

Equality Impact Assessment Form

1. Document Control

1. Control Details

Title:	Closure of Summerwood Day Centre incorporating the outcome of Physical Sensory Impairment and the review of Learning Disability Services.
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2. Document Amendment Record

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1	Paul Haigh	31.3.2021	

3. Contributors/Reviewers

Name	Position	Date
Rosey Donovan	Equality and Employability Consultant	12/04/2021
Richard Groves	Service Provision Manager	12/04/2021
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4. Glossary of Terms

Term	Description
WIT (WIT is the actual name it is an abbreviation)	Independent Advocacy Organisation
Have Your Say (HYS)	Nottingham City Council on line portal for people to make comments
FTE	Full Time Equivalent
BAME	Black, Asian and minority ethnic.

2. Assessment

1. Brief description of proposal / policy / service being assessed

Closure of Summerwood Day Centre for adults with learning disabilities.

It is proposed that Summerwood day centre be closed and that the citizens attending be moved to other day centres within the City. Staff would also move from Summerwood to other day centres. There will be an overall reduction of staffing but this will be managed through voluntary redundancy and the deletion of vacant posts.

The decision will be communicated to all citizens and their carers individually and they will all receive an assessment to determine how their care and support needs can best be met in the future. For those citizens for whom a day service is considered the best option, it is most likely that they will be offered places at Spring Meadow Day centre which is the closest geographically to their home addresses. Citizens will however be consulted and will be able to attend other day centres if they wish to. Citizens will also be given support from the social work team and Personalisation Hub to explore other solutions and ways of using personal budgets/direct payments that meet their needs and support them in maintaining independence.

Citizens will be continually monitored to ensure that their care packages reflect increasing or decreasing needs. Staff will be in regular contact with citizens and their families/carers. Prior to any change in service provision, citizens will be

consulted and changes implemented at a pace which minimises distress.

2. Information used to analyse the effects on equality:

Public consultation was launched on 12/02/21 and closed on 28/03/21. During this period, 3 virtual consultation meetings via zoom were held with the families and carers of citizens attending Summerwood. Local councillors and the MP for Nottingham South also attended these meetings. There was also a questionnaire which was available online and sent out in the post.

192 responses to the questionnaire were received. 57% of the respondents considered themselves disabled and 7% were from BAME communities.

10 households representing 8 citizens attended the 3 virtual consultation meetings. 13 families who did not attend the meetings were contacted by telephone to discuss their views on the consultation. 11 of these responded, the other 2 did not respond or return calls.

9 families stated that they did not want citizens to be spoken to directly as they would not have the capacity to understand what was happening.

3. Impacts and Actions:

	Could particularly benefit X	May adversely impact X
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People from different ethnic groups.	<input type="checkbox"/>	X
Men	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	X
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
Background information: <ul style="list-style-type: none"> Nottingham City Council operates Summerwood Day Centre based in Clifton with 27 citizens on the register. The average daily attendance at Summerwood prior to covid was 24 	<ul style="list-style-type: none"> All citizens that will see a change to their service agreement will require a re-assessment to ensure their care needs are met. Each citizen and carer affected will be communicated to individually

- Citizens currently on the register are assessed as having complex, or high needs. There are no citizens assessed as having low needs.
- All citizens have been assessed as requiring meaningful daytime occupation or their carers as requiring daytime respite care.
- All citizens attending the day centres have a primary care need of physical sensory impairment or learning disability / autism.
- Of the 27 citizens on the register 52% (14) are female and 48% are male (13).
- The age range of the citizens attending is 22 to 71.
- Of the 27 citizens on the register 17 (63%) number live with family carers, 2 (7%) with Shared Lives carers, 8 (30%) from supported living placements
- Of the 27 citizens the Ethnicity breakdown is as follows:
 - 1 Asian Indian
 - 26 White British

12/02/21 – Public Consultation was launched

Public Consultation Zoom meetings were held on 8/03/21, 10/03/21 and 2/03/21. Over the course of the meetings 10 Households attended representing 8 citizens from Summerwood.

13 Families from Summerwood who did not attend the meetings were contacted by telephone to discuss the consultation. 11 of these families responded and their views have been included in the consultation findings. 2 families did not respond or return calls.

8 Citizens were consulted about the closure when attending the day centre, 2 were contacted by telephone, 9 parent/ carers requested no consultation with

to explain the changes proposed. It is acknowledged that many citizens will struggle to understand the changes proposed. Easy read documents will be provided, along with plain English communication, Makaton and other communication aids to help convey the message.

- Citizens will be supported in settling in to a new location, both as individuals and also recognising friendship groups by familiar known care workers.
- New catchment areas for citizens will be drawn up with an aim where possible for those citizens requiring a day centre to attend the one closest to their home address. It is most likely that citizens will be moved to Spring Meadow which is the closest geographically to their home addresses. Citizens and their carers will be consulted on this and if they have a preference for a different day centre, this will be accommodated.
- The new staff team will consist of staff from Summerwood service and where possible there will always be familiar staff either in the centre or available to support the community access sessions.
- All citizens will be assigned a keyworker who will be responsible to maintain contact, manage or escalate any issues and maintain / develop the citizens care plan.
- Citizens will be supported to explore other solutions and ways of using personal budgets/direct payments that meet their needs and support them in maintaining independence. This support will come in the form of assessment and contact from both the social work team and the Personalisation Hub. This will be a standard assessment for all citizens to ensure consistency but support will be adapted to take into account individual needs.
- Citizens / carer needs will be continually monitored and care packages will be changed to reflect increasing or reduced needs. **Follow up** conversations are proposed with day centre staff, once we notify families of the decision. Regular contact will continue at intervals based on individual needs and circumstances. Frequency of calls will be determined at the assessment stage and included in the care plan. Any actions will be recorded and managed or escalated by the citizen's keyworker. Follow up will be discussed during the next time of contact.

citizens and 2 citizens were not contactable.

The Councils "Have Your Say" portal was open up during the consultation period to capture the general public's views/ stakeholders views.

Key findings from "Have Your Say" (HYS) (addendum) :

- 60% of respondents strongly disagreed that this proposal will maximise the use of current day centres to help save money.
- 65% of respondents strongly disagreed that it is reasonable to travel up to 5 miles from home to a day centre.
- 65% of respondents strongly disagreed that they would attend another day centre if Summerwood was to close.
- 56% of respondents strongly agreed that the Council should remain committed to promoting independence whilst prioritising spaces in day services for people with moderate and high support needs.
- 59% of respondents strongly agreed that services would benefit from the reinstatement of the Learning Disabilities Partnership Board.

Specific Impacts on citizens / carers may include:-

- Distress at changing the day centre base.
- Distress caused by a reduction in service. I.e. less attendance at the

- Any changes to service provision will be sensitively implemented at a pace that minimises distress and discussions will take place with the citizens before any change in service is made.
- Additional care and support packages may have to be introduced to bridge the gaps and service changes in order to ensure carer and affected citizens care needs are met. Carers will be encouraged to approach their social workers should they believe there are gaps in their care provision.
- Once a final decision has been made then a detailed plan to implement the changes agreed to will be formulated and communicated to all stakeholders. This will include specific details for each individual, what the new service will be, the days of attendance, how to raise concerns about service gaps.
- Additional costs for travelling will be subject to a fairer charging assessment and families will only be charged in accordance with this assessment.
- Summerwood staff will be redeployed so there are familiar faces at the new day service base.
- Citizens will be assessed and their assessed day service needs will be met as the new model proposed is based on there being sufficient capacity with the remaining day services so there should be no reduction in the day service offer.
- Citizen friendship groups will be maintained as citizens will move to one base unless they choose otherwise.

day centre / less formal daytime support to access the community.

- Community based activities will be at risk of being postponed due to occasions of bad weather, community venues not open due to covid-19, or other reasons at short notice.
- Frustration caused by receiving less service.
- Carers having to seek other respite services to fill the gap the day centre attendance leaves.
- Carers having to make adjustments to paid work or other daytime commitments.
- Increase in travel time and associated costs.
- Discontinuity in care worker relationships.
- Splitting of friendship groups should citizens be placed at their nearest base which is different to their existing friends.

Summerwood Staff

- Of the 7 staff 5 are female (71%) and 2 are male (29%)
- Of the 7 staff 3 (43%) are between the age of 24 and 44
- Of the 7 staff 0 are between the age of 45 to 54
- Of the 7 staff 4 (57%) are between the age of 55 to 64
- Of the 7 staff 0 are over the age of 65.
- 4 staff (57%) have declared themselves as White British
- 2 staff (29%) have declared themselves as BAME and 1 has not declared (14%)
- 5 of the 7 staff have declared themselves as not disabled and 2 not declared
- Of the 7 staff 2 (29%) have declared themselves as Christian, 1 Hindu (14%), 1 not obtained (14%), 1 other (14%) and 2 none (29%)
- Of the 7 staff 1 (14%) have declared themselves as Heterosexual and 6 (86%) not declared
- Of the 7 staff 2 (29%) have done 10 years or less service. 3 (43%) staff have done between 10 and 20 years' service and 2 over 20 years' service.
- 5 of the 7 staff are at grade A- C (72%), 1 at grades D-E (14%) and 1 at grades F-G (14%)

- Once the decision has been made, there will be ongoing discussions and contact with citizens and their families/carers to reduce any concerns raised as outlined above.

Staff related mitigations

- Reduction in staffing levels have primarily been absorbed through deletion of vacant posts.
- Day services staff have been asked for expressions of interest to apply for voluntary redundancy posts considered are:
 1. 1 FTE Service Provision Manager (Grade J)
 2. 1 FTE Care Team Leader (Grade G)
- There are 2 Posts proposed for compulsory redundancy where each is a single post and the person is therefore automatically selected for redundancy.
 1. 1 FTE Catering Nutrition and Cleaning Services Manager (Grade G)
 2. 1 FTE Caretaker (Grade C)
- Staff at risk of redundancy will be considered for remaining vacant posts within the service as well as being supported to access the redeployment register.
- There are subsequently no staff losses at Summerwood Day Centre.

Staff Identified for Voluntary Redundancy

- Of the 2 staff 2 are female (100%) and 0 are male
- Of the 2 staff 0 (0%) are between the age of 24 and 44
- Of the 2 staff 1 (50%) are between the age of 45 to 54
- Of the 2 staff 1 (50%) are between the age of 55 to 64
- Of the 2 staff 0 are over the age of 65.
- 1 (50%) have declared themselves as White British
- (50%) have declared themselves as BAME
- 1 of the 2 staff have declared themselves as disabled and 1 as not disabled
- Of the 2 staff 1 (50%) have declared themselves as Christian and 1 none (50%)
- Of the 2 staff 1 (50%) have declared themselves as Bisexual and 1 (50%) not declared
- Of the 2 staff 0 have done 10 years or less service. 1 (50%) staff has done between 10 and 20 years' service and 1 (50%) over 20 years' service.
- 0 of the 2 staff are at grade A- C, 0 at grades D-E, 1 at grades F-G (50%), 0 at grades H-I and 1 at grades J-K (50%)

Staff at risk of redundancy

- Of the 2 staff 0 are female and 2 are male (100%)
- Of the 2 staff 1 (50%) are between the age of 24 and 44
- Of the 2 staff 0 (0%) are between the age of 45 to 54
- Of the 2 staff 0 (0%) are between the age of 55 to 64
- Of the 2 staff 1 (50%) are over the age of 65.
- 2 (100%) have declared themselves as White British
- 2 of the 2 staff have declared themselves as not disabled
- Of the 2 staff 1 (50%) have declared themselves as Christian and 1 Prefers not to say (50%)
- Of the 2 staff 2 (100%) have declared themselves as Heterosexual
- Of the 2 staff 1 (50%) have done 10 years or less service. 1 (50%) staff has done between 10 and 20 years' service and 0 over 20 years' service.
- 1 of the 2 staff are at grade A- C, 0 at grades D-E, 1 at grades F-G (50%).

Specific Impacts on staff could include:-

- The Council is bound by Employment Law - Employment Rights Act 1996 and Trade Union and Labour Relations (Consolidation) Act 1992 when reducing the workforce, including using an objective selection criteria to identify which employees are selected for redundancy.
- The redundancy selection criteria is based on objective criteria and can be one of the following:-
- Selection against current duties and future duties required and should this measure be implemented then staff performance data will be used to inform future decisions.

Selection via measures of:

Disciplinary
Sickness Absence
Attendance
Timekeeping
Qualifications required
Performance;
Selection via fairly applied and scored assessments in accordance with recruitment policy.

- The redundancy selection criteria, will discount sickness absence, which has been recorded as relating to a disability as defined by the Equality Act 2010. This will ensure that the sickness absence of disabled employees only considers absence, which is not related to a disability.
- Individuals affected are to be encouraged to declare disabilities to ensure any specific requirements can be considered in the selection process. Staff will asked sensitively to make a declaration in their individual consultation meetings and made aware of the importance to do so as it may help them in the process.
- Assessment processes will be carried out in accordance with Nottingham City Council's employment and recruitment policies – for example ensuring that reasonable adjustments are made to allow disabled colleagues to participate fully in the process.

<ul style="list-style-type: none"> • Changes to travel and work patterns • Being placed at risk of redundancy • Being made redundant • Changes in income 	<ul style="list-style-type: none"> • The criteria for selection is objective and not based on personal beliefs. • The redundancy selection criteria, will discount absence, which has been recorded as pregnancy related. • In line with the Maternity and Parental Leave Regulations 1999, employees who are provisionally at risk and are on maternity leave will be offered a suitable post of appropriate work on terms not substantially less favourable than their previous position. • Based on the above, it is believed that any indirect statistical impact would not be viewed as unlawful. • Ensure ongoing support is provided to employees at risk of redundancy: Group consultation meetings, 1-1 consultation meetings one of which is compulsory and as many as individuals want will be made available on request, HR and Trade Union support and advice, PAM assist for emotional support. Due to covid-19 restrictions these meetings may have to be done by telephone, or microsoft teams to minimise face to face contact where possible. • Communications with all affected stakeholders will be initially shared with learning disability day Centre Citizens, and Staff group via a letter. Staff will be engaged with by their line managers on a 1-1 basis. • The wider Public will be communicated to via the City Council communications systems i.e. intranet and using the local media outlets i.e. Nottingham Evening Post, Radio Nottingham.
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4. Outcome(s) of equality impact assessment:

<input type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input checked="" type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

5. Arrangements for future monitoring of equality impact of this proposal / policy / service:

All citizens will continue to be reviewed to ensure that their care and support needs are being met and that the changes outlined have not impacted negatively on them. Support will also be given to their families and carers to ensure a smooth transition.

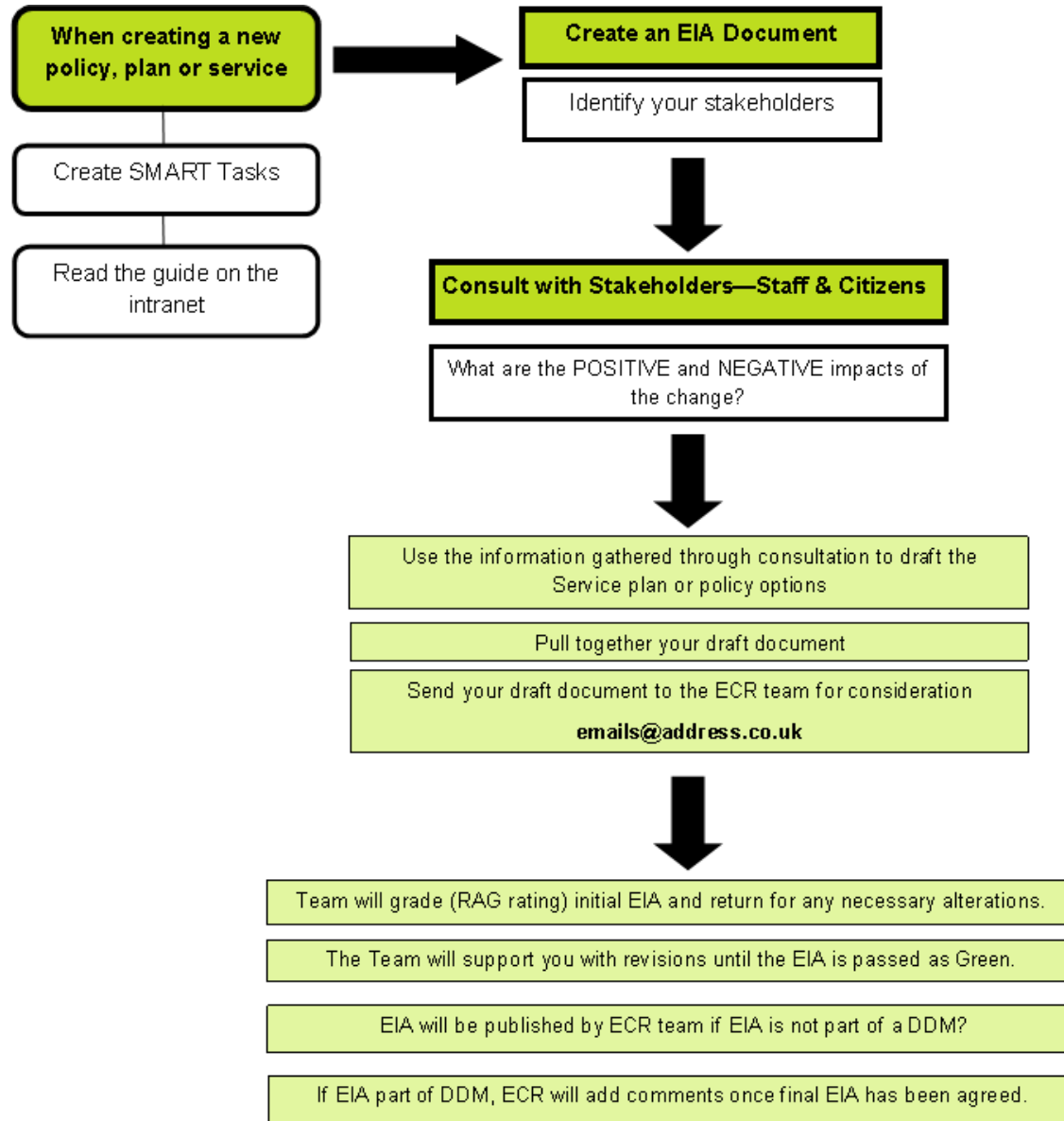
The actions outlined above will form part of an action plan which will be reviewed and monitored by the Service Provision Manager on a regular basis to ensure that these are all being implemented.

6. Approved by (manager signature) and Date sent to equality team for publishing:

Approving Manager: Paul Haigh The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.	Date sent for scrutiny: 12th April 2021 Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk
SRO Approval: Paul Haigh	Date of final approval: 23rd April 2021

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.



KEY
EIA— Equality Impact Assessment
ECR— Equality & Community Relations Team
DDM—Delegated Decision Making