

# Integrated Impact Assessment Form (IIA) June 2012



This form replaces the previous Equality Impact Assessment form used by LBC.  
The key aim of an impact assessment is to ensure that all Council policies, plans and strategies support the corporate mission statement that

'The needs of Luton's people will be first in everything we do'.

The aim of this impact assessment process is to:

- Embed Social Justice principles and practice into the Council's decision making process
- Ensure adherence to the Equality Act 2010 and associated Public Sector Duty
- Minimise duplication of initial impact assessments with regards to Environment and Health
- Ensure Officers have access to the necessary specialist support with regards to all of the above

The table on the first page of this form will enable you to make early consideration of the potential impacts of your proposal with regards to individuals, areas, cohesion, inclusion, the environment and health. You will need to review the impact table once you have completed your assessment to ensure that all impacts are clearly highlighted in the final document.

Once you have completed the table the form will guide you to explain your judgements and then, as appropriate, identify in the action plan how you will be able to enhance and maintain any positive, and mitigate any negative, impacts of your proposal in line with the council's mission and values.

This form will also help you to identify if you need further specialist advice or whether a more detailed Environmental or Health Impact Assessment may be required.

**For your convenience, please see links to key Corporate and Partnership documents that may help you as you complete this IIA.**

## **Corporate Plan**

<http://intranet/SupportServices/Document%20library/Corporate%20plan%2011th%20July%202011.doc>

## **Equality Charter**

<http://intranet/SupportServices/socialjustice/Document%20library/Equality%20charter.pdf>

## **Social Justice Framework**

[http://www.luton.gov.uk/Community\\_and\\_living/Lists/LutonDocuments/PDF/Social%20Justice/Social%20Justice%20Framework%202012%20-2026.pdf](http://www.luton.gov.uk/Community_and_living/Lists/LutonDocuments/PDF/Social%20Justice/Social%20Justice%20Framework%202012%20-2026.pdf)

## **Family Poverty Strategy**

[http://www.lutonforum.org/Forum/Documents/Family-Poverty-Strategy-Final-October2011\\_001.pdf](http://www.lutonforum.org/Forum/Documents/Family-Poverty-Strategy-Final-October2011_001.pdf)

## **Joint Strategic Needs Assessment (JSNA)**

[http://www.luton.gov.uk/Council\\_government\\_and\\_democracy/Lists/LutonDocuments/PDF/Consultation/Reports/Final%20JSNA%202011.pdf](http://www.luton.gov.uk/Council_government_and_democracy/Lists/LutonDocuments/PDF/Consultation/Reports/Final%20JSNA%202011.pdf)

## **Community Involvement Strategy**

<http://www.lutonforum.org/Forum/Documents/CISfinaljune2010.pdf>

Proposal Title: In-House Supported Living Phase 2

Date of IIA: Dec 12

Lead Officer Name: Bridget Moffat

Seen By: Sandra Legate Equality and Diversity Policy Manager December 12<sup>th</sup> 2012  
SJU (Name/Date)

Signed Off By: Simon Pattison  
Bundle Lead/Head of Service  
(Name/Date) 14/2/13

Please provide an outline description of your proposal:

1. That the Council reviews the care provided to the residents of Leicester Close to ensure that the support hours being commissioned externally and provided within LBC are used efficiently.
2. That the Council continues to work on further operational changes and opportunities for remodelling the In-House Supported Living Service, with the purpose of both modernising the service and making it as cost effective as possible, consulting with residents of the service and staff affected, if required

Background:

The break down of individuals using this service by disability, age, gender and ethnicity is as follows:

	Learning Disability	Physical Disability
<b>Over 60</b>	8	1
<b>Female</b>	10	4
<b>Male</b>	16	5
<b>White British</b>	23	7
<b>Black British</b>		1
<b>Black Caribbean</b>	2	
<b>Black African</b>	1	1

The break down of types of support received by the individuals across the services in terms of hours is as follows

**Hours Breakdown – Learning Disabilities**

<b>Location</b>	<b>Support Provider</b>	<b>Hours per week</b>
Angel Close	LBC	230.5 hrs
3 People	Direct Payment	55 hrs
	Day Care	5 days
Birdsfoot Lane	LBC	164 hrs
4 People	Direct payment	36 hrs
	Day Care	14 days
	Sleep In's	7 nights
Marlow Avenue	LBC	189 hrs
4 people	Direct payment	10 hrs
	Day Care	13 days
	Sleep In's	7 nights
Warden Hills	LBC	200 hrs
4 people	Direct payment	30 hrs
	Home Care	40 hrs
	Day Care	3 days
	Sleep In's	7 nights
Arundel Road	LBC	174 hrs
3 people	Direct payment	5 hrs
	Day Care	12 days
	Sleep In's	7 nights
Linden Court	LBC	164 hrs
4 people	Direct payment	36 hrs
	Day Care	14 days
	Sleep In's	7 nights
Marlow Avenue	LBC	230.5 hrs
4 people	Direct payment	5 hrs
	Day Care	16 days
	Home Care	15 hrs

**Hours Breakdown (Per Week)- Physical Disabilities**

## APPENDIX A

<b>Leicester Close</b>	<b>LBC</b>	<b>224 hrs</b>	
<b>9 people</b>	<b>ILF</b>	<b>89.5 hrs</b>	
	Direct payment	112 hours	
	External Home Care	112.5 hrs	
	Day Care	5 days	
	Sleep In's	14 nights	

Please list other contributors and stakeholders involved in the preparing of this assessment:

**Bridget Moffat (Commissioning Manager)**  
**Harinder Patel (Service Manager);**  
**Linda Ambrose (Inhouse Supported Living Team Manager) and Catherine Winstanley (Commissioning Officer)**

If there is any potential impact on staffing you must invite trade union involvement in the preparation of this assessment:

**This will take place at appropriate stage of process, if required.**

## IMPACT TABLE

The purpose of this table is to consider the potential impact of your proposal against the Equality Act 2010 'protected characteristics' and other key priorities of Community Cohesion, Social Inclusion, Health and Environment. We also ask you to consider potential outcomes against the key priorities of our Corporate Plan (see link).

Once you have completed this process you should have a clearer picture of any potential significant impacts\*, **positive**, **negative** or **neutral**, on People or Places as a result of your proposal. The rest of the questions on this form will help you clarify impacts and identify an appropriate action plan. ("Significant impact" means that the proposal is likely to have a noticeable effect on specific section(s) of the community greater than on the general community at large).

In relation to the protected characteristics below, will the proposal have an impact in relation to the outcomes below?

Please fill out this table as much as you can initially. Once you have completed the rest of the form, come back and complete as appropriate	Impact Identified	Outcomes Having identified the impact will it contribute to any of the following Council priorities below?		
		Empower, support & protect the vulnerable (Equality)	Improve life & learning opportunities for all (Inclusion)	Improve health & reduce health inequalities (Health)
<b>PEOPLE</b>	delete as applicable from the selection below <input checked="" type="checkbox"/> = Positive <input checked="" type="checkbox"/> = Negative <input type="checkbox"/> = Neutral			
Race	<input type="checkbox"/>	N/A	N/A	N/A
Gender	<input type="checkbox"/>	N/A	N/A	N/A
Disability	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Sexual Orientation	<input type="checkbox"/>	N/A	N/A	N/A
Age	<input type="checkbox"/>	N/A	N/A	N/A
Religion/Belief	<input type="checkbox"/>	N/A	N/A	N/A
Gender Reassignment	<input type="checkbox"/>	N/A	N/A	N/A
Pregnancy/Maternity	<input type="checkbox"/>	N/A	N/A	N/A
Marriage/Civil Partnership (HR issues only)	<input type="checkbox"/>	N/A	N/A	N/A
Care Responsibilities <sup>1</sup> (HR issues only)	<input type="checkbox"/>	N/A	N/A	N/A
<b>PLACE</b>				
Strengthen community cohesion	<input type="checkbox"/>	N/A	N/A	N/A
Tackling poverty/ promoting social inclusion	<input type="checkbox"/>	N/A	N/A	N/A
Area/Wards affected All Wards	<input type="checkbox"/>	N/A	N/A	N/A

<sup>1</sup> This is a Luton specific priority added to the 9 protected characteristics covered under the Equality Act.

## APPENDIX A

ENVIRONMENT				
Protect and enhance the quality of the natural and built environment	<input type="checkbox"/>	N/A	N/A	N/A
HEALTH				
Promoting health and wellbeing	<input type="checkbox"/>	N/A	N/A	N/A

**Please answer the following questions to help you identify any actions you may need to take with regards to impacts of this proposal**

### 1. Consultation

**1.1** Have you made use of existing recent research, evidence and/or consultation to inform your proposal?

If you would like to know of any potentially relevant research already carried out, please click on the following link below to ***LBC Consultation Portal***

For other local statistics and information, click on the following below link for ***Luton Observatory***

#### Guidance Notes:

If no use has been made of research, please contact the Consultation and Engagement Team  
At [Communitycon@luton.gov.uk](mailto:Communitycon@luton.gov.uk) and/or the Research & Intelligence Team at  
[research.intelligence@luton.gov.uk](mailto:research.intelligence@luton.gov.uk)

[Click here for LBC Consultation Portal](#)

[Click here Luton Observatory](#)

**Insert any links to reference websites below.  
One per space only**


**Insert any relevant files in the spaces below.  
One per space only**


[For advice and support from Consultation Team click here](#)

**Yes** BMG Associates Report completed at the end of Phase 1 of the Inhouse Supported Living Review.  
We have also undertaken some benchmarking with other local authorities

**1.2** Have you carried out any specific consultation with people likely to be affected by the proposal? (if yes, please insert details, links to documents as appropriate).

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**Guidance Notes:** If no, please explain why this has not been done - you may wish to speak to the Consultation Team first as a lack of sufficient consultation could render this IIA invalid and place the Council at risk of Judicial Review.

We are asking for permission to undertake a stakeholder consultation, no consultation has therefore been undertaken as yet. Following the consultation, when recommendations have been made an updated IIA taking into account peoples views and identified need s will go back to Executive.

[For advice & support from the Social Justice Unit click here](#)

## 2. Impacts on People

**2.1** Where you have identified a **positive**\* impact please explain the nature of this impact.

### Guidance Notes:

If you identify positive impacts with regards to one or more groups listed above please outline how these can be enhanced and maintained against each group identified. Specific actions to be detailed in action plan below.

*\*By positive impact we mean, is there likely to be a noticeable improvement experienced by people sharing a characteristic?*

It is anticipated that any remodelling of current service provision will have a positive impact on service users in that it will increase their levels of choice and control, particularly around day time activity, however until the model is consulted on with service users and other key stakeholders no true impact can be shown. After consultation the final IIA will come back to Executive at an agreed date, which will include the final analysis.

**2.2** Where you have identified a **negative**\* impact please explain the nature of this impact.

**Guidance Notes:**

Please use this box to explain why you feel the proposal may be negative and outline what the consequences will be against each group identified. You will need to identify whether mitigation is available, what it is and how it could be implemented. Specific actions to be detailed in action plan below.

*\*By negative impact we mean is there likely to be a noticeable detrimental effect on people sharing a characteristic?*

**If you can identify no mitigation with regards to negative impacts on one or more of the protected groups you must contact the Social Justice Unit – Click the email link box above.**

No negative impact is anticipated however no final analysis can be fully made until after the consultation.

**2.3** Where you have identified a **neutral**\* impact for any group, please explain why you have made this judgement.

**Guidance Notes:**

*You need to be confident that you have provided a sufficient explanation to justify this judgement.*

*\*By neutral impact we mean that there will be no noticeable impact on people sharing a characteristic*

At this stage it is anticipated that the consultation will have a neutral impact. We are not making any recommendations that have been identified as having a significant impact on one particular group. This will be reviewed at the end of the consultation stage.



[For advice & support from the Social Justice Unit click here](#)

### 3. Impacts on Cohesion

If you have identified an impact on community cohesion, please describe here what this may be and who or where you believe could be affected.

#### Guidance Notes:

By 'impact on community cohesion' we mean - is the proposal likely to have a noticeable effect on relations within and between specific section(s) of the community, neighbourhoods or areas.

You will need to consider here actions to enhance and maintain positive impacts and how to mitigate negative impacts.

Specific actions to be detailed in action plan below.

If you can identify no mitigation with regards to negative impacts on community cohesion you must contact the Social Justice Unit – Click email link box above

NA

[For advice & support from the Social Justice Unit click here](#)

### 4. Impacts on Poverty & Inclusion

If you have identified an impact on tackling poverty/promoting social inclusion, please describe here what you believe this would be and who you believe would be affected.

#### Guidance Notes:

By poverty and inclusion we mean - is the proposal likely to have a noticeable effect on households that are vulnerable to exclusion, e.g. due to poverty, low income and/or in areas of high deprivation.

You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts.

#### Specific actions to be detailed in action plan below

If you can identify no mitigation to negative impacts on tackling poverty or promoting social inclusion you must contact the Social Justice Unit for advice - Click email link box above

We need to be mindful of the potential the changes to welfare reform and Independent Living Fund may have. The full implications are not known at this stage.

[For advice and support from Public Health click here](#)

## 5. Health & Wellbeing

If you have identified an impact with regards to promoting Health and Wellbeing please consider the questions below in more detail.

**5.1** Please describe what this impact is and who may be specifically affected by the proposal.

### Guidance Notes:

By impact on health and wellbeing we mean - is there the potential for a positive or negative impact on the physical, mental or social well-being of an individual / group. You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts.

### Specific actions to be detailed in action plan below

If you are unable to identify mitigation to questions 5.1 and 5.2 then you must contact the Public Health Team for advice. - Click email link box above

NA

**5.2** Will the proposal impact positively or negatively on access to, and /or quality of, health and wellbeing services?

This is not clear at this stage, it is anticipated that any long term changes will have a positive impact. Further assessments will need to be completed to consider the impact on the individuals concerned. During the consultation stage officers will need to be sensitive to the needs of the individuals concerned and consult in a way that will not cause unnecessary anxiety.

### Guidance Notes:

By Health and Wellbeing services we mean clinical services as well as, for example, health improvement services such as Stop Smoking, weight management, alcohol and drug services, exercise programmes, affordable warmth, falls prevention etc.

You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts

### Specific actions to be detailed in action plan below.

If you are unable to identify mitigation to questions 5.1 and 5.2 then you must contact the Public Health Team for advice. - Click email link box above

NA

[For advice and support from the Strategy & Sustainability Team click here](#)

## 6. Impacts on the natural & built environment

If you have identified an impact on the natural and built environment please consider the questions below.  
NA

Are there aspects of this proposal that may:

- a) help in reduction of greenhouse gas emissions, produced by the burning of fossil fuels (i.e. coal, oil), which is likely to add to the effects of climate change
- b) have an effect on conservation of energy, water, minerals and materials
- c) have an impact on the amount of waste that could be generated through the implementation of the proposal
- d) impact positively or negatively on access to and the quality of the natural environment (eg parks, play areas, green spaces, conservation areas)
- e) improve people's or infrastructure's resilience towards extreme weather conditions
- f) affect amount of car journeys to/from a particular site

### Guidance Notes:

If you identify positive impacts with regards to questions please outline how these can be enhanced and maintained. If you identify negative impacts in response to questions then you will need to explain any actions that you intend to take to mitigate these impacts.

### Specific actions to be detailed in action plan below

If you are unable to identify mitigation with regards to questions 6.a-f then you must contact the Strategy and Sustainability Team at [myclimate@luton.gov.uk](mailto:myclimate@luton.gov.uk) as a more detailed specialist consideration of this proposal will be necessary. Click email link box above

a)

b)

c)

d)

e)

f)

Please detail all actions that will be taken to enhance and maintain positive impacts and to mitigate any negative impacts relating to this proposal in the table below:

Action	Deadline	Responsible Officer	Intended Outcomes	Date completed/ Ongoing
Benchmarking visits- other Local Authorities	Oct 12	Bridget Moffat	Identify and learn from good practice elsewhere	Oct 12 completed
Stakeholder Consultation	April 2013	Bridget Moffat/ Harminder Patel	Identify views, concerns needs and aspirations of all stakeholders including Service Users and staff and ensure that future decisions make full consideration of these	April 2013
Undertake Community Care Assessments / reviews with all individuals at Leicester Close	April 2013	Marcia Richards	Ascertain the needs of the individuals concerned and assess how any changes in purchased care or onsite support may impact on them specifically	April 2013

A review of the action plan will be prompted 6 months after the date of completion of this IIA

<b>Key Contacts:</b>
<b>Bridget Moffat</b>
<a href="mailto:Bridget.moffat@luton.gov.uk">Bridget.moffat@luton.gov.uk</a> , 01582 547778

Summary of Findings and Actions (for publication and to be written by the author)

### Next Steps

- All Executive Reports must have an IIA attached (where relevant)
- All report authors must complete the IIA section of Executive Reports (equalities, cohesion, inclusion, health, environment)
- All reports are to be forwarded to the Social Justice Unit, Public Health and Strategy & Sustainability Unit for sign off in time for Executive deadline
- Social Justice Unit, Public Health and Strategy & Sustainability Unit to highlight key points of concern from IIA in their sign off comments
- On the rare occasion that the Social Justice Unit are unable to sign off the report, e.g. recommendations are in breach of legislation, a statement will be submitted by Social Justice Unit Manager or Equality and Diversity Policy Manager
- Completed and signed IIA's will be published on the internet once the democratic process is complete