

Ladybank Full Equality Impact Assessment Report



1. Introduction

The Modernisation Strategy is focused on improving the health, well being and independence of Older People and Vulnerable Adults living in Bracknell Forest. It sets out how services will be modernised to meet the aspirations of people for more choice, greater control of their lives and higher quality support. The aim is to make more effective use of resources and provide value for money whilst not compromising on the quality and appropriateness of services.

This Full Equality Impact Assessment Report looks at the issues, considerations and conclusions around the potential re-provision of Ladybank Older Persons Home. The key groups affected have been identified as: residents and their relatives, staff and trade unions, community groups including health partners and independent sector providers, and the wider community. Where appropriate, these headings have been used to delineate between the responses received to any consultation and engagement exercises.

This report shows that for the most part there will be a neutral impact on equalities. Where there are impacts it is anticipated that any negative experiences will be short term with Bracknell Forest Council's processes, including those bespoke to this proposal, will ensure that the longer term outcomes are positive experiences and impacts.

2. Background

Bracknell Forest Council is facing a very difficult budget round with savings of nearly £6m being the Chief Executive's initial estimate of what is required, throughout the Council, in the financial year 2012/13. Adult Social Care & Health (ASC&H) is expected to make savings of approximately £1.149m as part of that Council wide budget. The imminent reduction in resources has prompted a review of services and the way we deliver support in order to maximise efficiency and effectiveness while providing the best outcomes for individuals.

The Modernisation Agenda forms a substantial part of this economy drive and has nine key components relating to issues ranging from service viability to process optimisation. The review of the suitability of Ladybank is the second element of the strategy. A summary of the scope and intent is outlined below.

To consult on the future of Ladybank Older Persons Home with a view to re-providing long term care.

Demand for the type of residential care provided by Ladybank has reduced as people can now be better supported to live at home and increasingly make this choice. The home itself requires major capital expenditure to be spent on it to bring it up to modern standards. There are currently 6 residents who have been consulted and should the decision be taken to re-provide the service, will be supported to move to appropriate alternative accommodation. There are 43 staff who will be affected, 24 permanent and 8 casual. There are a further 11 casual staff who did not meet eligibility for involvement in the consultation as they have worked either limited, or indeed no, hours over the previous 12 months.

All eligible staff have been consulted with and should the decision be taken to reprovide the service, every effort will be made to minimise redundancies.

There will be no service reduction to individuals as a result of these proposals. All proposals for this strategy will be dealt with sensitively and with due regard for the promotion of respect, dignity and choice. Any adverse impact is likely to reflect the profile of the people who use services rather than equality related differential impact.

A common theme throughout the strategy is the impact on staff. Many of the existing permanent staff, 17 of 24, work part time and as a result may be on low incomes. Where changes lead to redeployment or redundancy, we will ensure that staff are fairly selected. As the majority of the workforce is female and many work part time, there may be a significant impact on this group of people. Bracknell Forest's policy and procedures on human resource management and employment legislation will be adhered to at all times.

3. Methodology and Sources of Data

The information gathered to ascertain the potential risks has come from two sources. Information relating to the staff has come from the Department's Human Resource team, through the Rebus application, while information relating to the individuals we support and their families is taken from the Electronic Social Care Record (ESCR), a suite of applications that manages all information relating to the people we support.

In order to understand the impact of the proposal, ensuring that the equalities of everyone involved are considered, a full Cabinet Office (13 week) consultation has been undertaken. A comprehensive consultation questionnaire was approved by the Programme Board. This questionnaire was made available in appropriate formats to ensure that, as far as possible, disability issues were accommodated. The Older People's Partnership was invited to contribute at the quarterly meeting held on the 19th October 2011. Hard copies of the consultation were distributed at the meeting and a link to the online consultation was also distributed for further dissemination as appropriate. The affected staff were offered one-to-one meetings to discuss their views and their specific needs.

4. Assessment of Impact on Equality strands

It is expected that most protected characteristics will not be adversely or positively affected. The following characteristics have been identified as receiving a neutral impact:

Racial Equality

No residents will feel an impact from a racial equality perspective. Staff in all project groups come from a diverse number of backgrounds. All staff will be treated sensitively in regards to their needs.

Sexual Orientation Equality

We have no evidence of a differential impact on this group at this time.

Gender Re-assignment Equality

We have no evidence of a differential impact on this group at this time.

Religion and Belief Equality

Equality monitoring information is held that reflects residents' religious and cultural beliefs. Bracknell Forest will respect and ensure that people's religious beliefs and cultural needs are respected and where services are commissioned, the procurement process includes respecting diversity as a key issue. Care plans reflect the religious

and cultural beliefs of individuals using our services. Staff are therefore aware of how these needs can be followed through.

Pregnancy and Maternity Equality

Bracknell Forest family friendly policy will be adhered to. Managers are aware of and have had training on issues relating to family friendly policy and wherever possible the individual needs of people who are pregnant or have young children are accommodated.

Marriage and Civil Partnership Equality

No known impact. However, Bracknell Forest will adhere to its diversity policy and practices wherever necessary.

Some positive and adverse impacts are to be expected, considering the scope of the strategy. The following characteristics have been identified as receiving a positive or adverse impact:

Disability Equality Issues

There may be initial disruption whilst older people settle into their new accommodation; this may have a short term adverse impact. However, every effort will be made to maintain friendship groups and accommodate individual's wishes to live near family and friends. A dedicated social work has been supporting residents and families since the launch of the consultation and will ensure that residents' individual needs are met. Monitoring of all new placements will take place to ensure that new accommodation is suitable to need.

Disability Equality Considerations

ASC&H has a good track record of delivering change in a sensitive supportive manner. Evidence shows that people have experienced an improved service as a result of previous reconfigurations of services. For example, the re-provision of Downside Day Centre in 2010 has led to people leading more person-centred and therefore more independent lives. A dedicated social worker is in place to support the choices of the residents affected and, where appropriate, the choices and wishes of their families and carers. As a result of this support, two individuals have chosen to move out of borough to be closer to relatives and friends.

Gender Equality Issues

The majority of staff who may be affected are female. Of the 24 permanent staff, one is male. This 4% locally compares to 17% nationally.¹

Gender Equality Considerations

Where changes lead to redundancy we will ensure that staff are fairly selected.

Age Equality Issues

Re-provision may have a short term negative impact, but in the longer term any moves will be made sensitively and appropriately in line with equality issues.

For staff there may be an adverse impact as 75% of permanent staff affected, 18 of 24, are over fifty. However, where any changes lead to redundancy or redeployment, we will ensure that staff are not discriminated against on the basis of age.

Age Equality Considerations

All residents are over sixty-five.

Seventy-five percent of staff are over fifty.

¹ Source; King's College London, Social Care Workforce Periodical - Men in the English Care Sector, Shereen Hussein BSc MSc PhD, September 2011
(<http://www.kcl.ac.uk/sspp/departments/sshm/scwru/pubs/periodical/2011/issue14.aspx>)

5. Monitoring Arrangements

Monitoring the ongoing situation against our equalities ambitions is of crucial importance. In the case of this proposal, there will be residents and staff who may experience some long term impact of implementation.

As mentioned in the previous section, it is understood that there is a potential for short term adverse impacts on disability, age and gender related equalities, but with the aim of achieving positive impacts in the longer term. Processes have been put in place to ensure that any adverse impact is minimised and resolved in the shortest possible timescale by providing dedicated staff to support residents, relatives and staff through any transitions that may result from a decision to implement the proposal.

A social worker has been assigned specifically to support and understand the needs of the residents and their relatives throughout the consultation period. It is anticipated that, should the re-provision go ahead, this would be extended until all residents are found suitable accommodation and have had sufficient reviews to ensure the long term success of the new placements. The role of this professional is to promote and enable choice in the re-provision.

For the staff affected by the proposal, there is an HR staff member dedicated to all aspects of the modernisation agenda. It is their responsibility to manage the human resource elements of the modernisation agenda including;

- One-to-one staff consultations
- Group Meetings
- Liaison with Trade Union representatives
- Liaison with Corporate HR regarding severance estimates
- Redeployment meetings
- Vacancy identification for suitable roles for redeployment
- Ongoing contact with staff and managers
- Issuing relevant and timely paperwork, for example, At Risk letters

In the case of re-commissioning services, there are robust methods for ensuring that equalities are considered throughout the process. There is some national guidance around the decommissioning of care establishments; this has been used to ensure that all eventualities are given equal consideration. This has the potential to inform a localised policy, once a decision has been made regarding the proposal. We will then have the opportunity to monitor and review the success of the safeguards put in place.

The proposal will be presented to the Executive on 21st February when a decision will be made whether to proceed or not. Should the decision to go ahead be taken, the budget will be approved at the Full Council meeting on 29th February. From the 1st March redeployment opportunities will then be explored with the staff designated "At Risk". The project team, including the dedicated social work and human resource staff, will monitor the equalities impacts on all individuals involved throughout the process of re-provision up to the points of; redeployment or redundancy of staff and resettlement of residents.

6. Consultation & Engagement

A consultation was undertaken to fully understand the impact of the proposals for everyone concerned. It has also helped to empower staff and the individuals they support by involving them in the potentially difficult decisions required.

6.1 Who was involved?

Residents of Ladybank, Relatives and Friends

Residents, their carers/relatives and friends have been presented with information about the proposals and the consultation process and then given the opportunity to discuss and comment on the various aspects and potential impact upon them and to put forward their views. Copies of the Consultation Survey were made widely available.

The Head of Service visited every resident and contacted their families to inform them of the proposal and explain the consultation process. A social worker was employed to liaise with the residents and their families, not only to support the consultation process, but to begin a reassessment of need for each individual. Every effort has been made to avoid unnecessary distress to residents and their relatives.

The Families have formed an Action group.

Staff of Ladybank and Trade Unions

The Council has consulted with the staff in Ladybank;

- A group meeting was held on the 11th October 2011 during which the Chief Officer outlined the proposals within the overarching modernisation agenda.
- On the 19th October 2011 a further staff meeting was held to inform staff that the Executive had voted in favour of holding a consultation process on the future of Ladybank.
- Trade Union representation was present at these meetings.
- Staff were given the opportunity to respond to the Consultation Survey and were offered one to one individual meetings.
- On going support and contact with staff has been made by the Head of Service and the Project Managers have held frequent surgeries in Ladybank. There is now daily Involvement from HR.

Community Groups, Health Partners and Independent Sector Providers

Officers met with stakeholder partners and discussed in detail the proposals.

Wider Community

There was reporting in the media on the proposal and subsequently there was the opportunity to make views known through the online survey and a widely circulated petition. The Older People's Partnership was engaged in the consultation during one of the quarterly meetings. Hard copies of the consultation were distributed and links to the online consultation were made available for further responses to be collected.

6.2 How we went about it

The consultation process took place over a period of 13 weeks through November 2011 to 18th January 2012.

A consultation survey/questionnaire was produced with printed and online versions made available. This was developed to find out people's views about the proposal on the future of

Ladybank together with the modernisation of social care services. In total there were 109 responses.

Reminders were issued to stakeholder groups about the consultation midway through the consultation programme during the first week of December.

Details of the consultation proposal and process were reported in the media. There were further opportunities for responses via e-mail or other written correspondence directly to the Council.

6.3 Summary of all Responses

Residents of Ladybank, their Relatives and Friends

It is clear that there is concern over the proposal to close Ladybank. However, the appointment of a social worker specifically to work with residents and families has proved greatly beneficial. A safe and secure environment and being able to maintain links with family and friends were highlighted as important to residents and families in going forward. Also, maintaining high standards and quality of care and a desire for locally-based services were also high priorities.

Staff of Ladybank and Trade Unions

In the group meetings staff have expressed concern about the impact on jobs and the potential impact of any reprovision on residents. They also expressed a view that consultation was meaningless as they felt a decision to close Ladybank was inevitable. They therefore did not feel there would be any benefit in attending one to one meetings however many staff have now taken up this opportunity.

Community Groups, Health Partners and Independent Sector Providers

Overall this group of stakeholders agree with the proposal and, as there is adequate capacity within the market for this type of care to be provided, believe that resident's needs can be met by alternative provision. There was also support for the modernisation of older people's services and for the investment being refocused into community care services.

Wider Community

From the analysis of the survey there was a considerable support to keep Ladybank open with people suggesting that cost should not be a factor in the decision making.

It is clear from a petition received during the process that there is public concern about the possibility of Ladybank closing.

The petition, presented at the Adults Overview & Scrutiny Committee meeting of the 17th January, expressed a number of concerns, in particular that the modernisation proposals are biased in favour of home care, that people are being moved out of Ladybank before the consultation has ended, and that people, who have lived there for some time and are now settled find it very difficult to conceive of moving. These concerns are addressed in this report.

It is true that the modernisation proposals focus on helping people to live at home for longer; this is because this is what people tell us that they want. Even within the context of the people who responded to this survey, there was strong agreement with this policy proposal. Meanwhile, noting the impact that the announcement will have had on people living at Ladybank, and their families, the Council has appointed a member of staff solely to work with the families and residents throughout this difficult time.

6.4 Assessment of Responses

There were 109 responses to the Consultation, of which 79 were by post, and 30 came in on line. Approximately half of the responses (58) came from people who have a direct interest in Ladybank, either as residents, or people with family or friends living there, or staff working there. The other 51 responses came from the wider public, either residents of the Borough, members of Community groups, or someone using support or care services in the community.

Because the proposed reprovision of Ladybank forms part of a wider consultation on the modernisation program as a whole, the questionnaire asked whether the general policy of investing money to help people to live at home for longer was the right one, as well as questions specific to the proposed reprovision of Ladybank itself.

It was clear that respondents to the consultation agreed that the Council should be developing services to help people to live at home for as long as possible, although there were a significant number of “Don’t knows” – 33 responses or 30% of the total. Only 9 respondents disagreed with this proposition. Elsewhere it is noted that the petition, and presentation of the petition, took the view that the consultation was biased towards home care. This is true – it is what people tell us that they want. It is noteworthy that, even in the context of people responding to a consultation on the reprovision of a particular residential service which gathered strong resistance, people still believed that this was the right policy overall.

People were also invited to give free text comments to questions. Although there was agreement with the proposed question, many of the comments did point out that the Council should invest in both residential care and home based services, and that for some people residential care would remain the best option. It is clearly important that the proposal to reprovision Ladybank should not be seen as the withdrawal of residential care as an offer. There are 222 places in residential care in the Borough, and we also use a number of homes outside the Borough where people indicate a wish to go into a particular home. People are assessed as individuals, and where residential care remains the best option, both professionally, and from the individual's own choice, then that option will remain.

The next question that was asked was whether, when residential care is required, should the Council use the most affordable accommodation as long as it is of a good standard. Some 83% were in favour of this proposal whilst 8% expressed disagreement. This is almost exactly the opposite to the responses on whether, due to the high running cost of Ladybank, the Council should close the home – 85% were against the proposal. This is a contradiction and, in effect, the responses to the Consultation have said that the Council should both use the most affordable accommodation and that it should retain the least affordable accommodation and use that.

The third question that was asked was whether the Council should spend £500,000 on basic maintenance for Ladybank, in order to continue to keep it open. There was very strong support for this proposal. There was also a view that was strongly expressed that the reason the figure was so high must be because the facility has been neglected. However, as was pointed out in the report to the Executive of the 18th October, part of the requirement for capital investment is because Ladybank was built to standards that were the requirements of the time, and current standards are much higher.

It has already been mentioned above that in response to the next question, “due to its outdated building and high vacancy rate, resulting in a higher running cost, the Council should close Ladybank”, some 85% of respondents disagreed. There was, in particular, scepticism regarding the vacancy rate. However, the fact remains that fewer and fewer

people have been choosing to go into Ladybank, and the Council cannot, and will not, force people in to a home not of their choosing.

The final question asked whether it was ever acceptable to move a person from a residential care home to alternative living arrangements appropriate to their needs. Should the decision be taken to close Ladybank, then it will be necessary for residents to move, and it was therefore appropriate to ask this question. Responses were evenly spread, with 34% not knowing, 29% against, and 37% in agreement. It is worth noting however that those respondents who agreed with this in principle did comment that the reasons for moving people were very important, and the general view was that this should only happen if needs changed, and not because a decision had been taken to close a particular home.

6.5 Next Steps

Should the Executive vote for re-provision on 21st February the following steps will be taken;

- 22nd February - Staff meeting to discuss the outcome of the Executive vote.
- 29th February - Full Council meeting where the budget will be approved.
- 1st March onward - Identification of redeployment options and engagement with staff.

7 Publication of Equality Impact Assessment

The Freedom of Information Act 2000 aims to make public authorities more transparent, accountable and increase public debate and involvement. Under the Act the Council makes available to the public a vast amount of information via its Publication Scheme. All completed EIA screening forms are published and available to the public on a quarterly basis. The EIA's are published to <http://www.bracknell-forest.gov.uk/your-council/yc-community-cohesion/yc-equality-impact-assessments.htm>.

8 Conclusions

Any decision to re-provide the Ladybank service will have a largely neutral impact. There may be short term adverse impacts on disability, age and gender equalities but it is anticipated that any negative impact is likely to be short term. In the longer term positive outcomes will be testament to the Council's commitment to supporting equality and diversity whilst safeguarding those vulnerable individuals whom we support in the community and endeavouring to reduce the impact on the affected staff.

This proposal alone brings an anticipated annual saving of £275,000 which is approximately 25% of the ASC&H budget saving requirement. That is not to say that financial constraints are the sole purpose of the agenda, rather to emphasise the importance of the decision and the impact it will have, either way, on the Council's budget savings.

The anticipated short term impact is likely to be negative. Media reports and public petitions show a great deal of support behind the idea of continuing to provide the Ladybank service. However, the anticipated long term impact for those residents negatively affected by the proposal will be either neutral or positive. This is to be achieved by the work of a dedicated social worker and the ongoing monitoring processes put in place. The results of the consultation do also show that the respondents want the Council to utilise the best value services. The plans for modernisation of older people's services are about giving the individuals we support the best outcomes at the best value.

Appendix A. Equalities Screening Record Form

Date of Screening:	Directorate: Adult Social Care and Health	Section: Older People and Long Term Conditions
1. Activity to be assessed	Modernisation of Older Peoples Services The modernisation strategy is focused on improving the health, well being and independence of Older People and Vulnerable Adults living in Bracknell Forest. It sets out how services will be modernised to meet the aspirations of people for more choice, greater control of their lives and higher quality support. For Bracknell Forest, to make more effective use of resources and value for money services.	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Mira Haynes	
5. Who are the members of the EIA team?	Project Board Members	
6. What is the purpose of the activity?	<p>Please describe briefly its aims, objectives and main activities as relevant. The following projects make up the whole system approach to Modernising Older Peoples services:</p> <p>1. To consult on the future of 'In House' home support for people with long term conditions with a view to the independent sector providing this support. Increasingly people are choosing to use personal budgets to provide their community support. Therefore it is expected that demand for domiciliary care services to be provided as they are now will lessen as people choose to employ Personal Assistants. The unit cost of the in house service is not competitive with the independent sector and does not provide value for money. There are no long term Service Users in this service and future demand will be commissioned in the private sector. 18 staff will be affected. . Where changes lead to redundancies, staff will be consulted and redeployment opportunities will be offered wherever possible Add a small paragraph of explanation under each of these numbered changes below. What are we proposing these changes? How many service users or staff will be affected? How will they be affected?</p> <p>2. To consult on the future of Ladybank Older Persons Home with a view to re-providing long term care Demand for the type of residential care provided by Ladybank has reduced as people can now be better supported to live at home and increasingly make this choice. The home itself requires major capital expenditure to be spent on it to bring it up to modern standards. There are 10 residents and 32 staff who will be affected. Residents will be consulted and supported to relocate to appropriate alternatives. Where changes lead to redundancies, staff will be consulted and redeployment opportunities will be offered wherever possible.</p> <p>3. To establish ways in which (working with partners) residential intermediate care is enhanced and in time relocated to more suitable accommodation. With the proposed changes to the status of Ladybank it will be necessary to examine the relocation of residential Intermediate care services currently being delivered from the Bridgewell Centre. Ongoing discussions with partners to establish what needs the service will meet in the future will inform the specification for this service. Staff have been kept informed about this process.</p> <p>4. To consult with staff in Community Response and Reablement on proposals to enhance capacity in terms of new rosters and use of technology. Introducing new ways of working, new working patterns and new technology will increase capacity and productivity. It will also better enable the service to meet the growing demand for Intermediate Care type services and support new service developments planned through a more effective use of resources. There are 27 staff members in the directly provided service who will be consulted on adopting these proposals. People supported in this service will benefit from greater flexibility to meet their needs.</p>	

	<p>5. To locate the Home Care Dementia Team at Heathlands Day Centre and consult on new managerial arrangements. With the increased capacity bought about by recent improvements to Heathlands Day Centre and new Carers' drop in scheme, there is now the opportunity to relocate the community support well being dementia team within offices at the day centre. This will facilitate a fully integrated dementia provider service in one location along with providing an easily accessible service for people with memory problems and their carers. There are opportunities for efficiencies for a stream lined management structure. Staff efficiencies will also be delivered through integration of the services. All staff are being consulted on the relocation proposal.</p> <p>6. To work with the Independent Sector on introduction of electronic monitoring for domiciliary providers. To manage the transformation agenda within Adult Social Care, Bracknell Forest will need to employ more effective and efficient ways of providing quality, safe and User responsive domiciliary care services. Electronic monitoring systems will modernise the commissioning and monitoring of home care service delivery. It will contribute towards stream lining processes and improve the quality of services through better management and monitoring of commissioned services. People who use services will benefit from accurate billing.</p> <p>7. To work with Wokingham Borough Council with a view to evaluating opportunities to provide the Sensory Needs Service from within Bracknell Forest Council Community Teams. This proposal would offer an opportunity to consult with people experiencing sensory loss to shape future services to local need. It could also allow for better prevention and early intervention through local needs analysis as well as an opportunity to develop third sector provision.</p> <p>8. To develop proposals to enhance Community Response and Reablement and falls service via funding from the PCT. This proposal will ensure that a robust out of hours and on call management service is developed along with increased capacity in both community and residential intermediate care. Strengthening the assessment at the point of entry, will further a whole system approach to reablement through timely and appropriate interventions.</p> <p>9. To develop appropriate housing options with partners to ensure that the Older Persons Accommodation Strategy is implemented providing a range of accommodation across the Borough. Older People would like to remain living in their own homes as long as possible with access to the best opportunity and options for securing and remaining safely in the home of their choice. In taking this proposal forward will enable good housing based options to be part of the provision of modernised Adult Social Care.</p> <p>This impact assessment considers the impact of the whole modernisation programme. Equality screenings have been completed on 1 and 2 above. Further screening will be undertaken once the project boards for 3 – 9 have been implemented and screening is thought to be necessary.</p>		
7. Who is the activity designed to benefit/target?	Older People and people with a long term condition		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	Y	Proposal 1. There will be initial disruption whilst older people settle into their new accommodation,	ASC&H have a good track record of delivering change in sensitive supportive manner. Evidence

			This may have a short term adverse impact. However there is an expected positive long term impact due to any new placements being commissioned in an improved environment underpinned by dedicated a Social Work involvement which will ensure that residents' individual needs are met. for all residents needing review and monitoring of all new placements will take place thus ensuring a positive relocation.	shows that people have experienced an improved service as a result of previous reconfiguration of services. E.g. closure of Downside Day Centre in 2010 has led to people leading more person centred independent lives.
9. Racial equality		N	No residents will feel an impact from a racial equality perspective. Staff in all project groups come from a diverse number of backgrounds.	All staff will be treated sensitively in regards to their needs.
10. Gender equality	Y		The majority of staff who may be affected are female.	Where changes lead to redundancy we will ensure that staff are not unfairly selected.
11. Sexual orientation equality		N	No.	We have no evidence of a differential impact on this Group at this time.
12. Gender re-assignment		N		We have no evidence of a differential impact on this Group at this time.
13. Age equality	Y		Proposal 1: where changes lead to commissioning services in a different way or from a different provider, we will use procurement procedures which include specific reference to equality issues. Proposal 2: All residents are Older People. Any move may have a short term negative impact but in the long term, placements will be made sensitively and appropriately in line with equality issues. For the staff: there may be an adverse impact as a high % of staff affected are over 50. However, were any changes lead to redundancy or redeployment, we will ensure that staff are not unfairly selected on an age related issue.	All residents are Older People. A high % of staff are over 50.
14. Religion and belief equality		N	Equality monitoring information held reflects residents' religious and cultural beliefs. Bracknell Forest will respect and ensure that people's religious beliefs and cultural needs are respected and where services are commissioned, the procurement process includes respecting diversity as a key issue.	Care plans reflect the religious and cultural beliefs of individuals using our services. Staff are therefore aware of how these needs can be followed through.

15. Pregnancy and maternity equality		N	Bracknell Forest family friendly policy will be adhered to.	Managers are aware and have had training on issues relating to family friendly policy and wherever possible the individual needs of people who are pregnant or have young children are accommodated.
16. Marriage and civil partnership equality	Y	N	No known impact. However, Bracknell Forest will adhere to its diversity policy and practices wherever necessary.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.	Staff: Many of the existing staff work part time and as a result may be on low incomes. Where changes lead to redeployment or redundancy, we will ensure that staff are not unfairly selected. Any adverse impact is likely to reflect the profile of the people who use services rather than equality related differential impact.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	There will be no service reduction to individuals as a result of these proposals. All proposals for this project will be dealt with sensitively and with due regard for the promotion of respect, dignity and choice.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	As the majority of the workforce is female and many work part time, there may be a significant impact on this group of people. At all times, Bracknell Forest's policy and procedures on Human resource management and employment legislation will be adhered to.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	Where changes lead to commissioning services in a different way or through a different provider, we will use procurement procedures which will include specific reference to equalities. Staff: every effort will be made to minimise redundancies. There is a programme board and a project group including Human Resources which will ensure that there is a comprehensive consultation, involvement and sensitive approach to the issues raised above. All staff affected will be offered 1:1 meetings to discuss their needs in detail.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	A full consultation will be undertaken to understand the impact of these proposals. A comprehensive consultation questionnaire has been written which has been approved by the Programme Board. This questionnaire will be made available in appropriate formats to ensure that as far as possible disability issues accommodated. Staff affected are to be offered 1:1 meetings to discuss their views and their specific needs.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y		Proposals 1, 2 and 6 will need full EIAs once the recommendation is approved at Executive.	

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature:	Mira Haynes	Date: 19.10.11
27. Which PMR will this screening be reported in?	Q3 PMR ASC&H 2011-12		

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.