

EQUALITY IMPACT ASSESSMENT - TRAFFORD COUNCIL

A. Summary Details		
1	Title of EIA:	All Age Integrated Health and Social Care Estates Project – Phase 1
2	Person responsible for the assessment:	Adele Coyne
3	Contact details:	912 4605
4	Section & Directorate:	Integrated Customer Engagement Team, Adult Social Care Operations, Children, Families and Wellbeing
5	Name and roles of other officers involved in the EIA, if applicable:	Hazel Kimmitt, Fiona Bradbury, Adele Coyne– Project Team Members

B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input type="checkbox"/> Function <input checked="" type="checkbox"/>
2	Is this EIA for a new or existing policy or function?	New <input type="checkbox"/> Existing <input type="checkbox"/> Change to an existing policy or function <input checked="" type="checkbox"/>
3	What is the main purpose of the policy/function?	Trafford Council and Trafford Community Services Division of Pennine Care NHS Foundation Trust are working together to develop an All Age Integrated Service. Central to this is the co-location of Health and Social Care Teams in the 4 locality areas (i.e. the North, South, Central and West areas of Trafford) and 3 specialist service areas (i.e. Safeguarding and Front Door, Children in Care and Complex Needs);

to facilitate closer working together of the neighbourhood teams, and specialist services.

An Estates Project is underway with representatives from Trafford Council and Pennine Care working together to co-locate staff in the various locations across Trafford.

The Estates Project Team has been scoping the teams requiring accommodation and the available sites across the borough. Whilst it will not be possible, or in some cases necessary, to co-locate each of the neighbourhood or specialist teams together, the Project Team are considering the suitability of the following locations as potential “administrative hubs” for the All Age Integrated Teams:

1. North Neighbourhood Team – Trafford Town Hall
2. West Neighbourhood Team – initially Cornhill Clinic and Partington Health Centre
3. Central Neighbourhood Team – Sale Waterside
4. South Neighbourhood Team – ultimately Altrincham hub (Sale Waterside and Bridgewater Road are proposed temporary hubs in the short-term whilst the building work is completed)
5. Complex Needs Team – Sale Waterside
6. Safeguarding and Front Door Team – Trafford Town Hall
7. Children in Care Team – Trafford Town Hall

The total number of staff in scope is: approximately 720 and it is anticipated that the first staff moves will take place in October 2017 and that all moves will be completed by March 2018.

		<p>The intention is to provide a safe, accessible, versatile and appropriate workplace for all staff in scope so they have easy access to their equipment and written records necessary for their work roles. Teams will move towards more agile ways of working and for staff will be able to work more closely in their locality teams more effectively with the aid of small meeting areas and touchdown spaces.</p>
4	Is the policy/function associated with any other policies of the Authority?	<ul style="list-style-type: none"> • Section 75 - Strategic Partnership Agreement for Integrated All Age Community Health and Social Care Services for Trafford Council & Pennine Care • One Trafford Estates Project
5	Do any written procedures exist to enable delivery of this policy/function?	<ul style="list-style-type: none"> • Trafford Council and Pennine Care Move Request Forms • Travel Expenses Policy for Pennine Care Staff • Health & Safety Regulations for Trafford Council & Pennine Care & Cheshire & Wirral Partnership • HR Policies relating to Parking Arrangements for Staff for Trafford Council & Pennine Care • Joint Business Plan for Integrated Services
6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	No
7	Who are the main stakeholders of the policy? How are they expected to benefit?	<ul style="list-style-type: none"> • Trafford Council Adult and Children Social Care Staff • Health Teams from Pennine Care and Cheshire and Wirral Partnership • Service users and carers in receipt of health and social care

		<p>services</p> <p>The Section 75 Partnership Agreement will see health and social care staff working together in integrated teams, based in the four Trafford localities. With support from other local organisations, the integration will allow a range of care providers, such as primary care, schools, pharmacists, and nursing and residential homes, to work much more closely to the benefit of Trafford residents. Staff will also benefit from the co-location with other teams in their areas and will be better placed to share information, respond quickly to service users' needs and provide a more streamlined service.</p>
8	How will the policy/function (or change/improvement), be implemented?	<p>An Estates Action Group has been established, chaired by the Director of Integrated Services Trafford Council & Pennine Care with key staff from the Social Care and Health Teams appointed to co-ordinate and lead on various aspects of the overall co-location of staff teams across the four localities in Trafford.</p> <p>In addition an Estates Project Team has been set up with staff from the Council's Transformation Team and Pennine Care project staff (Trafford Division). They have pulled together an over-arching Project Plan with data about: staff numbers, roles, hours worked; current and proposed workplaces, ICT requirements, printing facilities etc. In addition, data about individual staff's needs in terms of ability to go agile; equipment required, access issues, reasonable adjustments, health and safety etc. is also being collected.</p> <p>The work has been split into phases, with the first major phase of the</p>

		<p>Programme being the co-location of the Complex Needs Teams on the same floor at Sale Waterside. This will be the catalyst for creating space for other staff teams to move within Sale Waterside and to be brought in from other buildings, as well as some teams moving out.</p> <p>Additional meetings are being held with the Strategic Leads and Senior Managers to ensure that the data collected is correct, agree appropriate timelines for the staff moves and to flag up any key issues.</p> <p>Regular communications regarding the clear desk policy, improvement of archive and storage arrangements, and the anticipated deadlines for the staff moves to take place are also being sent to the relevant staff members in addition to a number of staff briefings to communicate the finer details and practical issues involved in the co-locations. Please see Appendix 1 & 2.</p> <p>Briefings with staff teams and unions are also being held to ensure that staff needs relating to job roles are sufficiently addressed. Please see presentation in Appendix 3</p> <p>A visible daily Issues Log is being placed in each location to enable staff to flag up any issues relating to their team moves as they arise. Move Champions have been nominated for each site so that issues can be addressed as they arise.</p>
9	What factors could contribute or detract from achieving these outcomes for service users?	<ul style="list-style-type: none"> • Lack of resources provided in time to enable new equipment and furniture required to co-locate the desired number of teams at the various locations.

		<ul style="list-style-type: none"> • Lack of available appropriate office space and other necessary facilities such as ICT access to enable teams currently situated in some locations, and particularly at Sale Waterside, to move out and free up space for other teams to come in. • High level commitment from senior management to drive the project forward and support the relevant business cases will greatly contribute to the success of the project.
10	<p>Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?</p>	<p>Yes</p> <ul style="list-style-type: none"> • Trafford Clinical Commissioning Group, Trafford Council and Pennine Care Foundation Trust • Cheshire and Wirral Partnership who have their Community and Learning Disabilities Team based at Sale Waterside • Landlords of Bridgewater Road where Pennine Care clinics and staff are based • Trafford Housing Trust – landlord for Limelight facility on Shrewsbury Street in Old Trafford where some health services will be delivered from • Engie/ Amey who have responsibility for managing the facilities and building requirements of Sale Waterside and Trafford Town Hall for Trafford Council.

C. Data Collection

1	Do you have monitoring data on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	Yes – Trafford Council and Pennine Care have workforce monitoring information on the equality data of all Health and Social Care Staff in their organisations. Please note that not all staff included in the data provided are in scope for the staff moves. Please see Appendix 4.
2	Please specify monitoring information you have available and attach relevant information*	Data available includes: Gender Age Disability Ethnicity Religion (where available) Workforce Professional backgrounds
3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	N/A

**Your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service*

D. Consultation & Involvement

1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	Information gathered from Team Leads for the staff within scope of the project is being used to help identify key requirements, access needs etc. of their teams and the facilities required to ensure the services can continue to be provided to a high standard when the moves take place. Much of this information is captured in detail on the Move Request Forms and includes a section on occupational health and reasonable adjustment needs of staff.
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	<p>Trade Union representatives were briefed regarding the plans in August 2017 by the Director of Integrated Services and a member of the Project Team. Communication was also shared with Strategic Leads in order for them to brief their teams.</p> <p>Following discussions with staff side representations, staff were briefed regarding the Estates proposals during August 2017. Staff are being given the opportunity to comment on the plans in order to gather feedback which will help to inform the moves and ensure that these take place with the minimal amount of disruption possible to staff and service users. The feedback has been gathered by the Project Team and collated into a Frequently Asked Questions Document so that responses can be provided to staff.</p>
3	**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?	To ensure that all staff, both full-time, part-time and those working unsociable hours are fully briefed about the moves and consulted about their access requirements, managers briefed them at appropriate times and at routine staff meetings prior to any moves occurring. In addition, regular communication bulletins will be posted on the both Trafford Council and Pennine Care internal Staff Intranet pages and emailed to

	the staff teams within scope.
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***It is important to consider all available information that could help determine whether the policy/ function could have any potential adverse impact. Please attach examples of available research and consultation reports*

E: The Impact – Identify the potential impact of the policy/function on different equality target groups

The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether that negative potential impact is high, medium or low

All staff are being relocated on the basis of their job role, the team they are part of and the geographical location their team is required to work in according to the Integration plan.

	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Gender – both men and women, and transgender;			√	No impact on staff anticipated due to their gender.
Pregnant women & women on maternity leave			√	Any staff who are pregnant or on maternity leave and in scope for the staff moves will be fully informed by their line manager and their needs addressed as required.
Gender Reassignment			√	No impact on staff anticipated due to their gender reassignment.

Marriage & Civil Partnership			√	No impact on staff anticipated due to their marital status.
Race - include race, nationality & ethnicity (NB: the experiences may be different for different groups)			√	No impact on staff anticipated due to their race, nationality or ethnicity.
Disability – physical, sensory & mental impairments		√ Low		Current reasonable adjustments in place for disabled staff in scope for the staff moves will be fully met and accommodated in their new location. Their requirements will be identified by them and their managers on the Move Request Forms and in consultation with the Project Team to ensure their needs are met. Staff who have blue badges for disabled parking are being identified through the details provided on the Move Request Forms. There is disabled parking available at each venue but this may be limited at some sites.
Age Group - specify eg; older, younger etc)			√	No impact on staff anticipated due to their age.
Sexual Orientation – Heterosexual, Lesbian, Gay Men, Bisexual people			√	No impact on staff anticipated due to their sexual orientation.

Religious/Faith groups (specify)		\checkmark Low	There are dedicated prayer rooms at Trafford Town Hall & Sale Waterside. However, there are currently no dedicated spaces at the smaller venues outside of Sale Waterside and Trafford Town Hall. Working hours will remain the same so there is no anticipated impact re religious holidays.
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As a result of completing the above what is the potential negative impact of your policy?

High

Medium

Low

Neutral

F. Could you minimise or remove any negative potential impact? If yes, explain how.

Race:	N/A
Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership	N/A
Disability:	Low impact possible due to disabled parking requirements which will be addressed by reasonable adjustments being put in place by managers and facilities staff at any of the proposed venues for any disabled staff concerned. This could include additional reserved parking spaces if the number of blue badge holders exceeds the number of currently available disabled parking bays.

Age:	N/A
Sexual Orientation:	N/A
Religious/Faith groups:	<p>Regarding other venues where there are no dedicated prayer rooms, staff located near to Trafford Town Hall and Sale Waterside are able to use the prayer rooms at these venues. Should a prayer space be required in the future at other satellite venues, the management teams will ensure that there is a meeting room available at appropriate times for staff to use for prayer.</p> <p>Any staff requiring leave for religious holidays during the move period will continue to be considered on an individual basis and their work equipment etc. will be packed and delivered as required.</p>
Also consider the following:	
1	<p>If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?</p> <p>N/A</p>
2	<p>Could the policy have an adverse impact on relations between different groups?</p> <p>N/A</p>
3	<p>If there is no evidence that the policy <i>promotes</i> equal opportunity, could it be adapted so that it does? If yes, how?</p> <p>N/A</p>

G. EIA Action Plan

Recommendation	Key activity	When	Officer Responsible	Progress milestones
Identify equality profile of workforces	Gather relevant equality workforce information for staff	September 2017	Adele Coyne Lorraine Webb	Equality Profile data collected and available
Identify meeting rooms to accommodate prayer room space	Liaise with managers and clarify times that prayer rooms are required.	December 2017	Adele Coyne Lorraine Webb	Prayer space provided and facility communicated to staff.

Please ensure that all actions identified are included in the attached action plan and in your service plan.



Signed
Lead Officer
Date

Adele Coyne
27/4/18



Signed
Service Head
Date

Diane Eaton
27/4/18

APPENDICES

Appendix 1:



Staff briefing -
Estates Project - July

Appendix 2:



Staff briefing Estates
Project Clear Desk Pr

Appendix 3: Presentation to Staff & Unions



Presentation Seniors
Unions_updated 2807

Appendix 4: workforce data

PCFT data



Estates EIA
workforce data_Aug :

Trafford Council data



Equality Profile of
Workforce Council 5.: