

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Implementation of Personal Budgets in Adult Social Care
Directorate / Service:	Adult Social Care
Date:	May 2011 –this is a review further to the Personal Budget Survey (Original EIA was completed in 2009)
Lead Officer:	Jane Evans –commissioning manager
External Challenger:	Petra Dexter Duskova
Other members of team undertaking Impact Assessment:	Phil Purvis –Policy Manager, Keith Evans – Interim Head of Service

Please delete guidance notes (*in italic*) after completion

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

To ensure all customers assessed as having eligible needs for adult social care and support services, as being entitled to a financial subsidy and not being in crisis should have a **Personal Budget**. The offer must provide a clear statement of funding allocated and be linked to an agreed support plan stating how eligible needs and personalised outcomes will be met. The person has the right to choose to accept the Personal Budget as a cash payment, through the well-regulated direct payment scheme, or have support arranged by the Council, or by a mixture of both. The allocation must be enough to meet eligible needs. **The policy is to provide greater choice and control to the person.** It is a policy determined by central government.

Is the above relevant to equality and diversity?

Yes No

Quick check:

- ✓ *Is the policy (function, procedure etc.) concerned with people?* Yes
- ✓ *Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)* Yes
- ✓ *Does the policy (function etc.) involve face to face contact?* Yes
- ✓ *Does it include making decisions based on someone's individual characteristics, circumstances or needs?* Yes
- ✓ *Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)* No
- ✓ *Is the policy (function, procedure....) likely to have a significant impact on someone's life, health or wellbeing?* Yes

Exit the process if you answered No to all of the above questions, otherwise please continue.

Step 2: Scoping

What do you already know about the policy (decision etc), **what are the main issues you need to consider:**
 Personal Budgets were launched in August 2009, initially with new customers, but rolled out to all customers in 2010. The original EIA demonstrated the *benefits* of the approach as each individual is expected to receive a person-centred approach to their support needs and to agreed outcomes, and which by its very nature takes into account equality and diversity issues – extending maximum choice and control and flexibility about their support to that individual. At that time further measures were also described to further support specific groups -
 Eg provision of translation services; contracts with a user-led organisation (CCIL) and third sector provider to offer additional support for both disabled people and older people who decide to take the Direct Payment option of a Personal Budget; ensuring availability of care and support through contracted services in rural areas where for example it may be difficult to recruit a personal assistant as part of a Direct Payment option.
 In Autumn 2010 a Survey of **all** people in receipt of a personal budget was carried out, ie in excess of 700 people were surveyed, with a response rate of 200 ie 31% approx. This Survey has enabled us to provide a clear measure of peoples experience and the impact of Personal Budgets on their quality of life. It has helped us understand areas where more focus on tailoring our services to meet individual needs may be required.
 This has been the main means of informing this reviewed EIA, it has also prompted some direct actions by the Directorate. The **full Personal Budget Survey report** is available by the attached link –
http://www.cheshirewestandchester.gov.uk/community_and_living/research_and_intelligence/publications_information.aspx
 and the **responsive actions of the Directorate** to the Survey are described therein. Having carried out the Personal Budget Survey, listened and responded with a set of key actions is also seen as a key demonstration of a **positive approach to equality and diversity** -as the survey group itself is made up of frail older and disabled people.

Target group / area	Main issues (<i>bullet points</i>) le Taken from the Personal Budget Survey report	Evidence and data currently available (<i>qualitative & quantitative</i>)	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>		<i>See above – the report provided further to the personal budget survey</i>	<i>See above- Through a Personal Budget Survey</i>	

Please delete guidance notes (*in italic*) after completion

Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>		<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	
Gender / Gender reassignment		<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	
Religion and belief	Responses were low in the original population– rather than being a low response rate population	<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	
Sexual orientation <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i>	This information is not routinely monitored in the adult social care population	<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	
Age Children and young people Adults Younger older people Older older people	N/a	N/a	N/a	N/a
		<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	
		<i>See above – the report provided</i>	<i>See above-Personal</i>	

		<i>further to the personal budget survey</i>	<i>Budget Survey</i>	
Rural communities		<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	
Areas of deprivation		<i>See above – the report provided further to the personal budget survey</i>	<i>See above-Through a Personal Budget Survey</i>	

Step 3: Assessing impact and strengthening the policy

Target group / area	<p>Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i></p> <ul style="list-style-type: none"> <i>Promoting good community relations</i> <i>Safety</i> 	<p>Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?</p>	<p>Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High-significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium-some potential impact, some mitigating measures in place but no evidence available how effective they are,</p>	<p>Future actions that may need to take place to further reduce the impact.</p>
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	<ul style="list-style-type: none"> • <i>Environment and access to services</i> • <i>Economic well-being</i> 		would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)			
			High	Medium	Low	
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	NO				X	
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	NO	The implementation of Personal Budgets is specifically aimed at the adult social care population , part of which is made up of disabled people, and have been developed to provide them with greater control and choice and flexibility in meeting their support needs and outcomes			X	
Gender / Gender reassignment	NO				X	
Religion and belief	NO				X	
Sexual orientation	NO				X	

<i>(includes heterosexual, lesbian, gay, bi-sexual)</i>						
Age Children and young people	NO N/A				X	
Adults	NO				X	
Younger older people	NO	Personal Budgets is specifically aimed at the adult social care population , part of which is made up of frail older people, and have been developed to provide them with greater control and choice and flexibility in meeting their support needs and outcomes			X	
Older older people	NO	Personal Budgets is specifically aimed at the adult social care population , part of which is made up of frail older people people, and have been developed to provide them with greater control and choice and flexibility in meeting their support needs and			X	

		outcomes				
Rural communities Service availability (access)	NO				X	
Cost of service delivery and costs to community to access the service	N/A					
Impact on quality and character of the natural rural landscape and residents	N/A					
Impact on people wishing to visit the countryside	N/A					
Areas of deprivation	NO					
Human rights	Approach in line with a Human Rights approach		No Rating Needed			

Step 4: Health and wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify.								
Yes in terms of it being supportive of frail older and disabled people meeting their needs and outcomes								
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	Physical activity NO							
	Smoking, Drugs or alcohol use NO							
	Sexual behaviour NO							
	Accidents and stress at home or work yes –through meeting need should reduce stress and accidents							
	Diet NO							
Is there likely to be a significant demand on any of the following health and social care services?	Social services Primary care NO increased demand							
	Community services NO							
	Primary / hospital care/ A&E / Need for medicines etc. NO							

Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	Yes partly
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	

• tendering and specifications	Personalisation approach and the implementation of personal budgets built into tenders and specifications
• awards process	As above
• contract clauses	As above -contracts will be based on personalisation and implementing personal budgets
• monitoring and performance measures	As above –contracts will be monitored and measured against personalisation of services

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact?

Reflect these actions in the E&D part of the Directorate Business plans.

Action	Lead –Head of Service	Deadline
Implementation of the Action Plan that resulted as a consequence of the Personal Budget Survey	Mick Howarth	2012

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	
Next review of the policy (function etc.)	Review of the Action Plan referred to above - 2012

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:	Jane Evans
Approved by Head of Service:	Keith Evans
Overview and Scrutiny involvement	

Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

All Impact Assessments are publicly available from a designated area of the Council's website, please forward the completed EIA to the Equality and Diversity Managers for publishing.