

Equality Impact Analysis to enable informed decisions

The purpose of this document is to:-

help decision makers fulfil their duties under the Equality Act 2010 and for you to evidence the positive and adverse impacts of the proposed change on people with protected characteristics and ways to mitigate or eliminate any adverse impacts.

Using this form

This form must be updated and reviewed as your evidence on a proposal for a project/service change/policy/commissioning of a service or decommissioning of a service evolves taking into account any consultation feedback, significant changes to the proposals and data to support impacts of proposed changes. The key findings of the most up to date version of the Equality Impact Analysis must be explained in the report to the decision maker and the Equality Impact Analysis must be attached to the decision making report.

****Please make sure you read the information below so that you understand what is required under the Equality Act 2010****

Equality Act 2010

The Equality Act 2010 applies to both our workforce and our customers. Under the Equality Act 2010, decision makers are under a personal duty, to have due (that is proportionate) regard to the need to protect and promote the interests of persons with protected characteristics.

Protected characteristics

The protected characteristics under the Act are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Section 149 of the Equality Act 2010

Section 149 requires a public authority to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by/or under the Act
- Advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share those characteristics
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The purpose of Section 149 is to get decision makers to consider the impact their decisions may or will have on those with protected characteristics and by evidencing the impacts on people with protected characteristics decision makers should be able to demonstrate 'due regard'.

Decision makers duty under the Act

Having had careful regard to the Equality Impact Analysis, and also the consultation responses, decision makers are under a personal duty to have due regard to the need to protect and promote the interests of persons with protected characteristics (see above) and to:-

consider and analyse how the decision is likely to affect those with protected characteristics, in practical terms, remove any unlawful discrimination, harassment, victimisation and other prohibited conduct,

consider whether practical steps should be taken to mitigate or avoid any adverse consequences that the decision is likely to have, for persons with protected characteristics and, indeed, to consider whether the decision should not be taken at all, in the interests of persons with protected characteristics,

consider whether steps should be taken to advance equality, foster good relations and generally promote the interests of persons with protected characteristics, either by varying the recommended decision or by taking some other decision.

Conducting an Impact Analysis

The Equality Impact Analysis is a process to identify the impact or likely impact a project, proposed service change, commissioning, decommissioning or policy will have on people with protected characteristics listed above. It should be considered at the beginning of the decision making process.

The Lead Officer responsibility

This is the person writing the report for the decision maker. It is the responsibility of the Lead Officer to make sure that the Equality Impact Analysis is robust and proportionate to the decision being taken.

Summary of findings

You must provide a clear and concise summary of the key findings of this Equality Impact Analysis in the decision making report and attach this Equality Impact Analysis to the report.

Impact – definition

An impact is an intentional or unintentional lasting consequence or significant change to people's lives brought about by an action or series of actions.

How much detail to include?

The Equality Impact Analysis should be proportionate to the impact of proposed change. In deciding this asking simple questions “Who might be affected by this decision?” “Which protected characteristics might be affected?” and “How might they be affected?” will help you consider the extent to which you already have evidence, information and data, and where there are gaps that you will need to explore. Ensure the source and date of any existing data is referenced.

You must consider both obvious and any less obvious impacts. Engaging with people with the protected characteristics will help you to identify less obvious impacts as these groups share their perspectives with you.

A given proposal may have a positive impact on one or more protected characteristics and have an adverse impact on others. You must capture these differences in this form to help decision makers to arrive at a view as to where the balance of advantage or disadvantage lies. If an adverse impact is unavoidable then it must be clearly justified and recorded as such, with an explanation as to why no steps can be taken to avoid the impact. Consequences must be included.

Proposals for more than one option If more than one option is being proposed you must ensure that the Equality Impact Analysis covers all options. Depending on the circumstances, it may be more appropriate to complete an Equality Impact Analysis for each option.

The information you provide in this form must be sufficient to allow the decision maker to fulfil their role as above. You must include the latest version of the Equality Impact Analysis with the report to the decision maker. Please be aware that the information in this form must be able to stand up to legal challenge.

Background Information

Title of the policy / project / service being considered	CAL IMAX service	Person / people completing analysis	Lynne Faulder Bev Finnegan
Service Area	Environment & Economy	Lead Officer	Nicole Hilton
Who is the decision maker?	Cllr Mrs S Woolley, Executive Councillor for NHS Liaison and Community Engagement	How was the Equality Impact Analysis undertaken?	Desk top with CAL
Date of meeting when decision will be made	Click here to enter a date.	Version control	
Is this proposed change to an existing policy/service/project or is it new?	Existing policy/service/project	LCC directly delivered, commissioned, re-commissioned or de-commissioned?	Commissioned
Describe the proposed change	Not to fund Income Maximisation services		

Evidencing the impacts

In this section you will explain the difference that proposed changes are likely to make on people with protected characteristics. To help you do this first consider the impacts the proposed changes may have on people without protected characteristics before then considering the impacts the proposed changes may have on people with protected characteristics.

You must evidence here who will benefit and how they will benefit. If there are no benefits that you can identify please state 'No perceived benefit' under the relevant protected characteristic. You can add sub categories under the protected characteristics to make clear the impacts. For example under Age you may have considered the impact on 0-5 year olds or people aged 65 and over, under Race you may have considered Eastern European migrants, under Sex you may have considered specific impacts on men.

Data to support impacts of proposed changes

When considering the equality impact of a decision it is important to know who the people are that will be affected by any change.

Population data and the Joint Strategic Needs Assessment

The Lincolnshire Research Observatory (LRO) holds a range of population data by the protected characteristics. This can help put a decision into context. Visit the LRO website and its population theme page by following this link: <http://www.research-lincs.org.uk> If you cannot find what you are looking for, or need more information, please contact the LRO team. You will also find information about the Joint Strategic Needs Assessment on the LRO website.

Workforce profiles

You can obtain information by many of the protected characteristics for the Council's workforce and comparisons with the labour market on the [Council's website](#). As of 1st April 2015, managers can obtain workforce profile data by the protected characteristics for their specific areas using Agresso.

Positive impacts

The proposed change may have the following positive impacts on persons with protected characteristics – If no positive impact, please state '*no positive impact*'.

Age	No positive impact
Disability	No positive impact
Gender reassignment	No positive impact
Marriage and civil partnership	No positive impact
Pregnancy and maternity	No positive impact
Race	No positive impact
Religion or belief	No positive impact
Sex	No positive impact
Sexual orientation	No positive impact

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If you have identified positive impacts for other groups not specifically covered by the protected characteristics in the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.

No positive impact

Adverse/negative impacts

You must evidence how people with protected characteristics will be adversely impacted and any proposed mitigation to reduce or eliminate adverse impacts. An adverse impact causes disadvantage or exclusion. If such an impact is identified please state how, as far as possible, it is justified; eliminated; minimised or counter balanced by other measures.

If there are no adverse impacts that you can identify please state 'No perceived adverse impact' under the relevant protected characteristic.

Negative impacts of the proposed change and practical steps to mitigate or avoid any adverse consequences on people with protected characteristics are detailed below. If you have not identified any mitigating action to reduce an adverse impact please state *'No mitigating action identified'*.

Age

Evidence

Should IMAX not be funded, thus reducing capacity in the service, individuals in all age groups will be adversely affected. However, in terms of groups with protected characteristics:

- Approximately **5%** of clients are children or young people aged 25 and under
- Around **42%** of clients aged 65 and over
- The **remaining 53%** could still have an impact on children and child poverty and their health and wellbeing, as the majority are families.

Impact

Not funding IMAX could produce the following negative impacts on individuals with protected characteristics due to age:

- **Older people may be less likely to remain independent in their own homes** through lack of preventative advice and support (including home visits) on welfare, benefits and housing through IMAX. This could negatively impact both the individual's health and wellbeing, and increase demand on local health and social care services.
- **People may be less able to afford to buy specific services that reduce risk of harm, without access to specialist advice** thereby increasing reliance and cost to statutory body funding and services
- **People who will suffer with dementia** will have less support available to them thereby increasing reliance on already stretched services and social care budget
- **May** see a pressure on carers, many of whom are also elderly.

	<p>Mitigation</p> <p>Many other organisations support these particular age groups (for example, Age UK, Pension Wise, Alzheimer’s Society, P3 and Eighteen and Under), where there is increasing expertise on accessing specialist advice, services and provision. The Council will fund CAL to provide as part of the core service additional welfare benefit advice relating to welfare reform including Universal Credit</p>
Disability	<p>Evidence</p> <p>Over 85% of IMAX clients have a long term health condition or disability. Part of the IMAX service is to support individuals and increase the number of people successfully claiming their benefits entitlements including:</p> <ul style="list-style-type: none"> ● Attendance Allowance ● Disability Living Allowance ● Personal Independence Payments ● Carers Allowance ● Pension Credit ● Employment Support Allowance <p>Impact</p> <p>Any reduction in the IMAX service would impact on clients with disabilities and long term health conditions, including:</p> <ul style="list-style-type: none"> ● Decrease the available support to those who have a physical disability or sensory impairment who see IMAX service as part of their overall support package when facing their life challenges. ● Risk of increasing the number of families with at least one disabled member who live in relative income poverty (from the existing 19% - as compared with 15% in families with no disabled family member) ● Impact upon mental health due to the reduction of a provider of advice and support (Citizens Advice impact report 2015/16)

	<p>Mitigation</p> <p>It is recognised that IMAX provides access to advice and support for disabled clients. However, alternative support, from Jobcentre Plus, Statutory Services, LPFT Community Support Services or Community Hubs have a wide geographical spread for access and have specific expertise both in the areas of Mental Health and the barriers and challenges facing this community as well as knowledge of the services and benefits available to them. The Council will fund CAL to provide as part of the core service additional welfare benefit advice relating to welfare reform including Universal Credit</p>
Gender reassignment	<p>Evidence</p> <p>Data on gender reassignment is not collected.</p> <p>Impact</p> <p>Although the number of people with this protected characteristic is not known the majority of people in receipt of support from the service are already accounted for within the protected characteristic of age or disability. It is not considered that any specific negative impacts affect people with this protected characteristic separately from whether they also have the protected characteristic of age or disability.</p> <p>Mitigation</p> <p>Not applicable.</p>
Marriage and civil partnership	<p>Evidence</p> <p>A large proportion of IMAX clients are older married couples in situations where one or both individuals has health condition (such as dementia), and need care in the home. The advice and casework for individuals and their carers to access the support they need to access care in their homes is important in improving outcomes.</p> <p>There is no data collection on this group.</p> <p>Impact</p> <ul style="list-style-type: none"> • Anecdotal information would suggest that casework with this group has a positive outcome.

	<p>Mitigation There are a number of other statutory, community and volunteer groups who provide universal advice and support within Lincolnshire. Insofar as these individuals also fall within the category of age or disability as a protected characteristic the mitigation referred to above will also apply.</p>
Pregnancy and maternity	<p>Evidence There is no data collection on this group.</p> <p>Impact Although the number of people with this protected characteristic is not known the majority of people in receipt of support from the service are already accounted for within the protected characteristic of age or disability. It is not considered that any specific negative impacts affect people with this protected characteristic separately from whether they also have the protected characteristic of age or disability.</p> <p>Mitigation Not applicable.</p>
Race	<p>Evidence There is no data collection on this group</p> <p>Impact Although the number of people with this protected characteristic is not known the majority of people in receipt of support from the service are already accounted for within the protected characteristic of age or disability. It is not considered that any specific negative impacts affect people with this protected characteristic separately from whether they also have the protected characteristic of age or disability.</p> <p>Mitigation Not applicable.</p>

<p>Religion or belief</p>	<p>Evidence There is no data collection on this group.</p> <p>Impact Although the number of people with this protected characteristic is not known the majority of people in receipt of support from the service are already accounted for within the protected characteristic of age or disability. It is not considered that any specific negative impacts affect people with this protected characteristic separately from whether they also have the protected characteristic of age or disability.</p> <p>Mitigation Not applicable.</p>
<p>Sex</p>	<p>Evidence There is no data collection on this group.</p> <p>Impact Although the number of people with this protected characteristic is not known the majority of people in receipt of support from the service are already accounted for within the protected characteristic of age or disability. It is not considered that any specific negative impacts affect people with this protected characteristic separately from whether they also have the protected characteristic of age or disability.</p> <p>Mitigation Not applicable.</p>
<p>Sexual orientation</p>	<p>Evidence There is no data collection on this group.</p> <p>Impact Although the number of people with this protected characteristic is not known the majority of people in receipt of support from the service are already accounted for within the protected characteristic of age or disability. It is not considered that any specific negative impacts affect people with this protected</p>

characteristic separately from whether they also have the protected characteristic of age or disability.

Mitigation

Not applicable.

If you have identified negative impacts for other groups not specifically covered by the protected characteristics under the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.

Evidence

It is recognised that the brand of Citizens Advice is a trusted brand and source of information and provides advice and support to a number of other key groups that fall outside the recognised protected characteristics:

Carers:

Many carers obtain benefits via the IMAX service, accessing basic advice and Assisted Digital support to make their claims. In the last year CAL supported 55 carers directly to claim carer's allowance. With 85% of IMAX clients living with a disability or long term health condition, this support benefits carers to maintain their caring duties and access the care they need for their family members.

Impact

Carers:

With reduced IMAX provision, carers may experience a delay in accessing support and advice through CAB.

Mitigation

It is recognised that support and advice can still be accessed through CAB (supplemented with funding for advice on welfare reform) as well as a number of other statutory, community and volunteer groups who provide universal advice and support within Lincolnshire such as; Age UK (for older people), Lincolnshire Home Improvement Agency (for those entitled to benefits such as illness, disability, age), Lincolnshire Community Foundation via the 'MoneyLincs' programme (eligibility criteria apply – for those out of work), Lincolnshire Action Trust (for offenders and those at risk of offending as well as welfare of families and dependents), The Wellbeing Service (short-term support only), P3, The National Money Advice Service (offers help online and over the phone for free).

Stakeholders

Stake holders are people or groups who may be directly affected (primary stakeholders) and indirectly affected (secondary stakeholders)

You must evidence here who you involved in gathering your evidence about benefits, adverse impacts and practical steps to mitigate or avoid any adverse consequences. You must be confident that any engagement was meaningful. The Community engagement team can help you to do this and you can contact them at consultation@lincolnshire.gov.uk

State clearly what (if any) consultation or engagement activity took place by stating who you involved when compiling this EIA under the protected characteristics. Include organisations you invited and organisations who attended, the date(s) they were involved and method of involvement i.e. Equality Impact Analysis workshop/email/telephone conversation/meeting/consultation. State clearly the objectives of the EIA consultation and findings from the EIA consultation under each of the protected characteristics. If you have not covered any of the protected characteristics please state the reasons why they were not consulted/engaged.

Objective(s) of the EIA consultation/engagement activity



Who was involved in the EIA consultation/engagement activity? Detail any findings identified by the protected characteristic

Age	CAL
Disability	CAL
Gender reassignment	CAL
Marriage and civil partnership	CAL
Pregnancy and maternity	CAL
Race	CAL

Religion or belief	CAL
Sex	CAL
Sexual orientation	CAL
Are you confident that everyone who should have been involved in producing this version of the Equality Impact Analysis has been involved in a meaningful way? The purpose is to make sure you have got the perspective of all the protected characteristics.	Yes
Once the changes have been implemented how will you undertake evaluation of the benefits and how effective the actions to reduce adverse impacts have been?	This will be managed through quarterly performance review meetings with CAL along with compliance and oversight of the grant aid agreement again through quarterly meetings.

Further Details

Are you handling personal data?

Yes or no – please select

Yes

If yes, please give details.

Client data that is relevant to their personal and financial circumstances held by CAL.

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Actions required	Action	Lead officer	Timescale
Include any actions identified in this analysis for on-going monitoring of impacts.			
Signed off by	Nicole Hilton	Date	27 February 2018