist. | | | | |
| | To produce quarterly equalities monitoring data to identify groups that are not using the service and proactively marketing this group. | Lightbulb Service Manager | First report July 2017. | | This is dependant on timing for the roll out of the programme and when districts agree to move over to Lightbulb. |
| | All staff working as part of the Lightbulb Team will receive training on undertaking assessments, working with individuals in a holistic manner; this will include equalities training and the ability to treat people differently according to their need. | Lightbulb Service Manager | From January 2017. | Additional Resource will be needed to facilitate the training sessions. | An Induction and training programme will be provided to existing staff moving over to Lightbulb as well as new staff. |

**Please ensure that the section below is completed and signed by one or both   NAMED officers as applicable:**


**NAME**:      Tracey Montgomery               (Please print name)


Signed:_____
(Programme Manager)


Date:___16<sup>th</sup> September 2016 _____

Date:___16th September 2016 _____


**NAME**:      Teresa Neal                        (Please print name)


Signed:_____
(Completing Officer)


Date:____16th September 2016 _____

Please keep a copy on record to which the public could have full access.  Also send or e-mail a copy of this completed form along with documentation describing the policy/function/project it concerns to:

Alison Moran, Performance & Systems Manager

114