

**Initial equality impact assessment screening form**  
 This form is an equality screening process to determine the relevance of equality to an activity, and a decision whether or not a full EIA would be appropriate or proportionate.

|   |   |
|---|---|
| <b>Directorate:</b>   | People  |
| <b>Service Area:</b>  | Contracts, Commissioning and Brokerage  |
| <b>Activity being screened:</b>   | Updates to the current Disabled Facilities Grant Regulatory Reform Order Policies   |
| <b>Officer(s) carrying out the screening:</b>   | Lisa Holdsworth, Elaine Taylor, Sukhdev Dosanjh, Christine Thompson, Helen Watson, Geraldine Earley   |
| <b>What are you proposing to do?</b>  | Update the existing DFG and Regulatory Reform Order (RRO) Policies  |
| <b>Why are you proposing this? What are the desired outcomes?</b>   | To increase flexibility and maximise the use of the Disabled Facilities Grant   |
| <b>Does the activity involve a significant commitment or removal of resources?</b><br>Please give details | There is an annual allocation of dedicated funding for Disabled Facilities Grants included within the Better Care Fund. Since 2017 this annual allocation of funding has increased, and a review of the existing DFG and Regulatory Reform Order (RRO) Policies is required to ensure that the use of the grant is maximised. |

**Is there likely to be an adverse impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or any other socially excluded groups?**

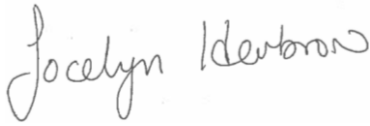
**As part of this assessment, please consider the following questions:**

- **To what extent is this service used by particular groups of people with protected characteristics?**
- **Does the activity relate to functions that previous consultation has identified as important?**
- **Do different groups have different needs or experiences in the area the activity relates to?**

**If for any characteristic it is considered that there is likely to be a significant adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate.**

| Protected characteristic | Yes | No | Don't know/ Info not available |
|--------------------------|-----|----|--------------------------------|
|--------------------------|-----|----|--------------------------------|

|   |  |   |                       |
|---|--|---|-----------------------|
| Age   |  | x |                       |
| Disability  |  | x |                       |
| Sex (gender)  |  | x |                       |
| Race  |  | x |                       |
| Sexual Orientation  |  | x |                       |
| Religion or belief  |  | x |                       |
| Gender reassignment   |  | x |                       |
| Pregnancy or maternity  |  | x |                       |
| Marriage or civil partnership   |  | x |                       |
| <b>Other</b>  |  |   |                       |
| Carer (unpaid family or friend)   |  | x |                       |
| Low Income  |  | x |                       |
| Rural Location  |  | x |                       |
| <b>Does the activity relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.</b>  | The updated policies will cover all areas of the Borough equally irrespective of known inequalities etc.   |   |                       |
| <b>Will the activity have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.</b> | The activity will not have a significant effect on how other organisations operate. However, there is the potential that by broadening the Council's ability to provide individuals with adaptations to their homes, this may reduce or delay the needs for services commissioned from Adult Social Care.  |   |                       |
| <b>Decision (Please tick one option)</b>  | EIA not relevant or proportionate:   | x | Continue to full EIA: |
| <b>Reason for Decision</b>  | <p>A full EIA is not required as the suggested amendments to the existing DFG and RRO Policies will not have any adverse effects on the above protected characteristics.</p> <p>The suggested updates seek to broaden access to support to eligible individuals, including: widening the support that can accessed via a DFG; waiving the existing means test in some instances to enable more equitable access to the same form of provision, eg stairlifts and also increasing the timeliness in which a DFG can be processed; raising the recovery threshold iro DFG funding. These changes will have a positive impact for all recipients and promote their independence.</p> <p>Feedback received during the consultation process from 25.10.22 – 28.11.22 identified positive impacts from the proposals made,</p> |   |                       |

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|   | <p>although it was queried what would happen if there was insufficient funding to implement all the proposals?</p> <p>This is not an issue at present, as historically there has been a growing cumulative underspend in the DFG budget with an average carry forward amount of £1,631,811 over the last 4 years and DFG funds can only be spent on items identified in the DFG/RRO policies. It is possible that a reduction in funding levels in the future could impact the range of support that could be offered. This will be kept under review and officers will continue to monitor for any potential negative impacts and, if required, will undertake a full EIA.</p> |
| <p><b>Signed (Assistant Director)</b></p> |   |
| <p><b>Date</b></p>                        | <p><b>2 December 2022</b></p>   |



## Equality Impact Assessment Record Form

This form is to be used for recording the Equality Impact Assessment (EIA) of Council activities. It should be used in conjunction with the guidance on carrying out EIA in **Annex 2** of the Equality Scheme. The activities that may be subject to EIA are set out in the guidance.

EIA is particularly important in supporting the Council to make fair decisions. The Public Sector Equality Duty requires the Council to have regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Using this form will help Council officers to carry out EIA in an effective and transparent way and provide decision-makers with full information on the potential impact of their decisions. EIAs are public documents, accompany reports going to Councillors for decisions and are published with committee papers on our website and are available in hard copy at the relevant meeting.

|   |  |
|---|--|
| <b>Title of activity:</b>                                 |  |
| <b>Name of Directorate and Service Area:</b>              |  |
| <b>Lead Officer and contact details</b>                   |  |
| <b>Assistant Director accountable for this EIA</b>        |  |
| <b>Who else will be involved in carrying out the EIA:</b> |  |

|  |  |  |
|--|--|--|
| <b>When did the EIA process start?</b> |  |  |
|--|--|--|

Section 2 – The Activity and Supporting Information

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| <b>Details of the activity</b> ( describe briefly - including the main purpose and aims) (e.g. are you starting a new service, changing how you do something, stopping doing something?)       |
|  |
| <b>Why is this being proposed? What are the aims? What does the Council hope to achieve by it?</b> (e.g. to save money, meet increased demand, do things more efficiently)                     |
|  |
| <b>What will change? What will be different for service users/ customers and/ or staff?</b>  |
|  |
| <b>What data, research and other evidence or information is available which is relevant to the EIA?</b>  |
|  |
| <b>Engagement and consultation</b> (What engagement and consultation has been done regarding the proposal and what are the results? What consultation will be needed and how will it be done?) |
|  |
| <b>What impact will this activity have on the Council's budget?</b> (e.g. cost neutral, increased costs or reduced costs? If so, by how much? Explain briefly why this is the case)            |
|  |

Section 3: Assessment

| How will the activity affect people with protected characteristics?  | No Impact | Positive impact | Negative impact | Why will it have this effect? (refer to evidence from engagement, consultation and/or service user data or demographic information, etc) |
|--|-----------|-----------------|-----------------|--|
| Age  |           |                 |                 |  |
| <b>Disability</b><br>(Mobility Impairment, Visual impairment, Hearing impairment, Learning Disability, Mental Health, Long Term Limiting Illness, Multiple Impairments, Other – Specify) |           |                 |                 |  |
| Sex (Gender)   |           |                 |                 |  |
| Race   |           |                 |                 |  |
| Gender Reassignment  |           |                 |                 |  |
| Sexual Orientation   |           |                 |                 |  |

|   |                  |                        |                        |   |
|---|------------------|------------------------|------------------------|---|
| <b>Religion or belief</b>                       |                  |                        |                        |   |
| <b>Pregnancy or maternity</b>                   |                  |                        |                        |   |
| <b>Marriage or civil partnership</b>            |                  |                        |                        |   |
| <b>How will the activity affect people who:</b> | <b>No impact</b> | <b>Positive Impact</b> | <b>Negative Impact</b> | <b>Why will it have this effect?</b> (Refer to evidence from engagement, consultation and/or service user data or demographic information, etc) |
| <b>Live in a rural location?</b>                |                  |                        |                        |   |
| <b>Are carers?</b>                              |                  |                        |                        |   |
| <b>Are on a low income?</b>                     |                  |                        |                        |   |

Section 4: Cumulative Impacts

**Cumulative Impacts – will the activity affect anyone more because of a combination of protected characteristics?** (e.g. older women or young gay men – state what you think the effect might be and why, providing evidence from engagement, consultation and/or service user data or demographic information, etc)

**Are there any other activities of which you are aware which might also impact on the same protected characteristics?**

Section 5: Analysis

**a) How will the activity help to eliminate discrimination, harassment and victimisation?**

**b) How will the activity help to advance equality of opportunity?**

**c) How will the activity help to foster good relations?**

**During the engagement/ consultation process were there any suggestions on how to avoid, minimise or mitigate any negative impacts? If so, please give details.**



Section 6 - Sign-off when assessment is completed

| Officer Completing the Form: |            |  |
|------------------------------|------------|--|
| Signed                       | Name:      |  |
|                              | Date:      |  |
|                              | Job Title: |  |
| Assistant Director:          |            |  |
| Signed                       | Name:      |  |
|                              | Date:      |  |
|                              | Service:   |  |

Section 7 – Reporting of Findings and Recommendations to Decision Makers

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| <p><b>Next Steps to address the anticipated impact</b> (Select one of the following options and explain why this has been chosen – remember we have a duty to make reasonable adjustments so that disabled people can access services and work for us)</p>  |
| <p>a. <b>No negative impact on people because of their Protected Characteristics and therefore no major change is needed to the activity</b> (There is no potential for discrimination or adverse impact identified)</p>  |
| <p>b. <b>Negative impact identified – recommend continuing with the activity</b> (Clearly specify the people affected and the impacts, and providing reasons and supporting evidence for the decision to continue. The EIA identifies potential problems or missed opportunities. Officers will advise to change the proposal to reduce or remove these adverse impacts, or the Council will achieve its aim in another way which will not make things worse for people. There must be compelling reasons for continuing with the proposal which will have the most adverse impacts.)</p> |
| <p>c. <b>Negative impact identified - adjust the activity in light of the identified impact to avoid, minimise or mitigate the impact</b> (The EIA identifies potential problems or missed opportunities. The Council will change the proposal to reduce or remove these adverse impacts, or it will achieve the aim in another way which will not make things worse for people)</p>  |
| <p>d. <b>Actual or potential unlawful discrimination – stop and remove the activity</b> (The EIA identifies actual or potential unlawful discrimination. It should be stopped.)</p>   |
| <p><b>Explanation of why the option above has been chosen</b> (Including any advice given by legal services)</p>  |
|   |

**If the activity is to be implemented how will you find out how it is affecting people once it is in place? (How will you monitor and review the changes?)**

**Section 8 – Action Plan and Performance Management**

List any actions you need to take which have been identified in this EIA, including post implementation reviews to find out how the outcomes have been achieved in practice and what impacts there have actually been on people with protected characteristics

| <b>What is the negative impact?</b> | <b>Actions required to reduce/eliminate the negative impact (if applicable)</b> | <b>Who will lead on action</b> | <b>Target completion date</b> |
|-------------------------------------|---|--------------------------------|-------------------------------|
|                                     |   |                                |                               |
|                                     |   |                                |                               |
|                                     |   |                                |                               |
|                                     |   |                                |                               |
|                                     |   |                                |                               |
|                                     |   |                                |                               |
|                                     |   |                                |                               |

| <b>Performance Management</b>                          |  |
|--|--|
| <b>Date of the next review of the EIA</b>              |  |
| <b>How often will the EIA action plan be reviewed?</b> |  |
| <b>Who will carry out this review?</b>                 |  |