

Equality Impact Assessment

Context

1. under s.149 of the Equality Act 2010, when making decisions, Essex County Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. The EqIA will be published [online](#):
8. All **Cabinet Member Actions, Chief Officer Actions, Key Decisions** and **Cabinet Reports must be** accompanied by an EqIA.
9. For further information, refer to the EqIA guidance for staff.
10. For advice, contact:
Shammi Jalota shammi.jalota@essex.gov.uk
Head of Equality and Diversity
Corporate Law & Assurance
Tel 0330 134592 or 07740 901114



Section 1: Identifying details

Your function, service area and team: Corporate & Customer Services, Finance and Procurement, Transactional Services

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Additional Temporary Staff – Transactional Services – Income Team

Officer completing the EqIA: John Delgado Tel: 03330 322896 Email: john.delgado@essex.gov.uk

Date of completing the assessment: 17th August 2020

Section 2: Policy to be analysed

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| 2.1 | Is this a new policy (or decision) or a change to an existing policy, practice or project? No |
| 2.2 | <p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>It is proposed to recruit four temporary Finance Assistants for a period of six months to the Essex County Council (the Council) Income Team to help reduce the level of Adult Social Care (ASC) debt currently seen due to the impact of Covid-19 due to a significant high level of deaths in users of domiciliary care and care home accommodation, by increasing recovery.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The collection of client contributions towards services they receive ensures we are able to provide support to more vulnerable adults. We are looking to increase income collection levels and in turn, reduce the bad debt provision.</p> |
| 2.3 | <p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>Yes - this will affect adult social care service users who should be contributing towards the cost of their care and have outstanding debts. We will be recruiting 5 temporary members of staff for a period of six months.</p> <p>Will the policy or decision influence how organisations operate?</p> |



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| | No |
| 2.4 | <p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p> |
| 2.5 | <p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>This is associated with the Council's Adult Social Care charging policies and decisions.</p> <p>This decision supports the Corporate Outcomes that:</p> <ul style="list-style-type: none"> • People in Essex enjoy good health and wellbeing • People in Essex can live independently and exercise control over their lives <p>The collection of client contributions towards services they receive ensures we are able to provide support to more vulnerable adults, whilst working with providers to procure quality services at an affordable cost.</p> |



Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

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| 3.1 | <p>What does the information tell you about those groups identified?</p> <p>These services are generally only available to people with disabilities or people suffering from a medical condition and that a significant proportion of service users are older people.</p> <p>The services received are based on an assessment of need, and the need criteria will not change as a result of this decision. A separate financial assessment is carried out for each service user, and the service user will only contribute the value deemed affordable to them in that assessment.</p> <p>The impact of this activity will only affect those that should contribute towards the cost of their care but have not paid their bills.</p> |
| 3.2 | <p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>There has been no consultation.</p> |
| 3.3 | <p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary. Please include any reasonable adjustments, e.g. accessible formats, you will provide as part of the consultation process for disabled people:</p> <p>As the proposed activity is already carried out as part of business as usual, consultation is not considered to be necessary.</p> |

¹ Data sources within EEC. Refer to Essex Insight:
<http://www.essexinsight.org.uk/mainmenu.aspx?cookieCheck=true>
with links to JSNA and 2011 Census.



Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

| Description of impact | Nature of impact Positive, neutral, adverse (explain why) | Extent of impact Low, medium, high (use L, M or H) |
|---|---|--|
| Age | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Disability – learning disability | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Disability – mental health issues | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Disability – physical impairment | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Disability – sensory impairment (visual, hearing and deafblind) | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Gender/Sex | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Gender reassignment | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Marriage/civil partnership | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Pregnancy/maternity | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Race | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Religion/belief | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Sexual orientation | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Cross-cutting themes | | |
| Description of impact | Nature of impact Positive, neutral, adverse (explain why) | Extent of impact |



| | | |
|--|---|--------------------------------------|
| | | Low, medium, high (use L, M or H) |
| Socio-economic | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |
| Environmental, eg housing, transport links/rural isolation | Neutral. The proposed activity is already carried out as part of Business As Usual. | L |



Section 5: Conclusion

| | | Tick Yes/No as appropriate | |
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| 5.1 | Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups? | No <input checked="" type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place. |



Section 6: Action plan to address and monitor adverse impacts

| What are the potential adverse impacts? | What are the mitigating actions? | Date they will be achieved. |
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Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: John Delgado

Date: 17th August 2020

Signature of person completing the EqlA: John Delgado

Date: 17th August 2020

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

