

Equality Impact Assessment (EqIA)

Deciding what needs to be assessed

In theory all policies, decisions, services, projects and programmes should be impact assessed. The most practical approach is to assess as the proposal is being developed or as processes, services and policies come up for review making the EQIA part of the development process. Do not be put off by the list below, it does not mean that long and detailed assessments are required every time you are engaged in one of the activities. However, it does mean that you should always consider the equalities implications of your proposals.

Policy

- New policy development
- Substantial revision of an existing policy or process
- Any change which may have a disproportionate impact on a particular group

Decision

- Key decision
- Decision for management board/cabinet
- Budget change decision

Service

- New service
- Service review, including the decommissioning of services
- Any service change which may have a disproportionate impact on a particular group

Projects and programmes

- All, at planning stage

Further information: [Equality Impact Assessments - a user's guide](#)

Section one

No.	Question	Response
1.1	Name of policy/decision/service/project/programme being assessed	Review and update of the Adult Social Care Charging Policy
1.2	Summary of aims and objectives of the policy/decision/service/project/programme	To be clear how we will charge people for Adult Social Care services and how we calculate a persons client contribution in line with the Care Act 2014 and any relevant subsequent legislation.
1.3	Who is affected by the policy/decision/service/project/programme? (For example, employees/service users/supplier/contractor)	People who receive care via Adult Social Care
1.4	What involvement and consultation has been done in relation to this proposal? (For example, with relevant groups and stakeholders)	No consultation yet. Will be requesting Cabinet member via a briefing note to agree to consultation on the proposed changes to the policy.
1.5	What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	Policy will be reviewed if there are any future changes in legislation. Will be monitoring through customer comment/complaints

Section two – protected characteristics

Protected characteristic group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (for example, adjustment to the proposal)
Disability	Neutral	The policy is based on peoples ability to pay	Easy Read documents are being develop to ensure all understand how a client contribution is calculated. We also have an organisation who can manage direct payment care packages on a persons behalf and an advocacy service.
Gender reassignment	Neutral	As above	
Marriage or civil partnership	Neutral	As above	
Pregnancy and maternity	Neutral	As above	
Race	Neutral	As above	
Religion or belief	Neutral	As above	
Sexual orientation	Neutral	As above	
Sex (gender)	Neutral	As above	

Age	Neutral	As above	
Children in care and care leavers	Neutral	As above	

Section three – evaluation

No.	Question	Explanation/justification
3.1	Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	The changes proposed are to ensure that there is no discrimination as we have identified that the transport charges in the current policy are not equitable.

No.	Final Decision	Tick the relevant box	Include any explanation / justification required
1	No barriers identified, therefore activity will proceed	X	
2	Stop at some point because the data shows bias towards one or more groups		
3	Adapt or change the event in a way which you think will eliminate the bias		

4	Barriers and impact have been identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (for example, in extreme cases or where positive action is taken). Therefore, proceed with caution with this knowing that it may favour some people less than others, providing justification for this decision		
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Section four – record keeping

Question	Response
Will this EqIA be published* (*EqIA's should be published alongside relevant event paperwork including cabinet papers):	Yes
Date completed	20 th June 2024
Review date (if applicable)	June 2027

Change log

Name	Date	Version	Change made

Responsibilities

Question	Response	Date completed
Name of person leading this EqIA	Jackie Walker – Head of Finance, Adults	20/6/24

Question	Response
Names and roles of people involved in the consideration of impact	Adults Senior Leadership Team. Director of Finance and Audit.

Question	Response	Date signed
Name of Director signing EqIA	Clare Deards	