

## Equality Impact Assessment Form

### [screentip-sectionA](#)

## 1. Document Control

### 1. Control Details

Title:	Establish a homecare Interim Team
Author (assigned to Pentana):	Paul Haigh
Director:	Sara Storey
Department:	Children & Adults
Service Area:	Adult Provision
Contact details:	paul.haigh@nottinghamcity.gov.uk
Strategic Budget EIA: Y/N	N
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### 2. Document Amendment Record

Version	Author	Date	Approved
1	Paul Haigh	24.9.2021	

### 3. Contributors/Reviewers

Name	Position	Date
Matthew Jones	Service Provision Manager	24.9.2021
Mandy Oliver	Service Provision Manager	24.9.2021
Rosey Donovan	Equality and Employability Consultant	07.10.2021

#### 4. Glossary of Terms

Term	Description
ASC	Adult Social Care

#### [screentip-sectionB](#)

### 2. Assessment

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

Increase capacity in Adult provision as a direct response to COVID-19 demand.  
Recruit to 80 fixed-term care worker contracts and 8 admin support/management fixed-term contracts from the current workforce/casual workforce available. Recruit to the permanent vacancies available in social care reablement.

#### [screentip-sectionC](#)

#### 2. Information used to analyse the effects on equality:

Monitoring of applications and outcomes of the interview process for ASC casual roles and temporary contracts issued.  
Initial screening of applicants in April 2020 showed  
46% of applicants for casual roles were BAME  
3% of applicants for casual roles were disabled  
8% of applicants for casual roles were LGB  
49% of applicants for casual roles were aged 18-34

70% of applicants for casual roles were Women

**3. Impacts and Actions:**

<a href="#"><u>screeintip-sectionD</u></a>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	
Men	X	
Women	X	<input type="checkbox"/>
Trans	X	<input type="checkbox"/>
Disabled people or carers.	X	
Pregnancy/ Maternity	<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	X	
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"/>
<b><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></b>		

[screen-tip-section E](#)

**How different groups could be affected**  
(Summary of impacts)

Provide details for impacts / benefits on people in different protected groups.

Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)

**Citizens:**

The implications of this decision not being agreed would impact citizens who need support from the social care reablement service to support them after discharge from the hospital or the community, this decision supports the recruitment of staff to deliver essential services to older and vulnerable people in the city

- The impact of increased staffing may result in the additional exposure to the virus and the risk of spreading the virus among citizens that are clinically extremely vulnerable or clinically vulnerable and in other higher risk groups (BAME, obese etc.)
- The benefits of recruiting to an additional workforce would be an opportunity to generate interest for future carers in Nottingham, from different age ranges and different backgrounds, providing more diversity in the council's workforce, caring for a diverse Nottingham

[screen-tip-section F](#)

**Details of actions to reduce negative or increase positive impact**  
(or why action isn't possible)

**1 Actions will need to be uploaded on Pentana.**

Continue on separate sheet if needed (click and type to delete this note)

- Health and wellbeing checks for the workforce will be in place as well as clear guidance on self-isolation on those staff who are symptomatic and those contacted via test and trace
- Appropriate PPE for personal care will be provided as per government guidelines for the workforce to undertake their role
- Hospitals and the community sector are now testing citizens before they leave their care, ensuring that the COVID-19 status of the citizens we support is known to

community.

**Applicants / the workforce**

- This decision presents an opportunity for Nottingham citizens to commence work with the council through a casual basis initially as part of a ‘work trial’ and then the opportunity to secure a fixed-term contract for 6 months with the council. This could also lead to permanent work as the social care reablement service continually has turnover opportunities. It will benefit all aspects of the Nottingham community.
- There are higher risks for some communities and colleagues if they identify from a BAME background, or if they have underlying health conditions.

us before we start caring for them in the social care reablement service.

- The applicant pool is particularly strong with younger people. The workforce in social care reablement is female dominated and over 55, meaning opportunities for longer-term work are possible for the younger workforce following this recruitment process. This will support a more diverse and future-proofed workforce in the future.
- A transparent recruitment process is taking place for all citizens to secure casual contracts with the council by means of a telephone assessment against marked criteria. Positive action in recruitment under the Equality Act 2010 will take place to support a younger and more diverse workforce.
- A transparent ‘on the job’ process testing abilities, aptitudes and skill will also take place to convert the casual workforce to fixed-term contracts. This will allow the new casual worker to assess whether the role is right for them, and for the council to assess if they are the right person for the role(s). Positive action in recruitment under the Equality Act 2010 will take place to support a younger and more diverse workforce, as we are under-represented in these areas.
- All colleagues will have a line manager who will hold regular supervision with the workforce. During these conversations, there will be a health and wellbeing discussion and if they colleague has an underlying health condition or other factors that impact providing personal care to citizens that haven’t been picked up by the interview/pre-employment process, a discussion will

	<p>take place as to the safe practice of care and options will be discussed. This will also apply to colleagues who are from a BAME background. Appropriate mitigation will be in place to ensure the colleague is as safe as they can be, and individual risks assessments will be in place if necessary.</p>
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**4. Outcome(s) of equality impact assessment:**

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input 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:**

<p>Continuous applicant monitoring, understanding the flow of the workforce into fixed-term contracts</p>
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**6. Approved by (manager signature) and Date sent to equality team for publishing:**

<p><b>Approving Manager:</b> The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel &amp; email to allow citizen/stakeholder feedback on proposals.</p>	<p><b>Date sent for scrutiny:</b> Send document or Link to: <a href="mailto:equalityanddiversityteam@nottinghamcity.gov.uk">equalityanddiversityteam@nottinghamcity.gov.uk</a></p>
<p><b>SRO Approval: Sara Storey</b></p>	<p><b>Date of final approval:</b> <b>Rosey Donavan</b></p>

**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.