

Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Agreement to tender and procure an Education, Health and Care (EHC) Plan Digital Portal
Budget booklet code (if applicable):	
If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet	
Name of author (Assigned to Pentana):	Neil Brettell
Department:	Educational Services
Director:	Nicholas Lee
Division:	Peoples
Contact details:	Neil.Brettell@nottinghamcity.gov.uk
Strategic Budget EIA:	No
Exempt from publication:	No
Date decision due to be taken:	28/03/2024

Document Amendment Record

Version	Author	Date
1.0	Neil Brettell	7.02.2024

Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Neil Brettell	SEN Service Manager	7.02.2024
Rosey Donovan	Equality and Employability Consultant	12/02/2024 / 15/03/2024

Glossary of Terms

Term	Description
EHCP	Education Health and Care Plan
SEND	Special Educational Needs & Disabilities
LA	Local Authority
AP	Alternative Provision
SAR	Subject Access Request

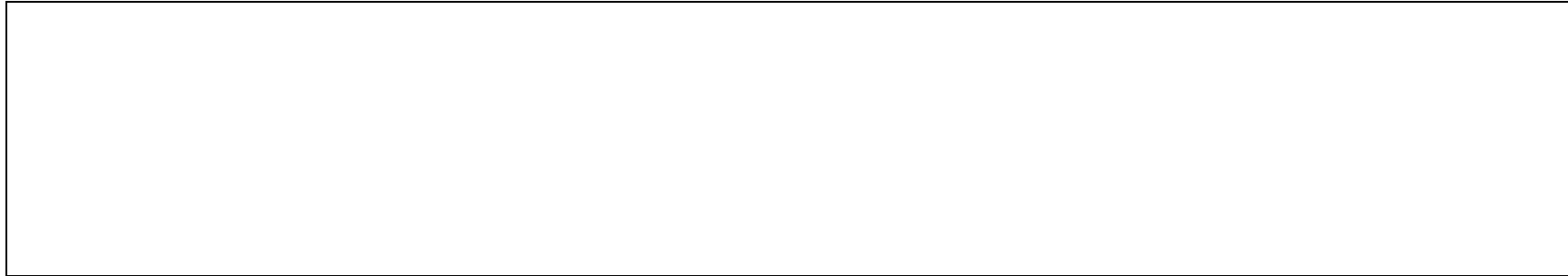
Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

An Education, Health and Care (“EHC”) needs assessment is an assessment of the education, health care and social care needs of the child or young person. It is a statutory duty ([Children and Families Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/26/section/17) & families Act 2014) of the LA to complete EHC needs assessments for young people aged 0-25 in their area . Following an assessment the LA may deem that the young person requires provision by way of an Education Health and Care Plan. When issuing a young person with an EHCP, The LA are required to maintain that plan by way of annual reviews.

The SEND and AP [improvement plan](#) (2022), outlines plans to digitise and standardise the EHC process. This proposal is to enable pupils, parents, carers and professionals the ability to apply and maintain their EHCP via a digital platform. Currently applications and reviews are managed via paper and email processes, will data stored on LA systems.

The current process is inefficient and delays statutory assessment and review processes. This process does not offer transparency, nor does it enable applicants to easy access to their information. Applicants frequently seek updates via SAR requests to understand what personal data is held.



1. b. Information used to analyse the equalities implications

In Nottingham, as nationally the number of EHC plans maintained is rising year on year. Since the inception of Children and Families Act 2014 (implemented in 2015) the number of EHC plans being maintained has risen by 155% with new requests for EHC assessment rising by 170%

This increase has not been reflected in the staffing structure of the SEND Service who have had no increases in capacity. For a number of reasons the team have been carrying key vacancies for a period of time, which has further inhibited its ability to address backlogs in statutory work and meet current demands. The service is now under very significant pressure which is reflected in the ability to issue EHC plans on time. This key indicator has reduced from 95% in 2019 of EHCP's being issued on time to current a performance of 63% for the 2023 calendar year%.

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
	People from different ethnic groups			X	NA – see Disabled People/Carers		
	Men			X	NA – see Disabled People/Carers		
	Women			X	NA – see Disabled People/Carers		
	Trans			X	NA – see Disabled People/Carers		
Service Users, NCC Staff and	Disabled people/ carers	X			A digitised system gives applicants real time access to their application data. They are able to see information from professionals shared about their		

<p>stakeholder professional groups.</p>					<p>child. This proposal specifically targets groups with SEND, and makes proposals to improve processes for these groups. This assessment also takes account digital poverty, and considers that a digital platform isn't accessible to all. The platform, does enable supporting family members, friends and professionals to support with applications, but also allows for none digital processes to continue in operation. A representative from Nottingham City Rainbow Parent Carer forum is involved in the co-production of the system implementation. Training and guidance notes are available to users.</p>		
	<p>Pregnancy and maternity</p>			<p>X</p>	<p>NA – see Disabled People/Carers</p>		
	<p>Marriage/Civil Partnership</p>			<p>X</p>	<p>NA – see Disabled People/Carers</p>		
	<p>People of different faiths/ beliefs and those with none</p>			<p>X</p>	<p>NA – see Disabled People/Carers</p>		
	<p>Lesbian/ Gay/ Bisexual people</p>			<p>X</p>	<p>NA – see Disabled People/Carers</p>		

	Older			X	NA – see Disabled People/Carers		
	Younger			X	NA – see Disabled People/Carers		
	Care Experience (Please refer to the guidance notes for further information)			X	NA – see Disabled People/Carers		
	Other (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background. <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>			X	NA – see Disabled People/Carers		

1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

If this proposal was to move to a single point of entry digitise system, then there would be concerns about the impact of the group who experience digital poverty, or don't have the necessary skills to navigate digital applications. However, this proposal clearly sets out that whilst it would be expected that the majority of applicants would use the digital platform, there would still be avenues of application available to those unable to.

Section 2 – Equality outcome


Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	This proposal targets SEND pupils and their families. This proposal aims to reduce inequality impact to this group.	Neil Brettell	6 months, following implementation	
Advance equality of opportunity between those who share a protected characteristic and those who don't	All applicants of this service have a protected characteristic. his proposal aims to reduce inequality impact to this group.	Neil Brettell		
Foster good relations between those who share a protected	All applicants of this service have a protected characteristic. his	Neil Brettell		

characteristic and those who don't	proposal aims to reduce inequality impact to this group.			
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)				

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal. Approving Manager details (name, role, contact details):</p>	<p>Date sent for advice:</p>
<p>Approving Manager Signature: Neil Brettell SEN Service Manager and Acting Head of Service for SEND</p> 	<p>Date of final approval: 12/03/2024</p>

Nottingham City Council

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.