

Equality impact assessment form

Directorate – n/a

Service area – n/a

**Name of policy, strategy, review or function being
assessed – Corporate Safeguarding Policy**

Date of assessment – 31 October 2018

**Name of Director/Head of Service signing it off –
Corporate Safeguarding Group**

**Decision of Cabinet, Personnel Committee or
Corporate Leadership Team**

To be presented to Cabinet on 16 January



Derby City Council



Equality impact assessment – please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people and **before** that decision is made.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to do them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have ‘**due regard**’ to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a ‘**relevant protected characteristic**’ and people who don’t.

Having ‘due regard’ means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

The protected characteristics are:

- age
- disability

- gender identity
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider

community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website.** It is a public document so must not contain any jargon and be easy to understand.

Remember, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups and protected characteristics

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees and job applicants...

- Age equality – the effects on younger and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender identity – the effects on trans people
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees

- Sex equality – the effects on both men and women and boys and girls
- Sexual Orientation equality – the effects on lesbians, gay men and bisexual people

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722 Minicom 01332 640666 Mobile 07812301144

The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays

If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

What’s the name of the policy you are assessing?

Corporate Safeguarding Policy

The assessment team

Team leader's name and job title – Heather Greenan, Head of Performance and Intelligence

Other team members (all members of the Corporate Safeguarding Group)

| Name | Job title | Organisation | Area of expertise |
|--------------------------|--|--------------|--|
| Cllr Evonne Williams | Elected Member Safeguarding Champion | DCC | Cabinet Member for Children's Services |
| Jasmine Nembhard-Francis | Head of Service – Children's Quality Assurance | DCC | Children's Services LADO |
| Andy Thomas | Head of Service – Partnerships and Communities | DCC | Community Safety Lead Officer |
| Liz Moore | Head of HR | DCC | HR / legal requirements |
| Emily Freeman (by email) | Head of Service - Adults Safeguarding | DCC | Adults Safeguarding, DoLs |

Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

- 1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.**

Main aims and objectives

The purpose of the Corporate Safeguarding Policy is to make explicit the responsibilities of all employees and councillors to protect children, young people and adults who may be vulnerable to abuse.

The policy highlights specific roles and responsibilities in relation to the Leader, Chief Executive, Strategic Director of People Services and other key posts.

This is a revision of the existing Corporate Safeguarding Policy to take into account some recent structural changes and reinforce responsibilities of the Local Authority Designated Officer (LADO).

Safeguarding features as a key theme of the Children and Young People's Partnership Plan, Council Plan 2016-2019 and respective service plans as appropriate.

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

The policy is delivered by all services across the Council but is owned and monitored by the Corporate Safeguarding Group.

The purpose of this policy and associated procedures is to protect and promote the welfare of the children and adults at risk using or receiving services provided or commissioned by Derby City Council and to protect the Council, its employees, councillors and volunteers. Safeguarding children and vulnerable adults is the responsibility of all employees and councillors.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

The ultimate beneficiary from this policy will be the local community in terms of reassurance as to how the Council will deal with safeguarding issues. The policy is designed to protect children and young people and all adults with care and support needs.

The policy is aimed at employees and councillors to raise awareness of everyone's responsibilities with respect to safeguarding. This may also include commissioned organisations and volunteers.

Partner organisations are covered separately by the partnership policies and procedures in place.

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

We have consulted the following stakeholders:

- Directorate Management Teams.
- Council's Policy Group (which includes the Council Equality Lead).
- Trade unions.
- Cabinet Member.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. If it's negative, fill in the mitigation section as well to explain how you are going to lessen the impact.

Age

| What do you already know? | Positive impact | Negative impact | Mitigation |
|--|-----------------|-----------------|------------|
| Children and young people under 25 - the policy recognises specific responsibilities for CYP which are built into roles and monitoring procedures to ensure we meet our safeguarding responsibilities and protect this vulnerable group. | YES | | |
| Older adults - are at increased risk due to possible frailty and reliance on others to meet their care and support needs. The | YES | | |

| What do you already know? | Positive impact | Negative impact | Mitigation |
|--|------------------------|------------------------|-------------------|
| policy reflects specific responsibilities and will help to promote lesser known aspects of safeguarding such as financial abuse. | | | |

Disability

| What do you already know? | Positive impact | Negative Impact | Mitigation |
|---|------------------------|------------------------|-------------------|
| Disabled children and adults are more susceptible to safeguarding risks by virtue of the values and assumptions made by society about vulnerability and disability. The policy will help to promote awareness and monitoring of the factors and impacts linked to disability. | YES | | |
| We know that disabled people can be victims of hate crimes and abuse, particularly people with learning difficulties. Sometimes this can be from so called 'mates', known as mate crimes. The policy will help us deal with issues like these with a co-ordinated response | YES | | |

Gender identity- trans

| What do you already know? | Positive impact | Negative Impact | Mitigation |
|---|------------------------|------------------------|-------------------|
| <p>Some children and adults experience anxiety and other forms of distress associated with gender identity. This in turn may make them more vulnerable.</p> <p>The policy will help to promote awareness and monitoring of the factors which may lead an increased need of safeguarding intervention.</p> <p>Service procedures are explicit that carers must adopt a non-judgemental attitude toward trans-gender children, young people and adults.</p> <p>We know that many trans people are victims of hate crimes and abuse. The policy will help us deal with issues like these with a co-ordinated response.</p> | YES | | |

Marriage and Civil Partnership

| What do you already know? | Positive impact | Negative impact | Mitigation |
|---|------------------------|------------------------|-------------------|
| Domestic abuse in relationships is a safeguarding issue affecting adults and children. This policy will help to promote | YES | | |

| | | | |
|--|--|--|--|
| awareness of the right approach in these delicate and difficult situations. It will also monitor the impact of safeguarding interventions. | | | |
|--|--|--|--|

Pregnancy and maternity

| What do you already know? | Positive impact | Negative impact | Mitigation |
|--|------------------------|------------------------|-------------------|
| <p>In some cases unborn babies, and their mothers, may be at greater risk due to environmental factors in their lives, for example a parent's inability to parent appropriately or negative life choices. This policy will raise awareness regarding the need to safeguard this vulnerable group.</p> <p>There are also detailed procedures in place to guide staff in working with parents who may have additional needs which impact on unborn babies at various levels of need; including referral to the pre-birth protocol (DSCB Procedures).</p> | YES | | |

Race

| What do you already know? | Positive impact | Negative impact | Mitigation |
|--|------------------------|------------------------|-------------------|
| Culture, ethnic origin and family background can have an impact on | YES | | |

| | | | |
|---|--|--|--|
| <p>safeguarding, child attainment and well-being. Evidence indicates that BME groups are in general terms at greater risk of underachievement, racial harassment, hate crimes, bullying and poor health.</p> <p>The policy will help to promote awareness and monitor the impact of safeguarding interventions.</p> | | | |
|---|--|--|--|

Religion or belief or none

| What do you already know? | Positive impact | Negative impact | Mitigation |
|---|-----------------|-----------------|------------|
| <p>Religion or beliefs can be factor in safeguarding cases due to bullying, harassment, and victimisation, cultural issues (such as forced marriage or FGM).</p> <p>We know that people face hate crimes because of their religion or belief and this policy will help us to promote awareness and monitor the impact of safeguarding interventions with a co-ordinated</p> | YES | | |

| | | | |
|-----------|--|--|--|
| response. | | | |
|-----------|--|--|--|

Sex

| What do you already know? | Positive impact | Negative impact | Mitigation |
|---|-----------------|-----------------|------------|
| <p>Females are at greater risk of Child Sexual Exploitation however there is increasing evidence about the need to raise awareness regarding CSE against males.</p> <p>Other safeguarding issues can be linked to particular gender issues (such as FGM).</p> | YES | | |

Sexual orientation

| What do you already know? | Positive impact | Negative impact | Mitigation |
|--|-----------------|-----------------|------------|
| <p>Sexual orientation is difficult to measure due to cultural sensitiveness and openness. It is known that sexual orientation can have a significant impact on mental health well-being with a greater risk of self-harming.</p> <p>We also know that gay young men have higher rates of suicide.</p> <p>This policy will help flag up early interventions and</p> | YES | | |

| | | | |
|--|--|--|--|
| monitor these. It will also help to promote awareness and deal with hate crimes on grounds of sexual orientation with a co-ordinated approach. | | | |
|--|--|--|--|

Positive impact on all groups

Important - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. You can get lots of information on reports done from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

- 6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

The group feels that the policy will have an overwhelmingly positive impact on vulnerable groups in terms of raising safeguarding awareness amongst key stakeholders, providing clarity of roles in terms of how senior decision makers should respond to safeguarding issues and monitor the impact of any actions taken and the corresponding outcomes.

We will continue to understand the impact on particular equality groups using:

- Audit findings
- Learning from SCRs and inspections/external assessments
- Thematic / Learning / Deep dive reviews commissioned by Derby Safeguarding Boards (and supporting sub-groups) and the Local Authority-led Improvement Boards
- Monitoring of complaints
- Feedback from service users and their families
- Learning from training
- Performance monitoring information
- Feedback from workers and managers
- Analysing statistics of hate crimes and incidents affecting vulnerable groups

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

| | | |
|------------------|----------|--|
| Outcome 1 | X | No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken |
| Outcome 2 | | Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified? |
| Outcome 3 | | Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none">• sufficient plans to stop or minimise the negative impact• mitigating actions for any remaining negative impacts• plans to monitor the actual impact. |
| Outcome 4 | | Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination |

Our Assessment team has agreed Outcome number(s)

Outcome 1 – no change.

Why did you come to this decision?

The policy will have a positive impact on the community, and its equality groups, by reinforcing the role of the local authority through its employees and councillors to protect vulnerable people in their care and community.

The Corporate Safeguarding Group will be responsible for monitoring the impact of this policy.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality Action Plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is really important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Step 4 – equality action plan – setting targets and monitoring

- 8 Fill in this table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.**

Equality Action Plan –setting targets and monitoring

Age

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|--|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | Improved understanding of issues affecting vulnerable groups. Challenge of actions taken and corresponding outcomes. Recommendations to improve outcomes where relevant. | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

Disability

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | Improved understanding of issues affecting vulnerable groups. Challenge of actions taken and corresponding | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|---|--------------------------------|
| | <p>outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | | |

Gender identity - trans

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | <p>Improved understanding of issues affecting vulnerable groups.</p> <p>Challenge of actions taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

Marriage and Civil Partnership

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|--|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | <p>Improved understanding of issues affecting vulnerable groups.</p> <p>Challenge of actions</p> | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|---|--------------------------------|
| | <p>taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | | |

Pregnancy and maternity

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | <p>Improved understanding of issues affecting vulnerable groups.</p> <p>Challenge of actions taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

Race

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|--|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | Improved understanding of issues affecting | Corporate Safeguarding Group – January 2021 at | Bi-annual review. |

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|--|---|--------------------------------|
| | <p>vulnerable groups.</p> <p>Challenge of actions taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | the latest. | |

Religion or belief or none

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | <p>Improved understanding of issues affecting vulnerable groups.</p> <p>Challenge of actions taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

Sex

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|-------------------------------------|---|--------------------------------|
| | | | |

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | <p>Improved understanding of issues affecting vulnerable groups.</p> <p>Challenge of actions taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

Sexual orientation

| What are we going to do to advance equality | What difference will it make | When will we do it and who will lead | Monitoring arrangements |
|--|---|--|--------------------------------|
| Monitoring of impacts on this group using insight from a variety of sources. | <p>Improved understanding of issues affecting vulnerable groups.</p> <p>Challenge of actions taken and corresponding outcomes.</p> <p>Recommendations to improve outcomes where relevant.</p> | Corporate Safeguarding Group – January 2021 at the latest. | Bi-annual review. |

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 643722
Minicom: 01332 640666

643722

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt:

01332 643722

Tel. tekstowy: 01332 640666

Punjabi

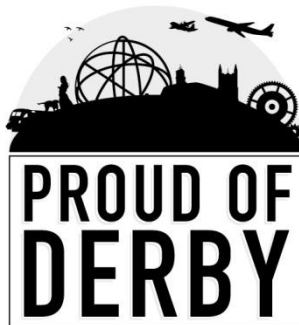
ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 643722 ਸੰਪਰਕ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 643722 Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم 01332 643722 پر ہم سے رابطہ کریں۔



Derby City Council