Equality Impact Assessment

Closure of Arundel House in-house service for people with learning disabilities

Did you use the EIA Screening Tool?

No

1. Explaining the matter being assessed

Is this a:

- Change to a service or function

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

Liz Bruce, Joint Executive Director of Adult Social Care & Integrated Commissioning, has taken the decision under delegated authority to consult on the closure of Arundel House residential care home in Banstead and all services provided from the site. Arundel House is owned and run by Surrey County Council (SCC).

Following the consultation, a report has been compiled using anonymous feedback from the consultation which will be presented to the Cabinet of SCC. The Cabinet will review the report and make a final decision about the future of Arundel House and the services provided from the site.

Arundel House has the capacity to provide accommodation and personal care for up to 18 people with learning disabilities. There are two supported living facilities on the site, which have the capacity to support five people and are linked to the main building. Support to people in the community is also provided from a base on the site.

There are nine people currently living in the residential service, three in supported living on the site and eight people supported in their own homes in the community. There are 39 members of staff working at Arundel House. If closure is agreed, social care practitioners will work with individuals living on the site, their families and carers to move them to alternative accommodation and with those in the community to transfer their support to other local providers.

Arundel House operates effectively with highly trained staff, but continuing to provide the service as it is, presents challenges. The setting is no longer able to fully respond to the needs and expectations of people with learning disabilities and their families. It does not fit with the Council's strategic aim to support people to move from residential care to supported independent living and is not the type of provision we would build now. Adult Social Care want to support people to have more choice and independence. SCC commissioners are supporting this approach by not choosing to place people at Arundel House, which is large and institutional.

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As the people living at Arundel House get older, it is likely that their needs will increase, and the environment may no longer be suitable because more space is needed for equipment to support them or because their needs cannot be accommodated at Arundel House. They may need to move to a different service.

If current occupancy decreases further and new placements are not being made the service will not be sustainable and the building will be too large for the number of people living there. Substantial investment is required for ongoing maintenance over the next ten years and major repairs to the buildings may become increasingly critical. We need to make plans about the future and consider what we do now in a planned way rather than in a crisis or emergency situation should any of the infrastructure of the building fail.

People impacted by this proposal are:

- People who use the services
- Families and carers
- Staff working in and supporting the service
- Wider SCC staff – e.g. Learning Disability and Autism service, Commissioning, Land & Property, HR etc.
- Local stakeholders
- Partners
- The local community

How does your service proposal support the outcomes in the [Community Vision for Surrey 2030](#)?

- Everyone lives healthy, active and fulfilling lives, and makes good choices about their wellbeing.
- Everyone gets the health and social care support and information they need at the right time and place.
- Everyone has a place they can call home, with appropriate housing for all.

Are there any specific geographies in Surrey where this will make an impact?

- Reigate and Banstead

Assessment team

SCC:

Chris Hastings: Area Director – Service Delivery (Head of Service / CQC Nominated Individual)

Sally Dickens: Senior Manager, PLD Services (Senior Manager of Service)

Ruth Pellatt: Registered Manager, Arundel House (Manager of Service, left May 2023)

Mary Hendrick: Senior Commissioning Manager (Specialist)

Paul Cooper: Team Manager, Learning Disabilities and Autism Team (Specialist)

Deborah Chantler: Assistant Director - Legal Services, Adults and Place (Specialist)

Rebecca Pettit: Strategy Portfolio Manager, Land & Property (Specialist)

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Laura Downton: Account Manager – Adult Social Care and Public Health, Communications & Engagement (Specialist)

Chloe Stokes: People Business Partner, People & Change (Specialist)

Suzi Pressey: Business Support Manager, Service Delivery (Project Manager)

Equality Impact Assessment

2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships

Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs. If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).

- Members/Ex members of armed forces
- Adult and young carers*
- Those experiencing digital exclusion*
- Those experiencing domestic abuse*
- Those with education/training (literacy) needs
- Those experiencing homelessness*
- Looked after children/Care leavers*
- Those living in rural/urban areas
- Those experiencing socioeconomic disadvantage*
- Out of work young people)*
- Adults with learning disabilities and/or autism*

- People with drug or alcohol use issues*
- People on probation
- People in prison
- Migrants, refugees, asylum seekers
- Sex workers
- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

Equality Impact Assessment

AGE

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Information from the SCC Adult Social Care database LAS (April 2023) indicates that, based on Primary Client Category or Primary Support Reason, there are 4,338 adults with a learning disability and/or autism who are supported by SCC across a range of services. Of these 536 are over 65 years of age, 282 are aged between 60 and 64, 854 are aged between 45 and 59, 1,737 are aged between 25 and 44 and 929 are aged between 18 and 24.

Information from LAS (April 2023) indicates of the people the Council supports that there are 934 adults with a learning disability and/or autism living in a registered residential care or nursing home. Of these 252 are over 65 years of age, 117 are aged between 60 and 64, 269 are aged between 45 and 59, 273 are aged between 25 and 44 and 23 are aged between 18 and 24.

LAS data (April 2023) indicates that of the people the Council supports there are currently 1,255 adults with a learning disability and/or autism living in supported living accommodation. Most of these individuals are aged 18 to 54 (891 individuals). Of these 177 are over 65 years of age, 80 are aged between 60 and 64, 282 are aged between 45 and 59, 574 are aged between 25 and 44 and 142 are aged between 18 and 24.

The age range of individuals currently being supported in Arundel House and the supported living services that operate from Arundel House spans from 30s to 70s and some have lived there for many years.

The potential positive and negative impacts of these changes for people who use services may include:

+ Individuals will have increased choice with more accommodation options available to meet their age and care needs.

+ Individuals will be able to live with age-appropriate care and support near their families and friends and as part of the wider community, thus significantly reducing the risk of social isolation.

+ Flexible care can adapt to individual needs, enabling individuals to remain in supported living as they age and their care needs change.

- Individuals of all ages may experience uncertainty and anxiety with potential changes to the current service they receive, particularly where they have lived in a service for a long time.

- Individuals of all ages may have to move to a different service to meet their changing needs because of the layout and facilities of the building, which may impact on their health and wellbeing.

- Some individuals of all ages who have lived together for a very long period may have a friendship group, which may be challenging to maintain.

Equality Impact Assessment

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The age of individuals will be an important factor that informs the choice of new services for people who are used to living together.

This will benefit all age groups, but it might be expected that older individuals might have a reduced circle of support.

Social work staff will carry out assessments to understand support needs. Support workers will continue to work with people in a person-centred way.

Robust person-centred assessments will involve carers/families and transitional plans will be developed. Individuals will be supported to move by people they know well – staff and families. Advocates will be involved where appropriate.

Individuals are assessed so that any changing needs can be identified. Social workers with experience in moving individuals would be involved in any change of home required.

Friendship groups and feedback about who people would like to live will be taken into consideration when identifying a new service for individuals.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Strengths Based Practice

Adult Social Care has transformed how it delivers services in Surrey. It employs a 'strengths based' approach which encourages individuals to focus upon their strengths, connect to their community and live as independently as possible. This project is part of a wider Independent Living programme, which does promote a 'strengths based' approach to supporting individuals in their community, by providing them with suitable accommodation options outside of residential and institutional settings.

A person-centred approach will be undertaken to assessments. Individual needs and wishes will be captured as part of this process so any new service will reflect these requirements.

Asset and Place Strategy

SCC is currently reviewing its asset and property portfolio as part of its Asset and Place Strategy. As part of this strategy council owned sites will be identified that can be developed for independent living schemes.

This will not negatively impact on this group. It will mean that in future there will be more provision to choose from.

Any negative impacts that cannot be mitigated?

None identified.

Equality Impact Assessment

DISABILITY

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

All individuals affected by this transition have a learning disability and/or autism as their primary care need however some of these individuals may also have physical and sensory disabilities or mental health problems.

LAS data from April 2023 indicates that of the 4,338 adults the Council supports whose primary support reason and / or primary client category is learning disability:

- 22 are recorded as also having a dementia diagnosis (based on Health Condition)
- 179 are recorded as also having a hearing impairment (based on Special Factor)
- 201 are recorded as also having a visual impairment (based on Special Factor)
- 41 are recorded as also having both a hearing and visual impairment (based on Special Factor)
- 146 are recorded as also having a mental health condition and/or receiving mental health support (based on a Health Condition of Mental Health or Supported by a Mental Health team)
- 278 are recorded as also having a physical disability (based on a Primary Client Category or Primary Support Reason of Adults Physical Disability)

The potential positive and negative impacts of these changes for people with a disability may include:

+ Improvements to current accommodation for people with disabilities, with more specialist facilities to support their needs where appropriate.

+ Potential to improve outcomes for people through an alternative service. Some disability related needs may be better met in a different environment.

+ Opportunity to look into all options for support provision for those living in their own homes.

+ Some individuals could benefit from moving nearer family.

+ Access to welfare benefits in supported living in relation to care needs that individuals with disabilities are not eligible for in residential care.

- Individuals with disabilities and their families may experience uncertainty and anxiety with potential changes to the current service they receive.

- People with some disabilities may struggle to adjust to their new environment.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Social work practitioners will work with individuals and their carers/families to carry out assessments and ensure that their needs and wishes are understood to enable suitable alternative provision to be identified.

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Full assessments will be completed and individuals and carers/families/advocates will be consulted to ensure location and facilities of any new home fully meet individual needs.

Commissioning, social workers and the service will work with carers/families supporting both parties through the transition phase and meet with them on an individual basis, if they have any concerns.

Staff from the current service will help with the transition and there would be a review after six weeks.

The Provider support and intervention protocol will be invoked by the Learning Disabilities & Autism Team to oversee the closure.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

RACE

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

LAS data (April 2023) indicates that of the 4,338 adults the Council supports whose primary client category or primary support reason is a learning disability, the ethnicity of most is White (87.4%). A further 3.2% are Asian, 2.7% are Mixed, 1.4% are Black and 1.6% are other ethnicities. The ethnicity of the remaining 3.7% is not known.

The potential positive and negative impacts of these changes for people who use services may include:

- Current accommodation may be based or nearby to an individual's particular ethnic community. If the new accommodation is not in the same vicinity, it may have a negative impact on their general wellbeing.

- People with English as a second language may find it more difficult to form relationships with staff and other people in a new setting.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Social work practitioners will work with individuals and their carers/families to carry out assessments and ensure that their needs and wishes and what is important to them are understood to enable suitable alternative provision to be identified.

Full assessments will be completed and individuals and carers/families/advocates will be consulted to ensure location and facilities of any new home fully meet individual needs.

Equality Impact Assessment

Individual communication needs will be taken into account.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

RELIGION AND BELIEF

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

LAS data (April 2023) indicates that of the 4,338 adults the Council supports whose primary client category or primary support reason is a learning disability, the religious beliefs of most is Christian (62.4%). 17.8% have no religion or belief, 2.1% are Muslims and the remainder have other religious beliefs. The religious beliefs of 14.3% of this population are not known.

The potential positive and negative impacts of these changes for people who use services may include:

+ People are able to maintain contact with their local faith community.

+ Potential to link with new faith community close to new accommodation, particularly if this was not available previously.

- Potential impact on routines and practices if new accommodation is not near their current place of worship.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Social work practitioners will work with individuals and their carers/families to carry out assessments and ensure that their needs and wishes and what is important to them are understood to enable suitable alternative provision to be identified.

Full assessments will be completed and individuals and carers/families/advocates will be consulted to ensure location and facilities of any new home fully meet individual needs.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

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CARERS

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

LAS data (April 2023) indicates that of the 4,338 adults the Council supports whose primary client category or primary support reason is a learning disability, 2,163 (50%) are recorded as having a carer.

JSNA (LD Chapter) shows that there were 1,345 individuals over 18 who are living at home with family carers (October 2021).

JSNA (LD Chapter) People with learning disabilities are living longer. It is estimated that by 2030, there will be a 30% increase in the number of adults with learning disabilities aged 50+ using social care services, with an estimated 164% increase in adults with learning disabilities over 80 using social care.

The potential positive and negative impacts of these changes for carers may include:

+ Carers want the move to happen to empower their relatives and give them more choice and control.

+ Carers have the ability to engage in and influence where their family members move to.

- Carers may experience uncertainty and anxiety as a result of potential changes to the current services their cared for individual receives.

- Carers/families might feel that there is a requirement for more of their time and input during any transition to a new service.

-The journey to any new home may be more difficult and costly to visit making it harder for carers and family to maintain regular contact.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Social work practitioners will work with individuals and their carers/families to carry out assessments and ensure that their needs and wishes are understood to enable suitable alternative provision to be identified.

Commissioning, social workers and the service will work with carers/families supporting both parties through the transition phase and meet with them on an individual basis, if they have any concerns.

There will be clear communication with all parties.

Proximity to family and friends will be considered as part of the assessment process, including accessibility of the new home for carers/families.

Equality Impact Assessment

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

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3. Staff

AGE

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Below is a breakdown of all in-house Learning Disability Services staff by age group (SAP April 2023). Numbers cannot be broken down further:

Under 30   6.8%

30-39   11.0%

40-49   27.4%

50-59   34.7%

60-69   17.8%

70+   2.3%

The potential positive and negative impacts of these changes for staff may include:

+ The Council will seek to offer re-deployment wherever possible. This may create opportunities for staff of all ages to develop new skills and to take on new roles and responsibilities.

+ There are high numbers of alternative jobs available in the Health and Social Care sector for staff of all ages.

- Older staff may find it harder to gain new employment.

- Experienced staff of all ages may find it difficult to obtain comparable terms and conditions in the independent sector.

- Older staff may find their pension is adversely impacted by re-deployment/transferring to a different employer

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Ensure appropriate engagement and consultation with staff with HR and Trades Union support.

Support staff to explore alternative roles within the council.

Assist with training and skills such as CV writing, job applications and interviews.

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

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The closure programme of in-house older people's residential services has removed the option for individuals to transfer to these services. There are still opportunities in reablement, other in-house learning disability services and in Children's Services for staff who wish to continue to work in a frontline care role.

Any negative impacts that cannot be mitigated?

None identified.

DISABILITY

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

3.2% of all in-house Learning Disability Services staff have a disability (SAP April 2023). Numbers cannot be broken down further.

The potential positive and negative impacts of these changes for staff with a disability may include:

- Changes to work location may mean that staff with disabilities find it more difficult to carry out their duties e.g. they may have to travel further.

- Alternative employment opportunities may be affected. Some people may not want to disclose they have a disability.

- Alternative employers may not be able to accommodate reasonable adjustments.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Support staff to redeploy within SCC at accessible locations where possible. People with a disability have priority in redeployment. Support staff with the application process, make reasonable adjustments for interviews.

Ensure individuals have the opportunity to state what support they need.

Offer confidential one to one support sessions so that all staff can be assisted on an individual basis.

Assist with training and skills such as CV writing, job applications and interviews.

Assist people to apply for 'Access to Work' for new employment.

Support shadow shifts within SCC for other roles.

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Equality Impact Assessment

Any negative impacts that cannot be mitigated?

None identified.

PREGNANCY & MATERNITY

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

The staff group is too small to provide data on this characteristic.

The potential positive and negative impacts of these changes for staff may include:

+ Staff on maternity leave have priority status in the redeployment process.

- The impact of the process may cause stress and anxiety during pregnancy.

- Staff on maternity/paternity leave may feel isolated or uninformed about the process.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Ensure staff on maternity or paternity leave are kept informed at each stage of the process and they are aware of their rights under the redeployment programme.

Keep in regular contact with pregnant staff and those on maternity and paternity leave to ensure they know what is happening and when.

Make reasonable adjustments to enable staff to participate to the extent they wish.

Arrange 'Keeping in Touch' days where appropriate.

Ensure staff are aware of their statutory rights with regards to maternity pay.

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

RACE

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

The staff group is too small to provide data on this characteristic.

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The potential positive and negative impacts of these changes for staff may include:

- Where English is not a first language, or where staff have a lower level of language and literacy skills, future employment may be restricted.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Support staff to redeploy within SCC where possible.

Offer confidential one to one support sessions so that all staff can be assisted on an individual basis.

Assist with training and skills such as CV writing, job applications and interviews.

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

RELIGION AND BELIEF

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

The staff group is too small to provide data on this characteristic.

The potential positive and negative impacts of these changes for staff may include:

- Potential impact on routines and practices with a new employer - work pattern, holidays/days of worship, food, wearing a faith symbol and dress.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Support to redeploy within SCC where possible.

Be sensitive in the offer of redeployment around any adjustments in place.

Offer confidential one to one support sessions so that all staff can be assisted on an individual basis.

Assist with training and skills such as CV writing, job applications and interviews.

Equality Impact Assessment

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

SEX

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Staff breakdown for the service: 77% female, 23% male (SAP April 2023).

The potential positive and negative impacts of these changes for staff may include:

- The majority of the workforce is female, most of whom work part time. The loss of flexible working could affect the whole family (also see 'carer' characteristic below).

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Try to redeploy staff wherever possible.

Encourage hiring managers within SCC to be flexible with redeployment.

Help staff investigate flexibility of other employers and assist with applying for other roles if required.

Assist with training and skills such as CV writing, job applications and interviews.

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

None identified.

CARERS

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

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The staff group is too small to provide data on this characteristic. There will be ongoing discussions with individuals to understand their circumstances and any potential impacts that this change may have on them.

The potential positive and negative impacts of these changes for staff may include:

-There will be members of the workforce that have caring responsibilities which may restrict alternative employment opportunities due to availability and locations.

- There may be fewer redeployment opportunities if staff are restricted to where they work because of caring responsibilities.

- Other employers may not offer the flexibility with working patterns for carers that SCC offers.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Ensure appropriate engagement and consultation with staff, HR and Trades Unions.

Ensure all roles within the redeployment pool are explored by staff members even if the role is significantly different from their existing role because they may have transferrable skills.

Assist with training and skills such as CV writing, job applications and interviews.

What other changes is the council planning/already in place that may affect the same groups of staff? Are there any dependencies decision makers need to be aware of?

As described under 'Age.'

Any negative impacts that cannot be mitigated?

Other employers may not offer the flexibility with working patterns that SCC offers. SCC has no influence on other employers' terms and conditions.

Equality Impact Assessment

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken.
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
    - Sufficient plans to stop or minimise the negative impact.
    - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

Outcome One: No major change to the policy/service/function required.

Explanation:

This is currently a proposal which is subject to a Cabinet decision. This EIA has identified any potential impacts of this change for people with protected characteristics. Any potential negative impacts can be mitigated except SCC's ability to influence other employers' terms and conditions and all opportunities to promote equality have been undertaken.

Adult Social Care has experience in closing settings. There are established approaches and processes which have delivered good outcomes for people who use services, their carers/families and staff. Service Delivery will ensure these approaches and processes, together with any learning, is deployed in the closure of Arundel House.

Equality Impact Assessment

5. Action plan and monitoring arrangements

Insert your action plan here, based on the mitigations recommended.

Involve your Assessment Team in monitoring progress against the actions above.

Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/ Closed
1	3/7/23	Carry out robust person-centred assessments involving carers and families.	Social work staff	31/8/23	Subject to Cabinet decision supporting closure	
2	3/7/23	Develop transitional plans with existing staff supporting with the moves.	Social work staff	31/10/23	Subject to Cabinet decision supporting closure	
3	4/1/23	Ensure appropriate engagement and consultation with staff with HR and Trades Union support.	SCC Senior Manager	Until closure	Subject to Cabinet decision supporting closure	
4	3/7/23	Assist with training and skills for staff such as CV writing, job applications and interviews.	SCC Senior Manager	31/10/23	Subject to Cabinet decision supporting closure	

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Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/ Closed
5	23/1/23	Keep in regular contact with pregnant staff and staff on maternity and paternity leave to update them. Arrange 'Keeping in Touch' days where appropriate.	Team Manager	Until closure	Subject to Cabinet decision supporting closure	
6	23/1/23	Offer confidential one to one support sessions so that all staff can be assisted on an individual basis.	SCC Senior Manager	Until closure		

6a. Version control

Version Number	Purpose/Change	Author	Date
1	First draft	Suzi Pressey	10/1/23
2	Updates from project group	Suzi Pressey	16/1/23
3	Feedback from chair of Directorate Equalities Group	Kathryn Pyper	19/1/23

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Version Number	Purpose/Change	Author	Date
4	Feedback from public consultation and updated information from SAP and LAS	Suzi Pressey	4/5/23

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

For further information, please see the EIA Guidance document on version control.

Equality Impact Assessment

6b. Approval

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	Chris Hastings, 11/1/23
Executive Director	
Cabinet Member	
Directorate Equality Group	Kathryn Pyper, 20/1/23

Publish:
It is recommended that all EIAs are published on Surrey County Council's website.

Please send approved EIAs to: **INSERT SHARED EMAIL ACCOUNT ADDRESS**

EIA author: Suzi Pressey

6c. EIA Team

Name	Job Title	Organisation	Team Role
Chris Hastings	Area Director – Service Delivery	SCC	Head of Service / CQC Nominated individual
Sally Dickens	Senior Manager – PLD Services	SCC	Senior Manager of service
Ruth Pellatt	Registered Manager, Arundel House	SCC	Manager of service (left May 2023)
Mary Hendrick	Senior Commissioning Manager	SCC	Specialist
Paul Cooper	Team Manager, Learning Disabilities and Autism Service	SCC	Specialist
Deborah Chantler	Assistant Director – Legal Services, Adults and Place	SCC	Specialist

Equality Impact Assessment

Name	Job Title	Organisation	Team Role
Rebecca Pettit	Strategy Portfolio Manager, Land & Property	SCC	Specialist
Laura Downton	Account Manager – Adult Social Care and Public Health, Communications & Engagement	SCC	Specialist
Chloe Stokes	People Business Partner, People & Change	SCC	Specialist
Suzi Pressey	Business Support Manager	SCC	Project Manager

If you would like this information in large print, Braille, on CD or in another language please contact us on:

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