

Equality Impact Assessment (EqIA) Appendix B

Guidance is available on [Compass](#). Completion of an EqIA should be proportional and relevant to the anticipated impact of the project on equalities. The form can be tailored to your project and should be completed before decisions are made. Key EqIAs should be reviewed by the Business Manager or Service Head, signed off by your department's Equality Action Group (EAG) and sent to the Equality and Diversity team to publish on HertsDirect. For support and advice please contact equalities@hertfordshire.gov.uk.

STEP 1: Responsibility and involvement

Title of proposal/ project/strategy/ procurement/policy	Review of Hertfordshire's home visiting service for families with children 0-5 (Home-Start)	Head of Service or Business Manager	Sally Orr, Head of Early Years and Childhood Services
Names of those involved in completing the EqIA:	Sally Orr Bruce Judge Jenny Andrews	Lead officer contact details:	Sally Orr Sally.orr@hertfordshire.gov.uk 25680
Date completed:	June 2015	Review date:	October 2015

STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p>Proposal objectives:</p> <ul style="list-style-type: none"> – what you want to achieve – intended outcomes – purpose and need 	<p>HCC, with funding from CCGs, currently funds Home-Start to deliver a home visiting service to families with children 0-5 years where there are emerging needs. This is delivered through nine schemes across Hertfordshire, working with approximately 395 families per annum. The aims of the schemes are to:</p> <ul style="list-style-type: none"> • Provide flexible support and practical assistance in the family home and identified group settings through supervised volunteer workers to sustain and improve family life; • Utilise a holistic approach when working with the family, ensuring that the children's needs are paramount; • Identify and agree with the family how their needs can be best met, ensuring a clear agreement of work that achieves the outcomes required; • Review the plan with the family as a minimum every three months to ensure that outcomes are being met; • Work in partnership with key stakeholders; • Share information with the family's consent, in accordance with national guidance and local information sharing agreements; • Encourage and support families to access universal services; • Service coordinators to provide effective supervision
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	<p>and support for volunteers in their work, and the ensure access to targeted and specialist support when multiple and complex needs are identified.</p> <p>An initial EqIA was completed in April 2015 in line with the development of proposals regarding the future of this service. This EqIA (June 2015) relates to the implications of the proposal to cease funding the Home-Start service.</p>
<p>Stakeholders: Who will be affected: the public, partners, staff, service users, local Member etc</p>	<p>The current service users are parents with children aged 0-5 who are in some way vulnerable or disadvantaged. These service users will potentially be affected by changes to the service.</p> <p>The service is currently delivered through volunteers, managed by third sector organisations. These organisations and volunteers will be affected by the proposed change to the service.</p> <p>Partner organisations use the existing service through referring their service users. Changes to the service could affect these organisations.</p>

STEP 3: Available data and monitoring information

Relevant equality information	What the data tell us about equalities
<p>For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.</p>	
<p>Target groups (current service users) including: Children with disabilities Children with SEN CP/CIN CAF Parent/carer with disability Parent/carer with substance misuse Domestic abuse Post natal depression Lone parent families Parent/carer with learning difficulties Financial difficulties</p>	<p>The service currently supports families where there are emerging needs. In 2013/14 16% of families worked with under the HCC contract identified the primary parent/carer as having a disability. 88% were from lone parent families.</p> <p>Data from Spectrum shows that 18 per cent of clients (drug and alcohol) are parents – showing the potential impact on children of the parent’s substance misuse.</p> <p>The ‘Late Intervention’ report from EIF shows domestic abuse as a key problem for Hertfordshire.</p> <p>These service users may have needs relating to the protected characteristics (age, disability, race, gender reassignment, pregnancy and maternity, religion and belief, sex, sexual orientation, marriage and civil partnership or carers) which will be addressed in line with the equal</p>

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	opportunities policies held by the schemes.
Evidence from previous service reviews	A number of reviews of the service were carried out during 2011/12, and whilst some progress has been made towards remedying some of the issues, the points made in the review give a useful overview as to some of the concerns. These include links between the current service and other services such as children's centres and health visitors.
Children's centre profile information and child poverty needs assessment	This data identifies areas of the county, and characteristics of families, that make them more vulnerable and therefore more likely to need this service. Indicators of particular note include: Children living in poverty, children not achieving a good level of early years development, childhood obesity, low birth weight, lone parents, child protection plan, child in need, early support. It is noted that these are characteristics that increase the vulnerability of a family, and are not within the protected characteristics within the Equalities Duty.
Existing service contracts	The existing contracts state that providers must support the authority in complying with equalities duties, and providers must have an equal opportunity policy.

STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Age		
Disability Including Learning Disability	Amongst the current service users the service currently supports a small number of households where children or parent/carer has a disability.	In the handover of existing cases to alternative services these needs will be taken into consideration. In the future, services will need to refer to alternative provision, and effective signposting will be in place.

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Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Race		
Gender reassignment		
Pregnancy and maternity	The service currently supports some families where there is a pregnancy in the family.	In the handover of existing cases to alternative services these needs will be taken into consideration. In the future, services will need to refer to alternative provision, and effective signposting will be in place. Children's Centres and Health Visitors increasingly work with the same groups of services users, so alternative provision is in place.
Religion or belief		
Sex		
Sexual orientation		
Marriage & civil partnership	The service currently supports lone parents.	In the handover of existing cases to alternative services these needs will be taken into consideration. In the future, services will need to refer to alternative provision, and effective signposting will be in place. Children's Centres and Health Visitors increasingly work with the same groups of services users, so alternative provision is in place.
Carers (by association with any of the above)		
Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance for more information on the public sector duties)		

Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Age	N/A	
Disability Including Learning Disability	N/A	

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Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Race	N/A	
Gender reassignment	N/A	
Pregnancy and maternity	N/A	
Religion or belief	N/A	
Sex	N/A	
Sexual orientation	N/A	
Marriage & civil partnership	N/A	
Carers (by association with any of the above)	N/A	
Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance for more information on the public sector duties)		

STEP 5: Gaps identified

<p>Gaps identified Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>A full plan for the signposting of service users to ensure their needs are still met will be developed.</p>
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STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<p><input type="checkbox"/> No equality impacts identified – No change required to proposal.</p>	

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Select one conclusion of your analysis	Give details
<input type="checkbox"/> Minimal equality impacts identified <ul style="list-style-type: none"> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality. 	
<input checked="" type="checkbox"/> Potential equality impacts identified <ul style="list-style-type: none"> – Take 'mitigating action' to remove barriers or better advance equality. – Complete the action plan in the next section. 	There is a potential that the vulnerable families who currently use the service will be disadvantaged by the proposal to cease funding the service. The action plan below details the mitigating measures that will be implemented.
<input type="checkbox"/> Major equality impacts identified <ul style="list-style-type: none"> – Stop and remove the policy – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact. 	

STEP 8: Action plan

Issue or opportunity identified relating to:	Action proposed	Officer Responsible and target date
<ul style="list-style-type: none"> – Mitigation measures – Further research – Consultation proposal – Monitor and review 		
Support existing Home-Start schemes through the transition period	Administer a transition fund to support the existing Home-Start schemes in developing new business plans and models for the future, and for covering the costs of winding up operations and staff severance where this is necessary so as to avoid the risk of organisations becoming insolvent and closing in an uncontrolled manner	SO / BJ / JA October 2015
Ensure agencies and service users are aware of alternative support mechanisms	Develop a robust signposting plan to ensure agencies and volunteers are aware of how to seek alternative provision	SO / BJ / JA October 2015

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Issue or opportunity identified relating to: <ul style="list-style-type: none">- Mitigation measures- Further research- Consultation proposal- Monitor and review	Action proposed	Officer Responsible and target date

This EqIA has been reviewed and signed off by:

Head of Service or Business Manager:

Date:

Equality Action Group Chair:

Date:

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: equalities@hertfordshire.gov.uk).

Thank you.