

Equality Scoping Template

This form will help you decide if you need to undertake a full Equality Impact Assessment. In using the form, please read the guidance document '**Issues you will need to consider when undertaking an Equality Impact Assessment**'. Equality Impact Assessments need to consider the needs for people covered by the equality strands of Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation.

Title: SB Cares Implementation Project

1. Who does the proposed piece of work/policy/proposal affect?

Staff	Service Users/Carers	Communities/Voluntary Groups	Public
Yes	Yes	No	No

2. What are the aims and objectives of the work/policy/proposal being assessed?

Creation of a Council Owned Limited Liability Partnership called SB Cares for provision of Adult Social Care Services including home care, care homes for older people; BorderCare alarms services, Day Support Services, Hawick Community Care Service and Borders Ability Equipment Store.

		Yes	No
3.	Will the proposal have any impact on equality of opportunity, discrimination between groups or relations between groups?	√	
4.	Is the proposal controversial in any way in terms of equality and diversity (including media, academic, voluntary or sector specific interest)?		√
5.	Will the workforce or users of the service be disadvantaged as a result of the proposed work?		√
6.	Is there doubt about answers to any of the above questions (e.g. there is not enough information to draw a conclusion)?		√

If the answer to any of the above questions is yes or you are unsure of your answers to any of the above a full impact assessment is recommended.

7.	Given the above statement, do you recommend a full impact assessment is completed?	√	
8.	If a full impact assessment is not required briefly explain why and provide evidence for the decision.		

Completed By

Name	Elaine Torrance	Dept.	People Department
Post	Chief Social Work Officer	Date	12 Mar 2015

For your records, keep one copy of this rapid impact assessment along with plus any

supporting documentation to evidence your decision to Rosie Kennedy

Record of Equality Impact Assessment (EIA)

Section One:

Details of Service	
1.1	<p>Adult Social Care Services in scope to move into SB Cares Adult Social Care services including Home Care, Residential Care for Older People, Day Support Service, Bordercare Alarm Service, Hawick Community Care Service and Borders Ability Equipment Store currently delivered by Scottish Borders Council, from April 2015 to be managed by SB Cares.</p>
1.2	<p>What are the aims and purpose of the service, policy or function? (<i>consider explicit and implicit aims and outcomes</i>) To establish a Limited Liability Partnership (LLP) called SB Cares to provide Adult Social Care Services with the benefits of:-</p> <ul style="list-style-type: none"> • The ability to continue to provide quality services that are more cost effective and thereby more affordable to people who will be purchasing care through Self Directed Support (SDS) • The ability to provide and sell a range of services to people who do not meet Council's current eligibility criteria to provide preventative services • The establishment of a robust business culture and ethos across the new organisation • More efficient deployment of resources resulting in efficiency savings • Ensuring Council continues to be able to meet its statutory responsibilities by establishing a provider of last resort • Ability to provide a more responsive service at a local level to service users and carers • The establishment of an LLP is designed to ensure the continuation of publically owned services to the people of the Borders in the most cost effective way possible • Meets the Council's priorities by providing high quality support and protection
1.3	<p>Which groups or individuals have you involved or consulted with about your service, policy or function? (<i>see guidance: Issues you will need to consider when undertaking an Equality Impact Assessment.</i>)</p> <p>Staff Since business case was agreed Project Team has undertaken the following meetings:</p> <ul style="list-style-type: none"> • Workplace staff meetings throughout Nov/Dec 14. Attended by approximately 270 staff • Managers and supervisors workshops Jan 15. Approximately 60 managers / supervisors attended • Staff workshops in five localities at the end of Jan / early Feb 15. Approximately 200 staff attended <p>Project implementation newsletter was distributed to all staff in late Dec, Jan and Feb. Additional information has been provided via SBScene and group emails / text message.</p>

<p>This is all in keeping with a detailed Communications plan that has been shared with the JTU's and signed off by the Project Board.</p> <p>Meetings have taken place every month with Joint Trade Unions between June 14 to present and will continue through to implementation</p> <p>Service Users / Carers</p> <p>Controlled release of news through regular press releases. Updated information on SCOTTISH BORDERS COUNCIL website and articles published in SB Connect which is distributed to every household in the Scottish Borders. Letters and information leaflets posted to over 3000 Social Care and Health clients during March 2015 including clear contact information for contacting project team. All publications available in alternative formats including easy read format. Detailed briefing to Service Delivery staff to be able to respond to questions.</p>
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Please use the table below to assess the impact of the service, policy or function on different equality groups. Please mark negative or positive impacts for each equality group.

Equality Groups	Nature of Impact					Please set out details of negative and positive impacts
	Negative			Positive	No Impact	
Age: Effects on children, young people and older people	low	med	high	√	√	<p>This EIA relates to implementation project and Day 1 priority is to maintain service without any impact on service user. In that respect it is intended that there is no impact.</p> <p>Longer term SB Cares will expect to deliver wide ranging service improvements as detailed in the publically available business case. In particular the new company is expected to manage service delivery in a more structure way with improved reporting, performance management and efficiency. A wider range of services are also expected to be available to older people and greater choice of how services will be delivered. SB Cares will be responsible for new EIA reflecting these changes.</p>
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	low	med	high	√	√	<p>Services impacted are provided across a range of adult groups including people with a Learning Disability including those that access /Mental Health Services. .</p> <p>This EIA relates to implementation project and Day 1 priority is to maintain service without any impact on service user. In that respect it is intended that there is no impact.</p>
Gender: Effects on Male, Female, Transgender and Transsexual people	Low	med	high	√	√	<p>Currently the service is mainly provided by a predominately female staff group, whilst there will be no initial changes to terms and conditions there will be a requirement to adopt new working practices to ensure the benefits projected are realised.</p> <p>It is anticipated that changes to working practices including staff being full involved in developing rotas will offer up more flexibility in the working pattern and hour's staff chose to work.</p> <p>In order to support staff flexibility the impact on service users may be an increase rotation of staff supporting their care although full consideration would be given to gender specific care requirements through careful consultation with Service users.</p>

Equality Groups	Nature of Impact				Please set out details of positive and negative impacts
	Negative		Positive	No impact	
Effects on Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	low	med	high	√	Services will continue to be delivered to all adult groups Training will continue to be offered to staff to assist understanding of needs of minority groups.
Effects on people with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	low	med	high	√	Services will continue to be delivered to all adult groups Values of the service will continue to emphasise the importance of religious beliefs.
Effects on Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	low	med	high	√	Services will continue to be delivered to all adult groups values of the service emphasise a continued non discriminatory approach.

Equality Groups	Nature of Impact				Please set out details of positive and negative impacts	
	Negative		Positive	No Impact		
Effects on Poverty Groups: (including impacts on communities in rural areas, people on low wages, who have literacy and other difficulties etc.)	low	med	high	√		The service change aims to reduce costs of services and improve accessibility and choice to all groups through Self Directed Support. Services will continue to be offered in local communities.
Effects on people with health problems/issues or needs (including those with recognised medical and mental health conditions). The effects on public health and the general health of the population caused by the service change should also be assessed here.	low	med	high	√		<p>The range of services to be included in the Limited Liability Partnership include some services for people with Mental Health difficulties, Learning Disabilities and dementia.</p> <p>The inclusion of Local Area Co-ordinator services is designed to offer a more preventative approach to improve the general health of the population.</p>
Effects on staff including full time, part time, permanent temporary, job share etc.	Low √	med	High		√	<p>Managers and staff currently employed in the existing services will be TUPE transferred to the new organisation. The business case assures no change to terms and conditions for staff but does anticipate there will need to be new working practices adopted to ensure the benefits projected are realised.</p> <p>As a result of the flexibility in roles required, it is anticipated this will be a positive impact where staff will have more flexibility in the number of hours they choose to work out with their contract</p>

Section 3: Summary Findings of Equality Impact Assessment

3.1	<p>Please summarise the general impact of the service, policy or function and its impact on the equality groups:</p> <p>The general impact of moving to a Limited Liability Partnership is positive on both service users and staff alike.</p> <p>It is recognised that the move to a Limited Liability Partnership is a significant change for staff. They will be TUPE transferred into a new company and it is anticipated there will be a need for new working practices to ensure the benefits projected are realised. For service users and carers there should be no immediate change but the aim is to improve quality and reduce costs and offer a broader range of more flexible services.</p> <p>If the proposal is adopted it is anticipated that it will help SCOTTISH BORDERS COUNCIL to meet our Equality duties through promotion of equality of opportunity and fostering good relations between those who associate with an equality characteristic and those who do not through improved flexibility, choice and value in our service provision.</p>
3.2	<p>Please summarise mitigation actions to deal with negative impacts of the service, policy or function:</p> <p>Recognising the need to communicate with both staff and service users by various inclusive methods in the development of the new company as well as their involvement in more flexible ways of working so we can be sensitive and adaptive to the needs of our workforce as well as the user base. Union involvement is actively welcomed and regular meetings are and will continue to be held with all relevant recognised union groups.</p> <p>After SB Cares has launched it is expected that the company will nominate an Officer to fulfil the duties of Equalities & Diversity Officer. At that time a new EIA will be conducted. The revised EIA will be reported to the Company Board of Directors and will also be presented to the Strategic Governance Group at Scottish Borders Council.</p>

Section 4: Signing off your Equality Impact Assessment

I confirm that this report is an accurate and correct account of the EIA findings for this service change and I am satisfied with the conclusion and outcome of the impact assessment:

Agreed by
Service Director

Name/Job Title: Elaine Torrance, Chief Officer Social Work.

Date: 12 Mar 15

Equality Impact Assessment (EIA) SUMMARY (Publishing Form)

Title of Policy/Function/Service:	SB Cares Implementation Project.	
Directorate/Department: Service Director:	People Department – Elaine Torrance, Chief Social Work Officer	
Telephone No: Email Address:	01835 825084	
Names/ Job titles of Assessors	Paul Cathrow – Service Development Manager	
Summary of Policy / Service /Function aims:	The aim is to develop a Council owned company aiming to continue to provide quality services at reduced cost and improve accessibility.	
Strands Impacted: Please note: If you leave any box blank in this section you will have decided that your proposed service or function has no impact on that particular strand.	Age ✓ Disability ✓ Gender ✓ Race ✓ Religion or Belief ✓ Sexual Orientation ✓ Poverty/Social Exclusion ✓ Health ✓	
Summary of key issues arising and decisions made	Positive impact expected for equality groups overall, to continue to offer quality services. Key groups with significant impact expected is staff who will TUPE to SB Cares. Terms and conditions are protected but significant change to working practices the new organisation will be required.	
Summary of key recommendations	Effective communication and staff involvement in the development of the new organisation. Union's involvement is actively encouraged and a detailed communication plan in place. Communication plan must continue to be reviewed and be reactive to any changing circumstance. EIA should be reviewed in Mar 15 prior to final transfer of services to SB Cares. Both EIA and Communications Plan are will continue to be subject to scrutiny and sign-off by the Project Board	
Agreed by Service Director	Name:	Date:

For further information, a copy of the full assessment or if you require this information in an alternative format or language please contact:

Equality & Diversity Officer, Corporate Policy, Scottish Borders Council HQ,
Newton St Boswells. TD6 0SA

Tel: 01835 824000