

**Equality Impact Assessment (EIA) Report Form**

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

**Please refer to the ‘Equality Impact Assessment Guidance’ while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.**

<b>Where do you work?</b>
<b>Service Area:</b> Commissioning Support & Direct Services Commissioning Housing/Homelessness Strategy & Supporting People
<b>Directorate:</b> Social Services Health & Housing

**(a) This EIA is being completed for a...**

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input checked="" type="checkbox"/>	Proposal <input type="checkbox"/>
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**(b) Please name and describe below...**

Neath Port Talbot’s Plan for Adult Social Care 2019 - 2022

**(c) It was initially screened for relevance to Equality and Diversity in**

July 2018

**(d) It was found to be relevant to...**

Age ..... <input checked="" type="checkbox"/>	Race ..... <input type="checkbox"/>
Disability ..... <input checked="" type="checkbox"/>	Religion or belief..... <input type="checkbox"/>
Gender reassignment..... <input type="checkbox"/>	Sex ..... <input type="checkbox"/>
Marriage & civil partnership ..... <input type="checkbox"/>	Sexual orientation..... <input type="checkbox"/>
Pregnancy and maternity..... <input type="checkbox"/>	Welsh language..... <input type="checkbox"/>

**(e) Lead Officer**

**Name:** Andrew Potts

**Job title:** Commissioning Officer

**(f) Approved by Head of Service**

Angela Thomas

Head of Adult Services

## Section 1 - Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

<p><b>What are the aims?</b></p> <p>To deliver a modern, sustainable model of social care and housing support that enables people with an assessed social care need to live as independently as possible within their own homes and communities.</p>
<p><b>Who has responsibility?</b></p> <p>Head of Adult Services</p>
<p><b>Who are the stakeholders?</b></p> <ul style="list-style-type: none"><li>• Those who use adults social care services;</li><li>• Unpaid carers</li><li>• Providers of adult social care services;</li><li>• Staff of NPTCBC; and</li><li>• Residents of Neath Port Talbot.</li></ul>

## Section 2 - Information

### (a) Service Users

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age.....	<input checked="" type="checkbox"/>	Race.....	<input checked="" type="checkbox"/>
Disability.....	<input checked="" type="checkbox"/>	Religion or belief.....	<input checked="" type="checkbox"/>
Gender reassignment.....	<input type="checkbox"/>	Sex.....	<input checked="" type="checkbox"/>
Marriage & civil partnership.....	<input checked="" type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language.....	<input checked="" type="checkbox"/>

### What information do you know and how is this information collected?

Social Services routinely collects data as part of the assessment/review process of individuals and carers, which is in return reported annually to Welsh Government (WG).

In addition to the number of people accessing the services, limited equalities data such as age, disability, ethnicity and sex is also collected, which in turn informs policy development and service provision.

The following provides a summary of information known about current adult social care clients:

Currently receiving domiciliary care			
Age Group	Female	Male	Total
20s	2	2	4
30s	4	4	8
40s	8	10	18
50s	25	12	37
60s	37	34	71
70s	101	58	159
80s	210	90	300
90s	129	36	165
100+	4	1	5
<b>Total</b>	<b>520</b>	<b>247</b>	<b>767</b>

Older People's Care Home Residents (funded partly or wholly by NPT)			
Age group	Female	Male	Total
60s	11	5	16
70s	64	43	107
80s	151	66	217
90s	92	27	119
100+	4		4
<b>Total</b>	<b>322</b>	<b>141</b>	<b>463</b>

### Any Actions Required?

To put robust systems in place to improve data collection against all protected characteristics, using digital processes.

Following the introduction of improved data collection, ensure analysis is undertaken of more comprehensive equalities dataset and included in the future planned annual monitoring reports to Members.

## **(b) General**

### **What information do you know and how is this information collected?**

Census 2011 information remains the most comprehensive data for Neath Port Talbot and a summary thereof is set out in the table overleaf.

### **Any Actions Required?**

To put robust systems in place to improve data collection against all protected characteristics, using digital processes.

Following the introduction of improved data collection, ensure analysis is undertaken of more comprehensive equalities dataset and included in the future planned annual monitoring reports to Members.

# Neath Port Talbot 2011 Census Summary Factsheet



## 1 Resident population

Total	139,812
Male	68,450
Female	71,362
Area (hectares)	44,126
Density*	3.2

## 2 Resident population age structure

	No.	%
0 - 4 year olds	7,599	5.4
5 - 15 year olds	17,038	12.2
16 - 24 year olds	14,930	10.7
25 - 44 year olds	35,312	25.3
45 - 59 year olds	29,399	21.0
60 - 64 year olds	9,483	6.8
65 - 74 year olds	13,862	9.9
75 - 89 year olds	11,032	7.9
90+ year olds	1,157	0.8

## 3 Ethnic group population

	No.	%
White	137,087	98.1
Mixed	910	0.7
Asian or Asian British	1,369	1.0
Black or Black British	299	0.2
Other	147	0.1

## 4 Religion

	No.	%
Christian	80,646	57.7
Buddhist	312	0.2
Hindu	144	0.1
Jewish	39	0.0
Muslim	573	0.4
Sikh	113	0.1
Other	533	0.4
No religion	47,265	33.8
Not stated	10,187	7.3

## 5 Residents with limiting long-term illness (LLTI) & general health of all

	No.	%
People with LLTI (Lot & little)	39,112	28.0

	No.	%
Very good/good	102,543	73.4
Fair	22,640	16.2
Very bad/bad	14,629	10.5

## 6 Residents in communal establishments

	No.	%
Total	1,130	0.8

## 7 Households

60,393

## 8 Central heating (households)

No central heating	674
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## 9 Dwellings

Total number of dwellings	63,978
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## 10 Household and family types %

One person	30.2
One person (aged 65+)	13.9
One person (other)	16.3
Couple - no children	16.8
Couple & non-dependent children	12.9
Lone parent & non-dep. children	4.6
All households with dep. children	28.3
Couple & dependent children	18.3
Lone parent & dependent children	7.7

## 11 Housing tenure

	No.	%
Owner occupied	41,479	68.7
Shared ownership	111	0.2
Social rented	11,545	19.1
Private rented	6,186	10.2
Other/Rent free	1,072	1.8

## 12 Household spaces

Household spaces	64,017
At least one usual resident	60,393
No usual residents	3,624

## 13 Dwelling type %

Whole house or bungalow	89.2
Flat, maisonette or apartment	10.6

## 14 Car ownership %

Households with no car/van	25.5
Households with one car/van	43.3
Households with 2+ cars/vans	31.1

## 15 Economic activity (% of all aged 16-74)

	Male	Female
Economically active**	67.2	57.4
Economically inactive	32.8	42.6

\*\*i.e. economic-activity rate

## 16 Economically active (% of all aged 16-74)

	Male	Female
Working full-time	45.5	26.5
Working part-time	5.6	22.1
Self-employed	8.4	3.1
Unemployed	5.9	3.1
Full-time student	1.8	2.6

## 17 Economically inactive (% of all aged 16-74)

	Male	Female
Perm. sick/disabled	9.5	9.6
Retired	15.5	19.1
Looking after home/family	1.3	7.3
Students	4.5	4.1

## 18 Employed residents

Total	57,220
Male	30,365
Female	26,855

## 19 Weekly hours worked (main job) %

	Male	Female
15 hours & under	1,445	3,243
16 - 30 hours	2,736	9,923
31 - 48 hours	22,351	13,683
49+ hours	4,501	1,098

## 20 Self-employed

Total	5,908
Male	4,286
Female	1,622

## 21 Qualified residents (% of all aged 16+)

Highest qualification attained level 4	18.8
Highest qualification attained level 3	11.0
Highest qualification attained level 1/2	30.4
No qualifications	30.9

## 22 National identity

Welsh only	71.8
Welsh & British	8.2
British only	11.2
No Welsh identity	19.0
No British identity	79.6

## 23 Industries (% of all aged 16-74 in work)

Energy, water, agriculture, fishing, mining & quarrying, etc	2.7
Manufacturing	14.5
Construction	8.6
Hotels & catering	4.7
Transport, storage & communication	4.1
Wholesale & retail, repair of motor vehicles	14.7
Financial intermediation	3.1
Real estate, renting & business activities	1.2
Public admin & defence	9.8
Education	8.6
Health & social work	14.7
Other	4.3

## 24 Occupations (% of all aged 16-74 in work)

Managerial	7.0
Professional, technical	13.7
Admin & secretarial	13.3
Skilled trades	12.9
Services & sales	10.4
Process plant & machine operatives	10.0
Elementary occupations	9.9

## 25 Welsh Language skills %

	NPT	Wales
No skills in Welsh	75.2	73.3
Can understand spoken Welsh only	6.4	5.3
Can speak Welsh	15.3	19.0
Can speak, but cannot read or write Welsh	2.7	2.7
Can speak and read but cannot write Welsh	1.6	1.5
Can speak, read and write Welsh	10.8	14.6
Can speak and other combinations of skills in Welsh	3.3	2.5

### Notes

All % rounded to 1 decimal place; not all will add to 100. Section 10 will usually add to more than 100%; percentages in other sections will be at most 100%, they may exclude some groups e.g. 'category unknown'. \* Density is the number of people per hectare.

## Section 3 - Impact

### (a) Impact on Protected Characteristics

Please consider the possible impact on people with different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh language	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thinking about your answers above, please explain (in detail) why this is the case. Include details of any consultation (and/or other information) which has been undertaken to support your view.**

It is acknowledged that the action proposed in the Plan will impact on significant numbers of households with any and/or all of the given protected characteristics.

All actions proposed in the Plan are aimed at universally improving Adult Social Care service delivery, including increasing early intervention & prevention activity in adult social care.

It is therefore believed that, on balance, the overall impact of the Plan proposed on all those who are assessed as having an eligible social care and support need, will be positive.

## **(b) Impact on the Welsh Language**

**What is the likely impact of the policy on:**

- **Opportunities for people to use Welsh**
- **The equal treatment of the Welsh and English languages**

**Please give details**

The Council currently has only a small number of staff with Welsh language skills working in the Directorate. However, opportunities for staff to use their language skills are promoted and training made available to those who wish to further develop their skills.

The proposals in the Plan do not include any planned reduction in human resource at the frontline. It is not therefore anticipated that they will have any effect on the service delivered to those who apply to the Council for Adults Social Care and Support and who wish the service they receive to be delivered through the medium of the Welsh language.

**Could the policy be developed to improve positive impacts or lessen negative impacts?**

**Please give details**

The Plan is written on the assumption that there will be no further financial or human resource available to Adult Services throughout the life of the Plan and that therefore, sustaining the current level of equality of treatment, in respect of the Welsh language, is the only realistically achievable aim. There are opportunities for staff to learn Welsh through training courses.

**Actions (to increase positive/mitigate adverse impact).**

Opportunities for staff to use their language skills will continue to be promoted and training will continue to be made available to those who wish to further develop their skills.

## Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

### (a) Equalities

Public Sector Equality Duty (PSED)

- to eliminate discrimination, harassment and victimisation;
- to advance equality of opportunity between different groups; and
- to foster good relations between different groups

#### **Please explain any possible impact on meeting the Public Sector Equality Duty**

The Social Services Health & Housing directorate's Commissioning Support & Direct Services division continues to be mindful of its position as employer, provider and commissioner of adult social care services. To this end, it strives to ensure equality is a fundamental driver, in terms of the way it meets many of the Council's statutory duties, in a climate of externally-imposed, ongoing budget reduction.

#### **What work have you already done to improve the above?**

The potential impact of the proposed plan on those with eligible care and support needs, given their various protected characteristics, has been fully considered.

#### **Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

N/A



## **(b)Reduce Social Exclusion and Poverty**

### **Please explain any possible impact**

A number of areas within the county borough are identified as having higher than average levels of deprivation. This Plan looks to support vulnerable adults and help to develop vibrant communities.

### **What work have you already done to improve the above?**

The Council's Wellbeing Objectives aim to improve the wellbeing of children, young people and adults, as well as the general wellbeing of the area, by developing the local economy and environment.

Consequently, the Council continues to work in partnership to mitigate the impact of the welfare benefit changes.

### **Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

N/A

## (c) Community Cohesion

<b>Is the initiative likely to have an impact on Community Cohesion?</b>
The overall aim is to “Build Safe and Resilient Communities”, which by definition is intended to have a positive impact on community cohesion in general.
<b>Actions (to mitigate adverse impact or to address identified gaps in knowledge).</b>
N/A

## Section 5 - Consultation

<b>What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support the views in section 3 and 4?</b>
<p>During the period, 5 August to 3 November 2018, a number of consultation and engagement activities, in respect of the plan, took place.</p> <p>This activity included:</p> <ul style="list-style-type: none"><li>• An overarching public consultation exercise;</li><li>• a specific consultation event for multi-agency stakeholders;</li><li>• attendance at partners’ pre-existing fora;</li><li>• inviting social media response; and</li><li>• inviting formal written response.</li></ul> <p>Further detailed information on the consultation arrangements is included in the Consultation Report attached as an appendix to the report seeking Member approval of the plan.</p> <p>The outcome of this activity will help inform the final draft of the plan.</p>
<b>Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)</b>
N/A

## Section 6 - Post Consultation

What was the outcome of the consultation?

A total of 30 completed questionnaires were received during the consultation period (14 online and 16 paper questionnaires), all of which were completed in English.

The overall volume of response was not statistically significant enough to allow for extrapolation but, given how widely the exercise was publicised, could be interpreted as suggestive of general support for the action proposed in the plan.

A full report on the outcome of the exercise is included in the Consultation Report appended to the report seeking Member approval of the plan.

There was no evidence to suggest that any feedback received was necessarily as a result of the protected characteristics of the respondent.

A key theme was the acknowledgement that resources are increasingly limited and what bearing that would have on sustainability of service provision when implementing the Plan. This included ongoing funding of Third Sector organisations to help deliver early intervention and prevention services.

Following scrutiny by Cabinet Board, Members requested the inclusion of Safeguarding as a priority within the Plan. In light of the consultation responses the essence of the draft Plan remains intact, i.e. the themes initially outlined, plus the additional theme of 'Safeguarding.'

This was the only substantive change that it was felt needed to be made to the consultative draft version of the plan previously approved by Members.

**Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)**

N/A

## Section 7 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor the impact of this function, service, policy, procedure, strategy, plan or project:

### Monitoring arrangements:

Ongoing consideration of equality impact will continue to be given, as the plan is implemented over the next 3 years.

Any unintended/unforeseen negative impact on those who are in receipt of care and support services, identified as part of these processes, will be the subject of further impact assessment.

We will thereby ensure that any emerging unintended/unforeseen negative impact on those who are in receipt of services, which was not previously considered, is acknowledged and acted upon appropriately.

Any such further completed impact assessment will be brought to the attention of Members, as part of the ongoing annual reporting process recommended in the plan, to ensure these inform decisions which have had due regard to the Council's legal obligations.

### Actions:

The outcome of any such assessment will be routinely included in the next annual progress report to Members, or reported on sooner if the assessment outcome is significant enough to justify doing so.

## Section 8 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- |  |                                     |
|--|-------------------------------------|
| Outcome 1: Continue the initiative...        | <input checked="" type="checkbox"/> |
| Outcome 2: Adjust the initiative...          | <input type="checkbox"/>            |
| Outcome 3: Justify the initiative...         | <input type="checkbox"/>            |
| Outcome 4: Stop and remove the initiative... | <input type="checkbox"/>            |

## Action Plan:

<b>Objective</b> (What are we going to do and why?)	<b>Who</b> will be responsible for ensuring it is done?	<b>When</b> will it be done by?	<b>Outcome</b> (How will we know we have achieved our objective?)
Put robust digital systems in place to improve data collection against all protected characteristics.	Head of Adult Services	Annually from 2020	Improved equalities data collection systems are in place.
Undertake an analysis of a comprehensive equalities dataset and include this in annual monitoring reports to Members.	Commissioning Officer - Policy & Strategy	Ongoing	More robust equalities data is included in annual Adult Services Plan monitoring reports.
Continue to promote opportunities for staff to use their Welsh language skills and make available training for those who wish to further develop their skills.	Head of Adult Services	Annually from 2020	There is at least no reduction in the number of staff able to deliver the Council's Adult Services through the medium of the Welsh language. Enable staff to attend Welsh language training.
As the Plan is developed and implemented, complete further EIAs in respect of any emerging unintended/unforeseen impact and include them in annual monitoring reports to Members.	Commissioning Officer - Policy & Strategy		The overall impact of the Plan on all those receiving adult social care and support remains positive.

## Equality Impact Assessment (EIA) Screening Form

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

<b>Section 1</b>
What service area and directorate are you from?
<b>Service Area:</b> Commissioning Support & Direct Services / Common Commissioning Unit
<b>Directorate:</b> Social Services Health & Housing

### Q1(a) What are you screening for relevance?

Plan

### (b) Please name and describe below

Neath Port Talbot Plan for Adult Social Care 2019 - 2022

### Q2(a) What does Q1a relate to?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
X (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

### (b) Do your customers/clients access this service...?

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT i.e. Staff	On an internal basis
X (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

### Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Race	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Religion or belief	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?**

High visibility  
to general public  
 (H)

Medium visibility  
to general public  
 (M)

Low visibility  
to general public  
 (L)

**(b) What is the potential risk to the council's reputation? (Consider the following impacts - legal, financial, political, media, public perception etc...)**

High risk  
to reputation  
 (H)

Medium risk  
to reputation  
 (M)

Low risk  
to reputation  
 (L)

**Q5 How did you score?  
Please tick the relevant box**

**MOSTLY H and/or M → HIGH PRIORITY →  EIA to be completed  
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT →  Do not complete EIA  
Please go to Q6 followed by Section 2**

**Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).**

N/A

## Section 2

Screeners- This to be completed by the person responsible for completing this screening
<b>Name:</b> Andrew Potts
<b>Location:</b> SSH&H Common Commissioning Unit
<b>Telephone Number:</b> (01639) 686522

Approval by Head of Service
<b>Name:</b> Angela Thomas
<b>Position:</b> Head of Adult Services

**Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.**