Equality Impact Assessment (EIA) Tool

Please ensure you have read the guidance pages prior to completing this tool

This EIA also includes the consideration of a Children's Rights Impact Assessment (CRIA). This supports our commitments to becoming a Child Friendly city. Therefore we need to demonstrate that the interests of the child are considered on all decisions impacting on them.

Document Control

Control Details:	
Title of EIA/ Decision (DDM): Budget booklet code (if applicable): **If this is a budget EIA, please ensure the title and budget booklet code is the same as the title used within the budget booklet**	Planned Respite Provision for Working Age Adults (18-64yrs) with a Learning Disability and/or Autism
Name of author:	Debbie Hemsley
Department:	Commissioning and Partnerships
Director:	Gary Jones
Division:	Adults
Contact details:	debbie.hemsley@nottinghamcity.gov.uk
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Document Amendment Record

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1	Debbie Hemsley	24/06/2025

Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Rosey Donovan	Equality and Employability Consultant	02/07/2025 / 14/07/2025

Glossary of Terms

Term	Description
Respite	In the context of this decision respite is an overnight provision for a short period of time (weekend, midweek or whole week) to give the citizen, carer and family members a break.
NCC	Nottingham City Council
EIA	Equality Impact Assessment
ASC	Adult Social Care
PANSI	Projecting Adult Needs and Service Information
JSNA	Joint Strategic Needs Assessment

Section 1 – Equality Impact

(NCC staff/ Service users/ Citizen/ Community impact)

1. a. Description of proposal/ policy/ service to be assessed

Under the Care Act 2014 Nottingham City Council (NCC) has a statutory duty to meet assessed eligible needs. Respite provision is a service that can be used to meet this duty. In Nottingham City, a number of citizens currently have an assessed eligible need for regular planned respite.

In September 2023, a competitive call off process was undertaken through the existing residential and nursing framework to secure a minimum of four respite beds. These beds were designated exclusively for NCC for the purpose of delivering planned respite, ensuring sufficient capacity to meet the demand for respite, and to enable the Council to fulfil its legal obligations towards citizens who have eligible needs under the Care Act 2014.

This provision ended a prolonged period during which planned respite was unavailable, a gap that had placed many citizens and households at or near to crisis. The contract awarded was for a two-year term and is due to end December 2025. This provision is one of several that enable NCC to deliver respite care. Other provisions include internal service, and the option to spot purchase respite care from the residential and nursing care home accreditation. This block contract not only secures capacity but allows families to contact the provider directly.

The proposal is to carry out a further competitive call off process to secure a minimum of four respite bed units to ensure there is planned respite provision for a further year until December 2026. This will allow:

- Continuity of care; ensuring stability for current service users and families
- A strategic commissioning review of respite provision, to ensure future services are aligned with the evolving requirements of citizens and families.

Citizen feedback has been gathered by contracting colleagues on a quarterly basis, and there have been positive and strong responses from citizens, families and carers, indicating high levels of satisfaction and engagement among those who use the service.

Adult Social Care (ASC) colleagues have also given positive feedback of the service, noting that it has led to positive outcomes for citizens, as well as a more efficient use of their time. ASC colleagues are particularly supportive of the current referral process, which involves the Whole Life Disability team approaching families, who then directly approach the service. They believe this method is effective and hope it continues without changes, as it ensures a smooth and efficient connection between the citizens/families and the service.

The needs of the specific cohort of citizens will be included in the upcoming competitive call-off process which will be sent to all providers who are part of the residential and nursing care home accreditation to determine whether there is an alternative provider who can meet their requirements.

1. b. Information used to analyse the equalities implications.

N.B When making a decision that impacts specific groups or protected characteristics, please ensure that you are able to demonstrate that you have meaningfully consulted with them. This includes impact on care leavers and the child.

To assess the equalities implications of the planned respite provision, the following sources of information will be used:

Internal data sources: NCC systems and databases will be utilised to gather data on the current respite market and service usage. This includes information from Liquid Logic regarding citizens with an assessed need for respite provision. While Liquid Logic does not currently offer an accurate reporting mechanism, ongoing monitoring with the provider will help identify unmet needs and inform future decision-making If any equality impacts arise from the ongoing monitoring, will this EIA be updated to reflect the impacts along with mitigation and sent back to the EDI team for review

External data sources: Demographic and trend data will be drawn from external databases such as Projecting Adult Needs and Service Information (PANSI) and the Joint Strategic Needs Assessment (JSNA). These sources will support analysis of broader population needs and trends, including those related to protected characteristics.

Service monitoring and feedback; Citizens using the service provision will be monitored by commissioning and contracting colleagues through regular provider meetings. This will include tracking both those who accept and those who decline the service. Reasons for refusal—whether from the citizen or provider side—will be analysed to identify any potential barriers or equality issues. Adjustments to service delivery will be made where appropriate and feasible.

As part of ongoing monitoring, consultation will be carried out with citizens and their families who have been offered respite provision. Feedback from these consultations will directly inform the decision making process and ensure that the service continues to meet the needs of diverse groups. For further information on Consultation and engagement:http://intranet.nottinghamcity.gov.uk/analysis-andinsight/

Responsive updates: Should any equality impacts be identified through monitoring or consultation, this Equality Impact Assessment will be updated accordingly, along with any proposed mitigations.

1. c. Who will be affected and how?

Equality group/ individual	Impact type	Positive	Negative	None
People from different ethnic groups	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒

Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on people from different ethnic groups.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Men	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on men.			
Details of mitigation/ actions taken to advance equality	None required			

Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			
Equality group/ individual	Impact type	Positive	Negative	None
Women	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on women.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			
Equality group/ individual	Impact type	Positive	Negative	None
Trans	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒

Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on Trans.

Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Disabled people/ Carers	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The service will support citizens with a learning disability and/or autism			
Details of mitigation/ actions taken to advance equality	Regular monitoring meetings will continue to ensure that citizens who require this service are able to access this. If as a result of this, any equality impacts arise, this EIA will be updated reflect these along with any mitigations			

Details of any arrangements for future monitoring of equality impact (Including any action plans)	Equality impacts will be monitored throughout the competitive call-off process for planned respite, with attention to service accessibility and outcomes across different equality groups.

Equality group/ individual	Impact type	Positive	Negative	None
Pregnancy and maternity	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒

Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on pregnancy and maternity.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Marriage/ Civil Partnership	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒

Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on marriage and civil partnership.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
People of different faiths/ beliefs and those with none	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on people of different faiths/beliefs and those with none.			
Details of mitigation/ actions taken to advance equality	None required			

Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Lesbian/ Gay/ Bisexual people	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on LGB people.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			

Equality group/ individual	Impact type	Positive	Negative	None
Older	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒

Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on older people.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Younger	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on younger people.			
Details of mitigation/ actions taken to advance equality	None required			

Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Care Experience (Please refer to the guidance notes for further information)	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact on care experienced.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			
Equality group/ individual	Impact type	Positive	Negative	None
Other (E.g. Cohesion/ good relations, Health status, vulnerable children/ adults), Childs Rights/interest of the child, socioeconomic background (e.g. financial vulnerable)	☒ NCC staff ☒ Service users ☒ Citizens ☒ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	The proposal is to carry out a further competitive call off process to ensure there is planned respite provision for a further year until December 2026. This will allow continuity of care and supports a strategic review of respite provision, with no identified negative impact other.			

Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

1. d. Summary of any other potential impact

(Including cumulative impact/ human rights implications):

The overall impact of this service is expected to be positive, particularly for citizens with a learning disability and/or autism and their carers/ families.

Access to the service will be monitored through regular meetings with the provider to ensure that uptake is equitable across all citizen groups, including those with protected characteristics. Any concerns regarding unequal access or barriers to participation will be addressed as part of the ongoing monitoring process.

There are no anticipated broader implications at this stage. However, the service will continue to be reviewed in the context of wider changes to adult social care provision to ensure that no group is disproportionately affected.

Should any equality or human rights implications emerge during the course of service delivery, this Equality Impact Assessment will be updated accordingly, and appropriate mitigations will be put in place.

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete

Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.	No mitigation required at this point. Potential concerns will be identified through monitoring measures already identified.	Debbie Hemsley		
Advance equality of opportunity between those who share a protected characteristic and those who don't	No mitigation required at this point. Potential concerns will be identified through monitoring measures already identified.	Debbie Hemsley		
Foster good relations between those who share a protected characteristic and those who don't	No mitigation required at this point. Potential concerns will be identified through monitoring measures already identified.	Debbie Hemsley		
(Please add other equality outcomes as required – e.g., mitigate adverse impact identified for people with a disability)				

Outcome(s) of equality impact assessment:

x	No major change needed		Adjust the policy/proposal
	Adverse impact but continue		Stop and remove the policy/proposal

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

The assessment must be approved by the manager responsible for the service /proposal. **Approving Director details** (name, role, contact details)**:**	**Date sent for advice:**
Jackie Wyse, Head of Adults Commissioning, Contracts, Quality & Brokerage **Approving Director Signature:**	 **29.07.25**
Author Signature:	
Equality Team Signature: *Rosey Donovan*	**Date of final approval:** **14/07/2025**

For further information and guidance, please visit the Equality Impact Assessment Intranet Pages

For EIA advice and/ or publishing please raise a ticket via Employee Service Centre

PLEASE NOTE: FINAL VERSIONS OF EIA'S MUST BE SENT TO THE EQUALITY & EMPLOYABILITY TEAM, OTHERWISE RECORDS WILL REMAIN INCOMPLETE.