

## Section 4 Integrated Impact Assessment

### Summary Report Template

Each of the numbered sections below must be completed

Interim report	x	Final report	
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(Tick as appropriate)

**1. Title of plan, policy or strategy being assessed**

Disability Services business case for the re-design of internal day and housing support services.

**2. What will change as a result of this proposal?**

Service provision for up to 100 adults with learning disabilities currently accessing internal day support and housing support services. Services will be reviewed and transferred to an alternative third sector provider with a view to providing more individualised outcomes without any loss of service.

Staffing numbers within Disability Services will be reduced through natural wastage, redeployment to a comparable post within disability services or the opportunity or VR which will be determined at appropriate time with HR colleagues.

This will provide opportunity for internal services to focus and reinvest in the pressures noted in the Outline Strategic Commissioning Plan.

**3. Briefly describe public involvement in this proposal to date and planned**

There has been no public involvement to date as this does not impact general members of the public. Involvement will be very specific to the individuals and families it will impact. Employee involvement will commence in line with organisational review guidance and in partnership with HR.

**4. Date of IIA**

04.10.10

**5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)**

Name	Job Title	Date of IIA training	Email
<b>Mark Grierson</b>	<b>Service and strategy Manager, Disabilities/Lead Officer</b>	<b>25/4/18</b>	<a href="mailto:Mark.grierson@edinburgh.gov.uk">Mark.grierson@edinburgh.gov.uk</a>
<b>Emma Pemberton</b>	<b>Care and Support Manager/ Facilitator/Report Writer</b>		<a href="mailto:Emma.pemberton@edinburgh.gov.uk">Emma.pemberton@edinburgh.gov.uk</a>
<b>Linda Dodgson</b>	<b>Care and Support Manager/ Partnership Representative</b>		<a href="mailto:Linda.dodgson@edinburgh.gov.uk">Linda.dodgson@edinburgh.gov.uk</a>
<b>Elaine Wishart</b>	<b>HR Business Partner/ HR Representative</b>		<a href="mailto:Elaine.wishart@edinburgh.gov.uk">Elaine.wishart@edinburgh.gov.uk</a>
<b>Laura Brown</b>	<b>HR Business Partner/ HR Representative</b>		<a href="mailto:Laura.brown3@edinburgh.gov.uk">Laura.brown3@edinburgh.gov.uk</a>

## 6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Within Outline Strategic commissioning Plan – Pathway for Life.	The national learning disability population is increasing by 2% each year, however demand for day support is currently increasing by 5%. Over the next 5 to 10 years the increasing demand is potentially 300 – 700 people. The main demand in support services arise from children entering adult services, where an increase in people with extreme challenging behaviour and complex medical and health needs are being evidenced on a growing basis.
Data on service uptake/access	Within Outline Strategic commissioning Plan – Pathway for Life.  Individual service data.	Turnover in services is relatively low, leading us to a position that services are regularly at capacity and unable to provide services without growth investment. There is a legal duty on the Partnership to provide day opportunities for people with learning disabilities.
Data on equality outcomes	N/A	
Research/literature evidence	Keys to Life	Published in 2013, ' <i>Keys to Life</i> ' sets out the Scottish Government's ten year strategy for improving the quality of life for people with learning disabilities. The implementation framework for the Keys to Life has four strategic outcomes which relate to the United Nations Convention on the Rights of People

Evidence	Available?	Comments: what does the evidence tell you?
		<p>with Disabilities:</p> <ul style="list-style-type: none"> <li>• A Healthy Life: People with learning disabilities enjoy the highest attainable standard of living, health and family life</li> <li>• Choice and Control: People with learning disabilities are treated with dignity and respect, and protected from neglect, exploitation and abuse</li> <li>• Independence: People with learning disabilities are able to live independently in the community with equal access to all aspects of society</li> <li>• Active Citizenship: People with learning disabilities are able to participate in all aspects of community and society</li> </ul>
Public/patient/client experience information	From those previously involved in similar transition.	People have reported positively to the transfer of their support hours and receive a more individualised and flexible support package. Many people continue to be actively involved with the same networks, friends and community groups as well as adding to it.
Evidence of inclusive engagement of service users and involvement findings	This will be provided throughout consultation and implementation.	<p>Previous communications and documents available from similar transition previously carried out.</p> <p>Wider consultation has commenced in relation to the Outline Strategic Commissioning Plan for Learning Disabilities with the publication of an easy read information document and an easy read questionnaire - 'Tell us What you Think'.</p>
Evidence of unmet	No	

Evidence	Available?	Comments: what does the evidence tell you?
need		
Good practice guidelines	<p data-bbox="544 356 807 815">EHSCP Framework agreement for housing support (with care at home) services for people with learning disabilities. (Currently in process)</p> <p data-bbox="544 846 807 1218">EHSCP Framework Agreement for day Support Services for Adults with Learning Disabilities. (June 2017)</p> <p data-bbox="544 1391 807 1552">Health and Social Care Standards - My Life, My Support.</p>	<p data-bbox="829 356 1407 685">This Framework will introduce a single service specification for all housing support service models which reflects current national 'best practice' guidance and the outcome of local co-production activity as well as using standard Framework Agreement Terms and Conditions.</p> <p data-bbox="829 857 1407 1187">This Framework will introduce a single service specification for all day support service models which reflects current national 'best practice' guidance and the outcome of local co-production activity as well as using standard Framework Agreement Terms and Conditions.</p> <p data-bbox="829 1359 1407 1818">All health and Social Care providers are governed by these standards and inspected by the Care Inspectorate. The standards provide clarity on what should be expected when using health, social care or social work services in Scotland. They seek to provide better outcomes for everyone; to ensure that individuals are treated with respect and dignity, and that the basic human rights we are all entitled to are upheld.</p> <p data-bbox="829 1919 1407 1995">The SSSC is the regulator for the social service work force in Scotland. Their</p>

Evidence	Available?	Comments: what does the evidence tell you?
	Scottish Social Services Council (SSSC)	work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce. They protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development. Where people fall below the standards of practice and conduct they can investigate and take action.
Environmental data	No	
Risk from cumulative impacts	No	
Other (please specify)	N/A	
Additional evidence required	No	

**7. In summary, what impacts were identified and which groups will they affect?**

<p><b>Equality, Health and Wellbeing and Human Rights</b></p> <p><b>Positive</b> - The changes will provide a more consistent approach in the services being delivered, whilst ensuring relationships and contacts are maintained. This consistency will offer better health and wellbeing outcomes through flexibility and personalisation.</p> <p>Flexibility of support will enable opportunities and creativity within individual budgets.</p> <p>Communication will be adapted to meet individual</p>	<p><b>Affected populations</b></p> <p><b>Primarily people with learning disabilities, some may have additional protective characteristics such as age, gender and race.</b></p>
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requirements. Previous example from similar business case in 2016 is a social story being provided to someone in both his first (polish) and secondary (English) language.

Service/ support levels will be maintained for individuals.

Existing services will ensure a robust transition process to minimise any concerns and impacts. Efforts will be made to offer and provide opportunity for continued involvement in groups, activities and friendships.

Framework agreements and statutory guidance and standards ensure service quality is monitored.

The Health and Social Care Contracts Team will be responsible for the management of the Framework Agreement and related contracts and for monitoring key performance indicators.

The Framework Agreement will provide people with disabilities and their carers with the tools needed to make informed and affordable choices in respect of the support they receive.

Regardless of any additional protective characteristics all service users have access to the same level of support in line with the assessed level of need. It is not foreseen that any individual will be affected due to any other protected characteristic.

There has been an increased need to employ short term and long term agency workers, which does not provide staff with a consistent and structured staff team. This review will provide a clear direction for the future and consolidate the staffing resources within disability services as a whole. It is envisaged that in the longer term this change will have a positive impact on employee health and wellbeing.

It is anticipated that most Care and Support Workers can continue with their existing contract within disability services. There is opportunity to move to a shift based contract which for some this will be financially beneficial and may offer a better work/life balance.

Continuing within disability services within another service area may provide a learning and development

**There are a number of staff employed who would be recognised within a population group with recognised protected characteristics. These groups include:**

**People in middle years, men, but also other protective characteristics such as age, gender and race, men and women in relation to pregnancy, maternity and paternity, disabled people – mainly**

<p>opportunity for some and enable an increase in key skills.</p> <p>To ensure the health and safety of employees with a recognised disability, and of the service users they are supporting, reasonable adjustments will be made in respect of role/hours of work.</p> <p>It is likely that Gender will need to be considered when deciding and agreeing work locations to employees as a result of the service users requiring support. It is not anticipated that this will provide any great disadvantage as this is standard practice within the health and social care sector and is one that can in principle be managed effectively.</p> <p><b>Negative</b></p> <p>No negative impacts in relation to Equality, Health, Wellbeing or Human Rights are anticipated in relation to disability or gender mentioned above, and it is not foreseen that any individual will be affected due to any other protected characteristic.</p>	<p><b>due to physical limitations, mental health problems and or long term medical conditions, minority ethnic people, people with different religions/beliefs and sexual orientation.</b></p>
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<p><b>Environment and Sustainability</b></p> <p><b>Positive</b></p> <p>There would be a reduction in corporate transportation as well as general taxi use in providing transport for people travelling to their day service from home. It would be expected that any forms of travel in and around the city will be utilising public transport and where available motobility vehicles.</p> <p>The Framework Agreement sets out key performance indicators to ensure sustainability for the providers who sign up to the agreement. This includes a commitment from providers to ensure specific training and completion of an annual monitoring form which is audited by</p>	<p><b>Affected populations</b></p> <p><b>Primarily people with learning disabilities, some may have additional protective characteristics such as age, gender and race.</b></p> <p><b>There are a number of staff employed who would be recognised within a population group with recognised protected characteristics. These</b></p>
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contracts team.

**Negative**

No negative impacts in relation to Environment or Sustainability are anticipated in relation to disability or any protected characteristics. It is not foreseen that any individual will be affected due to any other protected characteristic.

**groups include:**

**People in middle years, men, but also other protective characteristics such as age, gender and race, men and women in relation to pregnancy, maternity and paternity, disabled people – mainly due to physical limitations, mental health problems and or long term medical conditions, minority ethnic people, people with different religions/beliefs and sexual orientation.**

**Economic**

**Positive**

This organisational change will ensure a more flexible workforce, increase employee skills, knowledge and experience which will not only be reflected within the partnership but also the wider health and social care sector. For some this will improve worklife balance.

There will be growth in the voluntary and private sector organisations.

The quality of the support services offered within the EHSCP will improve through the consolidation of staffing resources.

Continuing within disability services for care and support workers will result in no financial loss in terms of salary or

**Affected populations**

**Affected populations**

**Primarily people with learning disabilities, some may have additional protective characteristics such as age, gender and race.**

**There are a number of staff employed who would be recognised within a population group with recognised protected characteristics. These**

terms and conditions. For some who transfer to a shift based contract, there will be additional payments provided, to comply with working time regulations.

**Negative**

Changes will result in some reduction of roles, necessitating redeployment or VR.

**groups include:**

**People in middle years, men, but also other protective characteristics such as age, gender and race, men and women in relation to pregnancy, maternity and paternity, disabled people – mainly due to physical limitations, mental health problems and or long term medical conditions, minority ethnic people, people with different religions/beliefs and sexual orientation.**

**8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children’s rights , environmental and sustainability issues be addressed?**

Services will be provided by voluntary and/or private sector organisations, some of which are already known to service users. All equality, human rights, environmental and sustainability issues are covered by the Framework Agreements, good practice guidance or the contracted terms and conditions. Children’s rights are not applicable within the scope of this IIA.

**9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.**

It will not be necessary to communicate with children and young people within this change, however a large proportion of service users will require additional communication tools in order to understand the change. Some parents and carers may also need additional tools to support their understanding.

Communication will be carried out on an individual basis and as is appropriate. Examples may include use of picture symbols, talking mats, large type, discussion with someone known by the service user, language interpretation, sign language and social stories.

**10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.**

No.

**11. Additional Information and Evidence Required**

**If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.**

**12. Recommendations (these should be drawn from 6 – 11 above)**

**13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:**

<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and contact details)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
Meet with HR colleagues to determine best way to manage the staffing impact.	Sioban Murtagh Mark Grierson Emma Pemberton	4.10.18	
Organisational Review IIA to be completed.	Mark Grierson Siobhan Murtagh Emma Pemberton Linda Dodgson	8.10.18	
Implementation of Organisational Review process.	Mark Grierson Elaine Wishart Laura Brown Emma Pemberton	8.11.18	Ongoing
Develop Communication strategy.	Mark Grierson Emma Pemberton	8.11.18	Ongoing

**14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?**

The EHSCP Framework agreement for housing support (with care at home) services for people with learning disabilities. (Currently in process) provides a framework for quality assurance and key performance indicators. The annual audit within the framework will allow for routine monitoring of service delivery and service user outcomes, including those with protected characteristics.

There will be ongoing conversations, briefings and feedback gathering with staff in line with the organisational review process.

**15. Sign off by Head of Service/ Project Lead**

**Name:** Mark Grierson

**Date** 05/11/2018

**16. Publication**

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

## Section 5 Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to [equalities@eastlothian.gov.uk](mailto:equalities@eastlothian.gov.uk) and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.eastlothian.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/835/equality\\_and\\_diversity](http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity)

- **Midlothian Council**

Please send a completed copy of the IIA to [zoe.graham@midlothian.gov.uk](mailto:zoe.graham@midlothian.gov.uk) and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.midlothian.gov.uk/downloads/751/equality\\_and\\_diversity](http://www.midlothian.gov.uk/downloads/751/equality_and_diversity)

- **NHS Lothian**

Completed IIAs should be forwarded to [impactassessments@nhslothian.scot.nhs.uk](mailto:impactassessments@nhslothian.scot.nhs.uk) to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to [Strategyandbusinessplanning@edinburgh.gov.uk](mailto:Strategyandbusinessplanning@edinburgh.gov.uk) to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at [sarah.bryson@edinburgh.gov.uk](mailto:sarah.bryson@edinburgh.gov.uk)

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at [sarah.bryson@edinburgh.gov.uk](mailto:sarah.bryson@edinburgh.gov.uk)

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.