

EQUALITY IMPACT ASSESSMENT TEMPLATE - TRAFFORD COUNCIL (Service)

A. Summary Details		
1	Title of EIA:	Re-configuration of Children Centres
2	Person responsible for the assessment:	Jenny Hunt – Children’s Centre Strategic Lead
3	Contact details:	07760167000 Jenny.hunt@trafford.gov.uk
4	Section & Directorate:	CYPS - Early years
5	Name and roles of other officers involved in the EIA, if applicable:	Carol Baker-Longshaw Joint Director for Health and Social Care – CYPS

B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input type="radio"/> Function <input checked="" type="radio"/>
2	Is this EIA for a new or existing policy or function?	New <input type="radio"/> Existing <input type="radio"/> Change to an existing policy or function <input checked="" type="radio"/>

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3	What is the main purpose of the policy/function?	<p>The core purpose of Sure Start Children’s Centres is to improve outcomes for young children and their families, with a particular focus on the most disadvantaged, so children are equipped for life and ready for school.</p> <p>The proposal intends to:</p> <ul style="list-style-type: none"> • Re-configure Trafford’s 16 Children centres into a geographical model based on 6 children’s centres. These would reflect the three CYPS Area Family Support Teams with 2 centres in the north area, 2 in west area and 2 in south area. The 6 centres would provide a community hub for children and their families while services will be offered within a family home or local community venues. • Re-configure core staff to enhance an outreach, creche and family support provision for 0-19 years and their families. The 6 Children’s Centre hubs would be open 8.30 – 4.00 and provide a flexible community space for children and families. This would lead to a reduction in management and front line staff and some of the existing Children’s Centre building would no longer be funded.
4	Is the policy/function associated with any other policies of the Authority?	Yes the function reflects policies within CYPS e.g. Safeguarding.
5	Do any written procedures exist to enable delivery of this policy/function?	Yes, there are a number of procedures associated to the delivery of this function in particular Sure Start Statutory Guidance for Children’s Centres.
6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	No.

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7	Who are the main stakeholders of the policy? How are they expected to benefit?	<p>Parents /Service Users Job Centre Plus Midwifery Colleges CYPS Housing providers Voluntary and Community Organisations Childcare Providers Libraries Schools</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Develop a holistic approach for the whole family through the Area Family Support teams. • Ofsted inspections on a cluster model. • Develop a co-production model at a neighbourhood level. • Focus on the most vulnerable families.
8	How will the policy/function (or change/ improvement), be implemented?	<ul style="list-style-type: none"> • Through consultation and analysis of feedback from services users, stakeholders and staff. • Recruitment process into new staffing structures.
9	What factors could contribute or detract from achieving these outcomes for service users?	<ul style="list-style-type: none"> • The outcome of the consultation could change the proposed configuration. • Resistance from public & staff when implementing any change. • As services and resources will be focused on the most vulnerable or minority groups, we need to ensure that families who (traditionally) do not meet either criteria receive support as and when needed.
10	Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?	<p>The proposal is to re-shape and integrated the children's centres with CYPS Area Family Support Team's to support a holistic approach to our most vulnerable families.</p>

C. Data Collection		
1	What monitoring data do you have on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	Lone parents Ethnicity Young parents Fathers Children with a disability
2	Please specify monitoring information you have available and attach relevant information*	Number of families who accessed services in 2011/12: 3% of fathers (140 from 4797) 8% of teenage mothers (11 from 135) 15% of lone parents (236 from 1558) 13% of children from BME backgrounds (374 from 2913) 23% of children with disabilities (34 from 143) Further information is available from the Performance team.
3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	Data is updated on a quarterly basis.

**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?	<p>A number of factors were taken into consideration when designing the above model:</p> <ul style="list-style-type: none"> • Data sets related to Child Poverty, Indices of Multiple Deprivation, the number of children (under five) living in lower super output areas and number of under five living within each centre footprint • Recommendation from the Children’s Centre Review • The Trafford Partnership four neighbourhood locality model • National Guidance on the core purpose of centres states that centres should have a particular focus on families in greatest need of support, and where possible ‘natural catchment areas’ • The number of children that accessed a centre irrespective of where they lived
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	<p>Public consultation will include:</p> <ul style="list-style-type: none"> • Communication to all service users • Letters to all other stakeholders • Briefing to all key partnerships and boards • Drop in sessions for service users and other stakeholders • Publication of all consultation documents including a full briefing, frequently asked questions, any draft policies and a feedback form placed on the CYPS and Trafford MBC websites • A press release to publicise the drop in sessions. Information and posters advertising the drop in sessions to be circulated to schools and other public venues

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		<p>Staff consultation (including staff on maternity leave, sick leave or annual leave) will include briefing session, FAQ, 1-1 sessions, consultation feedback form. Consultation meetings with part-time staff and those on maternity leave will be held at a convenient time for them also to ensure inclusion.</p>
3	<p>**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?</p>	<p>We will ensure that staff who are not present at work are kept fully informed of the proposals and are offered opportunity to attend face to face and group meetings. Consultation meetings with part-time staff and those on maternity leave will be held at a convenient time for them also to ensure inclusion.</p>

***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.

	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Gender – both men and women, and transgender;		Medium		Reduction in staff means less universal services available to all families so families not considered as being vulnerable or with an identified need may be affected. Parents could feel isolated without peer support.
Pregnant women & women on maternity leave		Medium		Ante-natal checks are offered in some of the children's centre buildings proposed in the changes. Midwifery services require a health room suitable for consultation.
Gender Reassignment			Yes	Services would be available for all families with an identified need
Marriage & Civil Partnership			Yes	Services would be available for all families with an identified need

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	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Race - include race, nationality & ethnicity (NB: the experiences may be different for different groups)		Medium		Specific children's centre buildings are seen within the local community as a safe place for mothers and their children to access services without their extended family for example; Muslim faiths. If services are to be delivered in other buildings this could disengage families.
Disability – physical, sensory & mental impairments		Medium		The reduction of children's centre buildings could reduce the number of accessibility child friendly buildings available with access to outdoor play.
Age Group - specify eg; older, younger etc)		Medium		Universal services available for children aged 0-5 years will reduce and limit opportunities for early identification of needs.
Sexual Orientation – Heterosexual, Lesbian, Gay Men, Bisexual people			Yes	Services would be available for all families with an identified need
Religious/Faith groups (specify)		Medium		Not having enough venues that recognise and reflect families religious backgrounds and what is acceptable for particular groups

As a result of completing the above what is the potential negative impact of your policy?

High †

Medium †

Low †

F. Could you minimise or remove any negative potential impact? If yes, explain how.	
Race:	Improve links with local community groups and explore the potential to expand their provision.
Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership	Audit existing universal services available for all families within their local community and promote the various activities on offer and signpost families appropriately. Ensure that families and partner agencies are aware of how to access children's centre services if and when needed. Midwifery service could locate to their local clinics and children's centres undertake outreach work in the clinics.
Disability:	To review the accessibility of venues available and explore how other children and families buildings could be used and resources shared e.g. youth centres
Age:	Provide an integrated approach with partner agencies and join up services with health who offer universal services to children under five years old. To ensure there are clear pathways for identifying and supporting families with particular needs. Ensure venues are suitable for babies and young children with access to outdoor provision.
Sexual Orientation:	N/A
Religious/Faith groups:	Ensure services are offered from a variety of settings in their local community that enable families to access the services. More outreach work will allow families to access support within the family's home.

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Also consider the following:		
1	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?	NO
2	Could the policy have an adverse impact on relations between different groups?	NO
3	If there is no evidence that the policy <i>promotes</i> equal opportunity, could it be adapted so that it does? If yes, how?	N/A

G. EIA Action Plan

Consultation Activity	Organisations to be contacted	Method of Engagement	Date to initiate activity	Date for completion	1st Six weeks: Progress 26.11.12	2nd Six weeks: Progress 14.01.13
Publication of full consultation document	Available to all interested parties containing the consultation questions	Written consultation document produced and available to download from council website	w/c 15th October 2012	W/e 19th October 2012	Completed	Completed

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Consultation Activity	Organisations to be contacted	Method of Engagement	Date to initiate activity	Date for completion	1st Six weeks: Progress 26.11.12	2nd Six weeks: Progress 14.01.13
Contact made with schools and libraries where centres are co-located	Kings Rd Primary School, Lime Tree Primary School, Broomwood Primary School, Acrehall Primary School, Elmridge Primary School, Wellfield Primary, Trafford Housing Trust, Sarah Curran- Library manager.	Written letters and telephone call	w/c 15th October 2012	W/e 19th October 2012	Telephone calls were made on 15th October	Completed
Contact made with all key stakeholders	Libraries, SLT, midwifery, dietetic, homestart, job-centre, college, health visitors, social care, early years, childcare providers, police, housing, schools.	Written letters	w/c 15th October 2012	W/e 19th October 2012	Completed	Completed
Seeking responses to consultation questions	Available to all interested parties containing the consultation questions	Online questionnaire	w/c 15th October 2012	Closes 14th January 2012	Responses being received and collated.	On going until 14th January

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Consultation Activity	Organisations to be contacted	Method of Engagement	Date to initiate activity	Date for completion	1st Six weeks: Progress 26.11.12	2nd Six weeks: Progress 14.01.13
Briefing to all Children's Centre Advisory Boards and Children's Centre Steering Group	Children's Centres Steering group, Broomwood, Broadheath, Davyhulme, Firwood/Old Trafford, Flixton, Partington, Sale Moor, Sale West, Stretford Advisory Boards	Face to face	W/c 22nd October 2012	End of November 2012	All advisory board briefings completed apart from Lostock which is on the 4th December 2012. CC steering group was cancelled awaiting another date. 4 have been completed thus far.	Lostock Advisory Board held 4th Dec CC steering group held 11th Dec 2012.
Newsletter to service users	Posted out to all service users	Newsletter posted to service users and available in children's centres	W/c 22nd October 2012	End of November 2012	To be drafted and circulated by 7th Dec 2012.	Completed - circulated 19th Dec 2012.

Parent forums
 Easy read version
 Online, paper, email

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

EIA Service

Signed:

Name: Jenny Hunt
Designation: Lead Officer

Date: 9th January 2013

Signed:

Name: Carol Baker-Longshaw
Designation: Joint Director Services for Children, Young People & Families

Date: 9th January 2013