

ANNEX 1

1. Topic of assessment

EIA title:	Short Breaks for Surrey Children and Young People with Disabilities
EIA author:	James Holden, Commissioning Project Officer, Surrey County Council

2. Approval

	Name	Date approved
Approved by	CSF Directorate Equalities Group	Consulted 18/08/14
	CCG Quality Team	

3. Quality control

Version number	Final 4.1	EIA completed	08/09/14
Date saved	08/09/14	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
James Holden	Commissioning Project Officer	SCC	EIA Author
Holly Beaman	Commissioner	SCC	EIA Advisor – CWD Commissioner
Diane McCormack	Head of children with complex and specialist health needs	Guildford and Waverley CCG	CCG EIA Advisor
Gurbax Kaur	Senior HR Advisor	SCC	HR Impact Advisor
Sandy Thomas	CWD Service Manager	SCC	Service

5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?	<p>The Joint Strategic Review of Short Breaks was a joint project between Surrey County Council (SCC) and NHS Guildford and Waverley Clinical Commissioning Group (CCG) on behalf of Surrey CCGs. The scope of the review (from the Terms of Reference May 2013) was to look at the provision of short breaks for children and young people with disabilities in Surrey, including; -</p> <ul style="list-style-type: none"> • Funding and provision of short breaks for children and young people with disabilities in Surrey; • Residential services at the Beeches and Applewood; • Other residential services in Surrey and out of county;
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	<ul style="list-style-type: none"> • Community based services; • Value for money from services commissioned in all settings. <p>The review focused on options for the future use and funding of Applewood (SCC) and Beeches (NHS). Cabinet and Surrey CCGs agreed to consult on a number of options.</p>
<p>What proposals are you assessing?</p>	<p>Following the consultation on the Joint Strategic Review, officers are recommending the following to both Surrey County Council's Cabinet and Surrey CCGs governing bodies:</p> <ol style="list-style-type: none"> 1. The responsibility for funding short break services for children and young people currently accessing Beeches will transfer from Surrey Clinical Commissioning Groups (NHS) to Surrey County Council. 2. Surrey County Council continues to run Applewood as a short break service. 3. Beeches remains as an option for families through their personal budgets by direct payments or arranged by Surrey County Council rather than the current block contract arrangements. 4. Surrey County Council and NHS Guildford and Waverley CCG work with Surrey and Borders Partnership NHS Foundation Trust (who run Beeches) to transfer commissioning arrangements to individual spot purchases at a fair price. 5. Surrey County Council continues to develop options for the use of personal budgets with families either through direct payments or arranged by SCC. <p>This EIA will assess two potential outcomes of implementing the recommendations above.</p> <p>Outcome 1 Children and young people will continue to use Beeches on a spot purchase basis using their direct payments or arranged through SCC</p> <p>Outcome 2 Surrey and Borders Partnership will not continue to deliver Beeches, or the unit cost is much higher than similar provision in Surrey.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>If the proposals are fully agreed then access to both Applewood and Beeches will continue so no EIA is required.</p> <p>However, whilst SCC wish to retain access to both Beeches and Applewood as a short break facility, SABP may choose not to continue to provide Beeches once changes of commissioner (from CCG to SCC) and financing (block contract to spot purchasing) are implemented.</p> <p>This EIA will mainly focus on the impact of outcome 2 and the direct</p>

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	<p>impact of the proposal on:</p> <ol style="list-style-type: none"> 1. Current and future users of Beeches and their families 2. Beeches staff and manager <p>Indirectly the proposal may affect</p> <ol style="list-style-type: none"> 1. Children with Disabilities in Surrey using Applewood 2. Parents and Carers of Children with Disabilities and other family members including siblings 3. Staff at Applewood 4. Children, young people and families who may wish to use overnight short breaks in the future.
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6. Sources of information

Engagement carried out

Engagement activity for the Joint Strategic Review occurred throughout the review to ensure the inclusion, involvement and guidance of all stakeholders. In particular parents and carers of those children and young people who attend Beeches and Applewood were invited to participate in the review. A parent/carer panel met on a regular basis to scrutinise the progress of the review and help shape the consultation process.

SCC and NHS Guildford and Waverley CCG held meetings in special schools, Applewood, Beeches and SABP.

In February 2014 SCC Cabinet approved that a formal consultation be carried out and the activities of this are detailed below. The parent carer panel requested that an independent person analysed the consultation feedback. The Qualitative Data Analysis Service (QDAS) were commissioned to carry out this piece of work and the report produced is available in Annex 2.

Date	Engagement Event
19/11/13	Parent Carer Panel (Pre-engagement)
10/12/13	Parent Carer Panel (Pre-engagement)
29/01/14	Parent Carer Panel (Pre-engagement)
26/02/14	Special Schools Head Meeting
17/03/14	Parent Carer Panel
31/03/14	Public Consultation: Applewood
01/04/14	Public Consultation: East Surrey Mencap
29/04/14	Public Consultation: Brooklands School
30/04/14	Parent Carer Panel
01/05/14	Public Consultation: Community Learning Disabilities Team SABP
01/05/14	Public Consultation: Portesbury School
02/05/14	Public Consultation: Beeches
07/05/14	Public Consultation: Clifton Hill School
15/05/14	Public Consultation: Clifton Hill School (second meeting)
16/05/14	Public Consultation: Manor Mead School and Walton Leigh School
20/05/14	Public Consultation: Woodlands School

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Consultation activities for the formal consultation were:

- A widely publicised online survey (with option to respond via e-mail or post).
- 6 consultation meetings in Surrey Special Schools (Severe Learning Disability Special Schools).
- Consultation meetings at Beeches and Applewood.
- A meeting with SABP staff and managers.

Data used

To inform the EIA, the team used:

- Consultation data.
- Minutes from Parent Carer Panel meetings.
- QDAS independent analysis report (Annex 2).
- ICS – SCC database about those children with disabilities who attend Beeches and Applewood ICS Occupancy Data of Applewood and Beeches.
- GIS Mapping.
- Transport and travel data (Google Maps).
- Demographic data (ONS).

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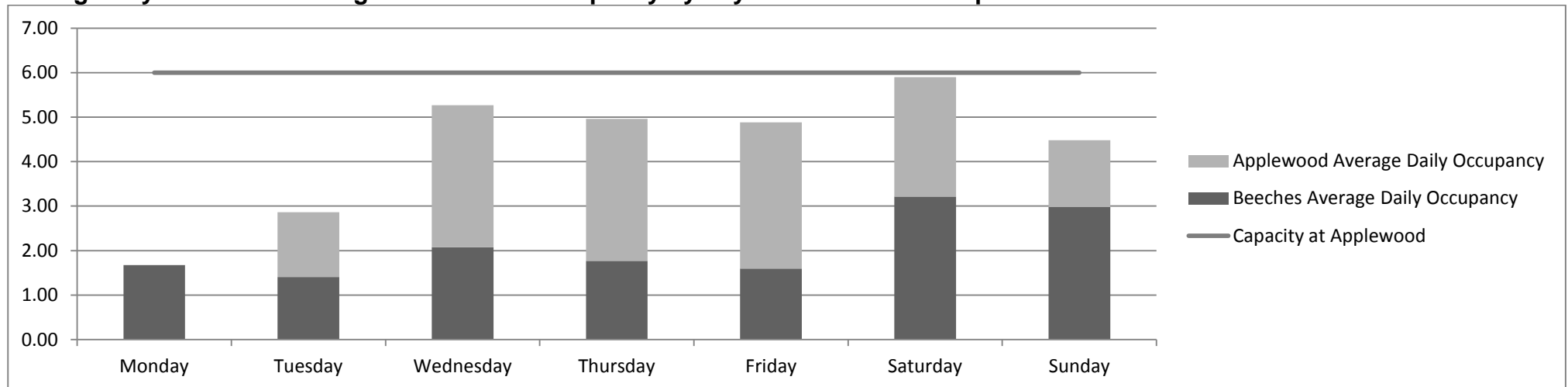
7. Potential Outcomes following recommendations from Surrey's Joint Strategic Review of Short Breaks

- **Outcome 1** - Children and young people will continue to use Beeches on a spot purchase basis using their personal budget. No change in service provision will occur if Outcome 1 is implemented. SCC will spot purchase Beeches, through personal budgets based on children and young people's assessed needs. Families will therefore see no change in their service provision. Consequently the EIA will focus on the impact of Outcome 2.
- **Outcome 2** - SABP are unable to continue to deliver the Beeches service on a spot purchase basis.

8. Occupancy and Current Provision

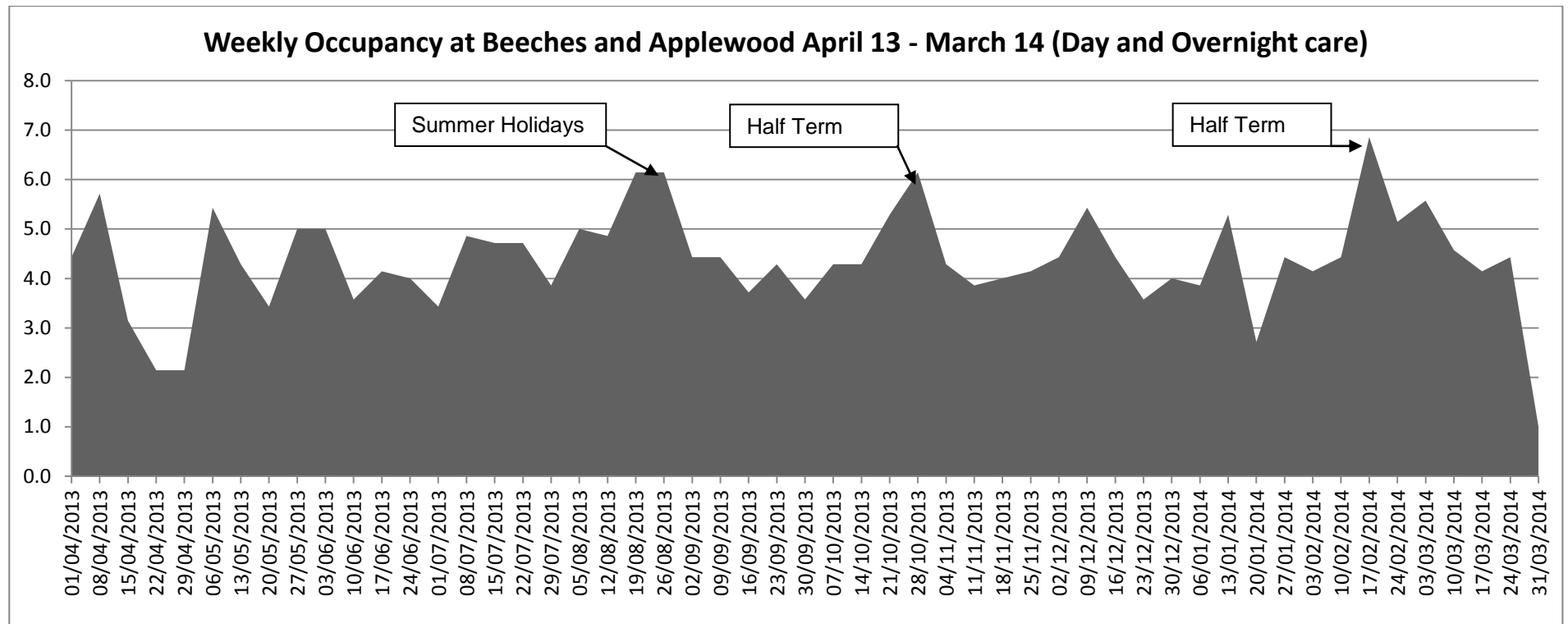
- 8.1. Outcome 1 will have no impact on the occupancy of either service.
- 8.2. If Beeches is no longer available to parents and their children it is likely that the demand for Applewood would increase. This section will evaluate that impact.
- 8.3. There is currently overnight provision available in both services. Applewood has six beds available and Beeches has five. From April 2013 to March 2014 the average occupancy per night in Applewood was 1.65 (does not include Monday and Sunday nights when Applewood was closed) compared with Beeches 1.45. Occupancy varies depending on the day of the week. Both services also offer day care. The following chart assumes that if a young person accesses a day care session, they would take up an available place for that evening.

Average Day Care and Overnight Combined Occupancy by day of the week from April 2013 – March 2014



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- 8.4. The average occupancy at Beeches and Applewood between April 2013 – March 2014 did not exceed 6 beds. 4.42 beds were occupied on average including day care provision.
- 8.5. The chart above demonstrates, on average, access to both services over a 12 month period did not exceed the capacity of Applewood. On 19% of the days the occupancy of the two units did exceed 6. Offering those Children and young people similar packages in Applewood will not cause it to exceed capacity overall. In the future Beeches and Applewood users may not be able to have exactly same days each week. During school holidays the provision of day care increases.



- 8.6. Saturday night has the highest level of occupancy. Over a 12 month period April 13- March 14 Beeches and Applewood day care and overnight occupancy exceeded six 40% of the time.

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- 8.7. Capacity was exceeded 1 out of 5 days of the year. In future occupancy will be better managed. All new users of the service will be encouraged to take a mixture of weekday/weekend overnights. 15 current users will be 17 or above at their next birthday and therefore will be moving into adult services imminently (when this outcome may come into effect). Day care can also be provided in alternative environments through play and leisure services that have been recently commissioned. Parents told the Review team that they were unable to attend Play and Leisure Services due to the complex needs of their children. As part of the development of a Short Breaks Framework and tender of short break contracts Surrey has specified that providers need to accommodate children and young people with more complex needs and provide at least 40% of 1:1 spaces. Children with complex needs will be encouraged to use these services.
- 8.8. 15 out of 45 young people who use Applewood and Beeches are in transition to Adult Services (17 or above at their next birthday). Any change will occur after a 12 month notice period on the contract, capacity will be available for future demand for overnight short breaks at Applewood or in other provision.
- 8.9. Population projections modelled against the current occupancy data show that demand will not increase significantly over the next 5 years. If demand increases by a high estimate of 10%, Applewood could meet the predicted demand as long as families were willing to use less popular days such as Sunday and Monday nights. This could impact on families usual activities and may need to be introduced over a managed change period. There is also some capacity within other provision such as Whitelodge and Cherry Trees.

Parent Concern or Perceived Impact raised through the consultation process: Occupancy	Mitigating Action
Communal living space: Some parents have said that they find the communal space available at the Beeches more suitable for their child. Some describe the Beeches as more 'homely' compared to Applewood.	Review the decoration and communal spaces of Applewood to make it more 'homely'.
Increasing/ Unmet need: In some parents' opinion the removal of the under 10 principle (the principle stated under 10s should when possible access family based care) and the amount of families that will utilise overnights if given a direct payment will mean Applewood will not be able to cope with demand and families will lose out.	There is no evidence that the removal of the under 10 principle has caused an increase in demand. Children under 10 accessed Applewood for day care while the principle was in place. Access to overnight provision has always been based on assessed need. 15 young people who use Applewood or Beeches are in transition to Adult Services. Capacity will be available for families that choose to purchase overnights through the use of their personal budget.

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Parents had concerns that though the increased numbers of young people accessing one service may help some young people develop social skills, it may also cause anxiety for other young people with specific conditions.	Applewood staff to assess which children and young people would work together if accessing the service at the same time. Staff will take into account friendships groups.
Parents felt some children and young people with disabilities can take a long time to adapt to new surroundings	A managed change period will allow children and young people to access both services depending on assessed individuals need.

9.0 Transport

- 9.1 Outcome 1 will have no impact on the transport implications of either service.
- 9.2 Parents expressed concerns about the increased travel time if they can no longer access Beeches.
- 9.3 The map on page 24 highlights where children and young people that access Applewood and Beeches live in comparison to overnight short breaks services in Surrey. The map on page 25 shows where Applewood and Beeches children and young people attend school in comparison to overnight short break services in Surrey. The majority of families who use Beeches and Applewood live in the east of the county. 14 children that attend Beeches or Applewood also attend Clifton Hill School which is based in Tandridge, whereas some of the children travel across Surrey and go out of county to attend school.
- 9.4 For term time weekday visits transport is to and from school funded by SCC. We have calculated that around 45% of current journeys to Applewood and Beeches are from or returning to school.
- 9.5 At weekends and school holidays parents make transport arrangements for their children and young people.
- 9.6 Transport could be offered to families who are adversely affected by the recommendations to help mitigate against any potential impact.

Distance

- 9.7 The following table details the travel time to Applewood and Beeches from the home address of the children and young people accessing the Beeches.

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9.8 On average families would see a 10 minute increase for a one way journey:

Average Travel Time One way (minutes) (Source: Google Maps weekday 4.30pm)		
Applewood	Beeches	Time Difference
35	30	5
24	19	5
21	8	13
22	7	15
17	7	10
20	12	8
22	9	13
21	17	4
29	17	12
11	19	-8
24	16	8
19	7	12
18	4	14
22	14	8
30	25	5

9.9 The majority of families who use Beeches would see an increase in travel time if they chose Applewood as an alternative provision. The services are geographically close together (6.7 miles) however traffic, weather conditions and unexpected events could further increase the amount of time spent travelling. Parents report increased time spent travelling can have negative effects on their children.

Parent concern or perceived impact from the consultation process: Transport	Mitigating Action
Increased travel time to and from Applewood will decrease the amount of time parents can spend with siblings	During a set transitional period transport will be offered from a family's home to Applewood for those children and young people that currently access Beeches for those that have an assessed need for it.
Increased travel time will increase the incidents of challenging behaviour	1 to 1 or 2 to 1 support will be in place if needed during the transport of children and young people to Applewood.

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10 Assessed Need and Staff training

10.1 As well as consultation data, the needs of individual children and young people can be gauged from data from the Children Social Service Integrated Care System (ICS), which is where social workers record assessments, reviews and case notes on individual cases.

10.2 There needs of children and young people who use Beeches are similar compared to those who use Applewood.

10.3 Personal Care Needs

The children who use Beeches have complex personal care needs. Applewood staff have received training to meet these needs and would be assessed for their competencies by the registered paediatric nursing team on an individual basis.

- Moving and handling
- Feeding (incl Gastrostomy)
- Managing incontinence
- Challenging and aggressive behaviour
- Visual impairments
- Severe learning disabilities
- Severe sleep difficulties
- No sense of danger
- Communication disorder
- Deafness.

10.4 Health and Medical Care Needs

The children who use Beeches have health needs that need managing. Applewood staff have received training to meet these needs and would be assessed for their competencies by the registered paediatric nursing team on an individual basis.

- Chest Problems – build up of phlegm, risk of choking
- Epilepsy and seizures
- Autism
- Asthma
- Hyperventilation
- Chronic Renal Failure.

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10.5 Equipment

The children who use Beeches have equipment that needs managing. Applewood staff have received training to meet these needs and would be assessed for their competencies by the registered paediatric nursing team on an individual basis.

- Nebuliser
- Gastrostomy
- Wheelchair
- Management of medication
- Hormone injections
- Oxygen.

10.6 Mental Health and emotional well being

The children who use Beeches have mental health and emotional well being needs that need managing. Applewood staff have received training to meet these needs and would be assessed for their competencies by the registered paediatric nursing team on an individual basis.

- Anxiety and depression
- Autism
- Obsessive behaviour
- Dependence on routine
- Self harming behaviour
- Inability to interact with peers

Parent Concern or Perceived Impact from the consultation process: Staff Training	Mitigating Action
Applewood staff are not appropriately trained to meet the needs of the children using Beeches.	Applewood staff have received training to meet these needs and would be assessed for their competencies by the registered paediatric nursing team on an individual basis.
Staff at Applewood do not know about the individual wants and wishes of children and young people who access Beeches.	Carrying out an 'All about me' assessment before children and young people access the service will give Applewood staff the knowledge about the needs of individual children and young people.

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11. Consultation data

11.1 Some other perceived impacts have been assessed using consultation data. The independent consultation report details these themes in more detail and is available in Annex 2.

11.2 Children and young people accessing Beeches

Quote	Theme	Mitigating Action
<p><i>“My son goes off quite happily to stay at the Beeches where he has established a routine. He is used to the staff who have become accustomed to his needs. There is routine and a development of trust and friendship: things that can take a long time to establish.”</i></p>	<p><u>Routine and Familiarity</u> Many of the children and young people that access the Beeches require routine and familiarity. Changing service may have a negative impact in the short term on some children and young people who will need time to adapt to a new residential respite service.</p>	<p>Managed change period planned for each young person. For example the young person can access both services at the same time, Applewood and Beeches, during a short individual change period, based on an individual needs assessment.</p>
<p><i>“He also goes with a few of his mates from school and they can hang out in a home from home environment.”</i></p>	<p><u>Social Skills</u>: The social aspect of residential units is important according to children and young people attending services with their peers.</p>	<p>Complete an ‘All about me assessment’ prior to accessing any other short breaks provision. This will highlight to staff the individual needs, likes and dislikes of each child and young person and will enable staff to take account of friendship groups when managing placements.</p> <p>‘All about me’ assessments review the needs of the child of young person including: medical, nutritional, social and emotional. It is carried out before any child or young person enters a new provision.</p>

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11.3 Parents and Adult Carers

Quote	Theme	Mitigating Action
<p><i>“Families which use Beeches have children with complex disabilities and challenging behaviour, need a safe and secure environment away from the family home to provide respite for parents and siblings from the daily challenges of having a family member with severe disability.”</i></p>	<p><u>Respite and emotional well being</u>: the need for respite care to help with emotional well being and mental health of parents is stated multiple times throughout the consultation process. Parents believe that there are no home based services that can replace overnight respite in terms of providing support with their ‘ability to cope’.</p>	<p>The proposals offer the same number of overnight stays and day care sessions. The support package will remain the same.</p> <p>Clear communication about how Applewood can meet all the needs of the children and young people accessing Beeches. Demonstrate how it provides a safe and secure place for children and young people.</p> <p>Applewood Manager to offer to meet with children, young people and parents of Beeches service users. Taster sessions will also be offered. Taster sessions offered to White Lodge and Cherry Trees if families choose alternative provision.</p>
<p><i>“If you had special need children you would agree every parent/guardian needs a break to sleep”</i></p>	<p><u>Sleep Deprivation</u>: Many parents mentioned that overnight respite offered them the only opportunity for a good night’s sleep.</p>	<p>Review services available to help children and young people to sleep better at home.</p>
<p><i>“My son needs routine and boundaries to keep him calm and I feel that he is safe at the Beeches”</i></p>	<p><u>Familiarity and Safety</u>: Parents felt that due to familiarity of staff at the service they currently access they were reassured that their children were safe and well looked after. Parents said this allowed them to fully benefit from the respite provision that was provided.</p>	<p>The needs of the 15 children and young people accessing Beeches are similar to the children and young people that use Applewood. Parents can be reassured that Applewood can meet their children’s needs (see Section 11).</p>
	<p>A specific issue was raised about hospital access, as ambulances that attended Applewood take children to Epsom and St</p>	<p>Working with South East Coast Ambulance Service, ambulances can be directed to attend East Surrey Hospital as a preference</p>

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Helliers. Parents would like their children to be taken to East Surrey Hospital.

by Beeches parents for their children in their support plan.

11.4 Young Carers and Siblings

Quote	Theme	Mitigating Action
<i>“It gives me time with my mum and dad as normally they are always dealing with him and are too tired to spend time with me.”</i>	<u>Time with Parents</u> : Siblings of children with disabilities valued the time they got with their parents due to overnight respite care for their disabled sibling. It offered them time where their parents could solely focus on them and their needs.	Families will still be able to access the same amount of respite care. Some children and young people who access Beeches currently will get the added benefit of arranged transport; extending the amount of time siblings get to spend with their parents.
<i>“My sister attacks me a lot and when my sister isn't here I can relax and be normal.”</i>	<u>Normality</u> : siblings spoke of how they valued the chance to be normal and do activities that they didn't get the chance to do when their parents were constantly focussing on their disabled brother or sister.	Highlight services that siblings can access – Young Carers Scheme - Action for Carers. New legislation will mean from 2015 young carers will receive their own assessment to indicate what support they need.

12 Protected Characteristic Data

	Gender	Children and YP
Applewood	Female	13
	Male	17
Beeches	Female	7
	Male	8
Grand Total		45

12.1 Gender: 56% of the young people that use the Beeches or Applewood are male. Boys are more likely to access residential support services due to:

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- Disability is more prevalent in boys
- As boys get older, challenging behaviour can become increasingly difficult to manage as they can become physically stronger.

12.2 Age: As children get older their behaviour may cause them to have greater support needs for parents and carers to manage due to increased physical size and challenging behaviour of the young person. 5 young people are currently open to the transition team in Adult Services.

Age Next Birthday of Beeches YP	Count of Beeches YP	Age Next Birthday of Applewood YP	Count of Applewood YP
10-13	3	10-13	10
14-16	7	14-16	10
17-19	5	17-19	10
Grand Total	15	Grand Total	30

12.3 Ethnicity: The large majority of those accessing Beeches and Applewood are White British. Cultural needs are taken into account when undertaking assessments to include in their support plan. Ethnicity data has not been explicitly stated due to the small numbers in certain ethnic groups.

13. Impact of the proposals on residents and service users with protected characteristics

13.1 **Outcome 1** - Children and young people will continue to use Beeches on a spot purchase basis using personal budget, based on cost of Applewood.

13.2 No change in service provision will occur if Outcome 1 is able to be implemented. SCC will fund through personal budgets a service based on children and young peoples' assessed needs from Beeches but on a spot purchase basis. Families will therefore see no change in their service provision.

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13.3 Impact of the proposals on residents and service users with protected characteristics if **outcome 2** occurs:

Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.				
Equality Group	+	-	No impact	Evidence
Age			•	No Impact expected 1. Applewood can provide a suitable resource for all children and young people up to 18
Gender Reassignment			•	No impact expected
Disability		•		<p><u>Positive</u> We have built relationships with parents and carers through this work and will continue to work with CYP and their families to improve the quality of short break services in Surrey.</p> <p>Development of independent living skills: Though change can cause anxiety and unrest for young person, the process of changing service will give young people an experience of adapting to new surroundings. This experience will help prepare children and young with disabilities people for the transition to adulthood.</p> <p><u>Negative</u> We expect that any change in service could be stressful for children and young people using these services. The consultation highlighted a number of concerns such as travel time, breaking up existing friendship groups and the skills of staff at Applewood. Strategies would be put in place to address each of these:-</p> <p>1. Applewood staff can manage all the needs of children and young people who attend Beeches. (see section 10)</p> <p>2. Training will be sourced if a new young person has a need that staff</p>

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Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.				
Equality Group	+	-	No impact	Evidence
				<p>have not already received training.</p> <p>3. Children and young people and their families will be offered alternative provision which best suits their individual needs.</p> <p>4. Complete an 'All about me assessment' prior to accessing any other short breaks provision. This will highlight to staff the individual needs, likes and dislikes of each child and young person and will enable staff to take account of friendship groups when managing placements.</p> <p>5. 1:1 or 2:1 support will be in place if needed during the transport of children and young people to Applewood.</p>
Sex			•	<p>No impact expected.</p> <p>Applewood is currently accessed by a mixture of boys and girls. Staff can manage the individual needs of both sexes.</p>
Religion and belief			•	<p>No impact expected.</p> <p>Applewood takes into account religious needs of children and young people who access the services.</p>
Pregnancy and maternity			•	<p>No impact expected.</p>
Race			•	<p>No impact expected.</p> <p>Applewood takes into account cultural needs of children and young people who access the service.</p>
Sexual orientation			•	<p>No impact expected.</p>

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Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.				
Equality Group	+	-	No impact	Evidence
Parent, Carers, and Siblings		•		<p>We expect that any change could be stressful for parents, carers and siblings of young people that attend Beeches. The consultation has highlighted a number of concerns such as travel time, breaking up existing friendship groups, timings of their short break, impact on siblings, and skills of staff at Applewood. Strategies would be put in place to address each of these:</p> <ol style="list-style-type: none"> 1. Families will be supported through a managed change period. 2. Children and young people and their families will be offered alternative provision which best suits their individual needs. 3. Transport will be offered over a change period for any families adversely affected by proposals based on assessed need. 4. Applewood is 6.7 miles from Beeches. It provides a similar service and is able to deliver the overnight respite package that parents and families currently receive at Beeches. 5. We will work with parents to ensure a fair and transparent process is in place for agreeing timings for all placements, e.g. weekdays, weekends and holidays.
Other equality issues			•	No impact expected.
HR and workforce issues		•		<p>SABP staff may be adversely affected. Managers from SABP when asked about the impact of Beeches no longer being able to provide a service stated; -</p> <p>“SABP will look for suitable alternative employment but as this is the last service of its type within the organisation there is little prospect of finding anything.</p>

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Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.				
Equality Group	+	-	No impact	Evidence
				The Trust undertakes to treat all staff equally and fairly however if the protected characteristic is disability this may further limit the options available as it may not be possible to make suitable reasonable adjustments to all roles.”
Human Rights implications if relevant			•	“Everyone has the right to respect for his or her private and family life, home and correspondence.” We would endeavour to respect the wishes of each individual child, young person and their family and support them to access the best and most appropriate short break, which meets their individual needs.

14. Amendments to the proposals

The Parent Carer Panel raised a number of issues from the start of the Review process. Details of these and actions taken to address them include:

- **The Under-10 Principle.** When the Joint Strategic Review began SCC was working to a principle that family based care should be the first option for children under 10 years of age and access to residential short breaks should only happen in exceptional circumstances. Parents were concerned this principle was unique to Surrey and felt adversely affected. Surrey County Council has accepted that access to residential short breaks should be based on the assessed need of each individual child or young person and not age.
- **Consultation Period was too short.** As a result of feedback from the Parent Carer Panel the Public Consultation Period was extended from 24th April 2014 until 24th May 2014 to enable the Review team to consult widely with Special Schools (taking into account the Easter Holiday period).
- **Access to Play and Leisure Services.** Parents told the Review team that they were unable to attend Play and Leisure Services due to the complex needs of their children. As part of the development of a Short Breaks Framework and tender of short break contracts Surrey has specified that providers need to accommodate children and young people with more complex needs and provide at least 40% 1:1 spaces.

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- **Independent Evaluation.** The Parent Carer Panel requested that an independent party should evaluate the feedback from the consultation. Surrey County Council and Surrey CCGs commissioned an independent consultant from Qualitative Data Analysis Services (QDAS) and Surrey University to analyse the feedback from the survey and the ten consultation meetings and to produce a report with the key findings (See Annex 2).
- **To hold consultation meetings in Special Schools** – through feedback from the Parent Carer Panel, parents felt strongly that Special Schools should be engaged with as part of the Review. As a consequence meetings were held in six Severe Learning Disability (SLD) Schools including 2 meetings at Clifton Hill School.
- Arranged for a **parent representative to sit in all consultation meetings in Special Schools.**
- Some parents said that they had not had the opportunity to visit Beeches or Applewood. Subsequently we held **open days at Beeches and Applewood.** Parents wanted to ensure officers understood how busy facilities were at weekends. The lead officer from SCC Ian Banner visited Applewood and Beeches on a busy bank holiday weekend in May to see how the services operate during busy periods.

Change	Reason for change
<p>1. Include option to approach SABP about the possibility of spot purchasing the Beeches service to enable families to maintain their existing service in Beeches. This option was not in the original proposals consulted on.</p> <p>2. Transport to be offered to all families that currently access Beeches who have been adversely affected by the recommendations over a change period if they wish to access Applewood, based on assessed need.</p>	<p>The public consultation process highlighted that the majority of respondents wished to keep both Applewood and Beeches open. The recommendations set out in the report try to support families with this, within current financial constraints.</p> <p>SCC is committed to giving families the choice of overnight short break provision</p>

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15. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
<p>Positive Impacts</p> <p>1. Development of independent living skills: Though change can cause anxiety and unrest for young person, the process of changing service will give young people an experience of adapting to new surroundings. This experience will help prepare young people with disabilities people for the transition to adulthood.</p>	Continuing to work with families to raise standards and meet individual needs	Ongoing	ST
<p>2. As a result of the consultation we have listened to parents, carers and their wider families and are now proposing to continue to run Applewood and explore possibility to spot purchase Beeches to provide more choice to families.</p>	<p>NHS Guildford and Waverly CCG will support SCC in working with SABP to negotiate a new contract arrangement and/or the option to transition to personal budgets for families using Beeches.</p> <p>If Beeches is not available we will work with families to find suitable alternatives which best suit their individual needs as set out above.</p>	September 2015	DM, IB
<p>Negative Impacts</p> <p>1. Some parents say their child prefers the 'homeliness' of Beeches.</p>	Review the decoration and communal spaces to make it more 'homely'	31 st December 2014	ST

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<p>2. Families may not be able to access local overnight respite if demand increases.</p>	<p>All the data available suggests that demand is not going to significantly increase.</p>	<p>Review of data taken place (to be reviewed annually)</p>	<p>IB</p>
<p>3. Parents are concerned that they will not be able to access overnight respite on the most popular nights.</p>	<p>Families will continue to be encouraged to access a mixture of weekday, weekend, school term, school holidays overnights. Where there is a large demand, we will work with parents agree a fair and transparent process.</p>	<p>Ongoing, Monitor during change period</p>	<p>ST</p>
<p>4. Some children and young people may take time to adapt to new surroundings.</p>	<p>Applewood staff to assess which children and young people would fit together if accessing the service at the same time. Children and young people who access Beeches with their friends will be able to access Applewood their friends.</p>	<p>Ongoing</p>	<p>ST</p>
<p>5. Increase in travel time will reduce the amount of time families spend with siblings.</p>	<p>SCC to provide financial support for transport, subject to assessment of need, to Applewood to the families affected if they cannot use Beeches.</p>	<p>December 2014</p>	<p>ST</p>
<p>6. Lack of services to help children and young people sleep at home.</p>	<p>Review services available to help children and young people to sleep better at home.</p>	<p>December 2014</p>	<p>ST/IB</p>

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16. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
It may not be possible to meet all parents expectations despite all the mitigating actions put in place. We expect that potential change could be stressful for children and young people using Beeches and their families.	Disability Parents, Carers and Siblings

17. Summary of key impacts and actions

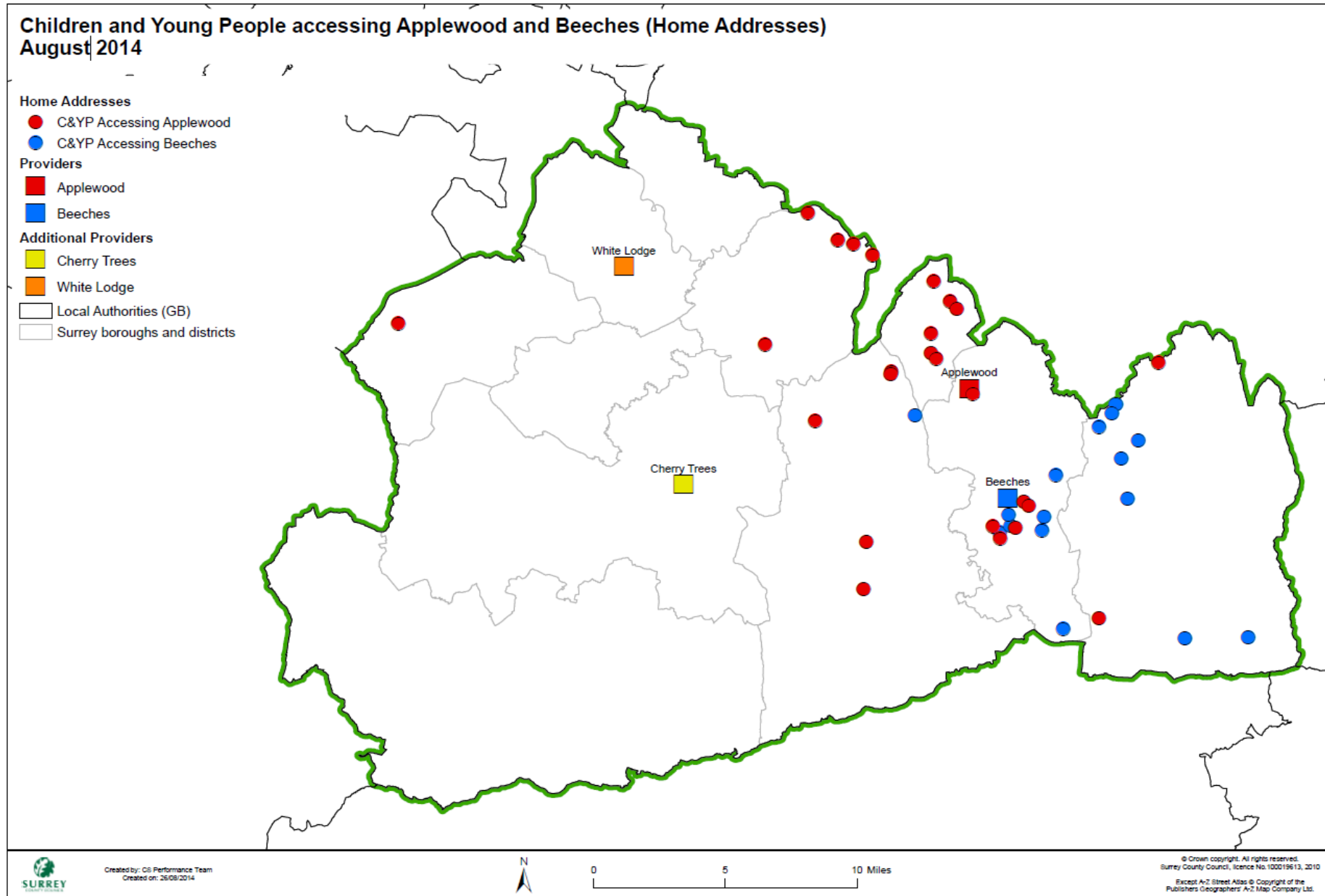
This section will serve as an executive summary of the Equality Impact Assessment and should be copied into the equalities section in decision making reports (such as those for Cabinet, Local Committee or CLT/DLTs). Please use the sub-headings provided.

Information and engagement underpinning equalities analysis	Public consultation and independent analysts feedback (QDAS report), Parent Carer Panel feedback, Integrated Care system Data, Occupancy Data, the Evidence Centre
Key impacts (positive and/or negative) on people with protected characteristics	Disability and Parents, Carers and Siblings We anticipate that any change could be stressful for children and young people using these services and their families. We will work with each individual child or young person and their family to support them to access the best and most appropriate short break, which meets their individual needs and help to mitigate against any potential negative impact.
Changes you have made to the proposal as a result of the EIA	As a result of the consultation we have listened to parents, carers and their wider families and are now proposing to continue to run Applewood and spot purchase Beeches.

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Key mitigating actions planned to address any outstanding negative impacts	Transport to be offered to families who currently access Beeches during a change period if SABP is no longer able to provide the Beeches service.
Potential negative impacts that cannot be mitigated	It may not be possible to meet all parents expectations despite all the mitigating actions put in place. We expect that potential change could be stressful for children and young people using Beeches and their families

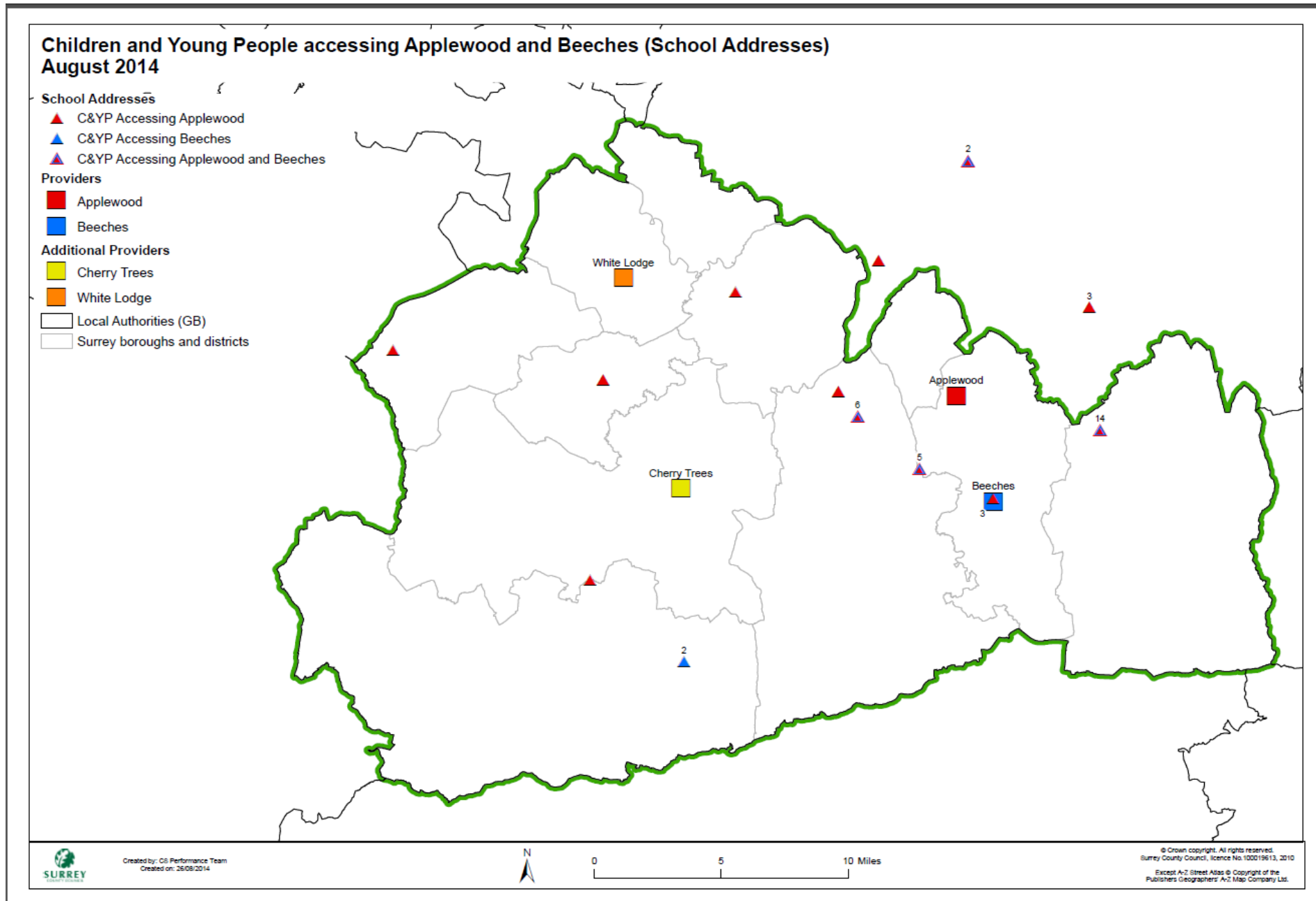
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