

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <p><b>Under the Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |
| <p><b>Name of policy, service or function. If a policy, list any associated policies:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Personal Budget Policy and Children's Resource Allocation System.(RAS)</p> |
| <p><b>Name of service and Directorate</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>CYPS: Children with Disabilities Team</p>                                  |
| <p><b>Lead manager</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Mary Jarrett</p>                                                           |
| <p><b>Date of Equality Analysis (EA)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>12/4/17</p>                                                                |
| <p><b>Names of those involved in the EA (Should include at least two other people)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Linda Harper<br/>Jackie Parkin</p>                                         |
| <p><b>Aim/Scope</b> (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</p> <p>The Personal Budgets Policy will affect children and young people with Special Education Needs and Disabilities (SEND) and their families.<br/>The outcomes of the policy are to inform children, young people and their families about their entitlements to be assessed for a Personal Budget in accordance with the Children and Families Act 2014 and the SEND Code of Practice and to use the Children's Resource Allocation System to determine a support plan and resources necessary to implement this plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               |
| <p><b>What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?</b> See page 7 of guidance step 2</p> <p><b>Engagement was undertaken with Rotherham Parent Carers Forum (RPCF) who shared the policy with their members and then attended a formal consultation meeting where the Policy was revised and agreed with them.</b><br/><b>During this meeting the RPCF supported staff to alter language so that it became more inclusive and less technical, bought examples of policies they felt were useful and agreed the process described within the RAS to create a child-centred plan.</b></p> <p><b>The Disability register which is held by Children's Services gives a definitive profile of Rotherham children whose parents have registered them as disabled, their level of need, postcode and family composition.</b><br/><b>It will be possible to use this information to analyse whether the distribution of Personal Budgets is equitable across the range of families who have children with a disability. And this should be undertaken as a matter of course every 6 months.</b></p> <p><b>Legally the Policy and supplementary documents should be available on the Council's SEND Local Offer to ensure equality of access and information.</b></p> |                                                                               |

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Engagement undertaken with customers. (date and group(s) consulted and key findings)</b> See page 7 of guidance step 3</p>                                                                                                                                                                                                                                                                                                                                                                                   | <p>Policy sent to RPCF on 21/3/17<br/>Meeting with representatives from Forum on 29th March 2017.</p> <p>Issues addressed in meeting:</p> <p>Use of jargon- addressed and revised during meeting<br/>Presentation of information- revised during meeting<br/>Accessibility of information- information can only be uploaded to Local Offer web-site when approved by Council, I agreed to notify RPCF when this was completed.</p>                                                                                                                                                                                                       |
| <p><b>Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings)</b> See page 7 of guidance step 3</p>                                                                                                                                                                                                                                                                                                                                                | <p>The policy was shared and discussed at the SEND strategic Commissioning Group on 8<sup>th</sup> March 2017<br/>It was shared with Finance colleagues on 3<sup>rd</sup> March 2017<br/>It was shared with colleagues from education on 10<sup>th</sup> March 2017<br/>The RAS has been discussed with Managers from the Disability Family Support team and they are piloting it with families during April 2017.</p> <p>The key findings were addressed in subsequent revisions of the Document, with issues such as use of language, including the appeals process and ensuring financial accuracy of Resource Allocation System.</p> |
| <p>The Analysis</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>How do you think the Policy/Service meets the needs of different communities and groups?</b> Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Analysis of the actual or likely effect of the Policy or Service:**

See page 8 of guidance step 4 and 5

**Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics**

**The Personal Budgets Policy and Resource Allocation System will meet the needs of families with SEND by offering a transparent and equitable service which is clearly described and published on the Council web-site (with translations available as appropriate)**

**The Policy and the Resource Allocation System were co-produced through consultation with the Rotherham Parents Carers Forum and they are happy with the final documents.**

**The publication of the Policy will lead to increased requests for Personal Budgets and assessment of these is part of the Statutory Duties of the Local Authority. The use of the Resource Allocation System will lead to increased transparency of decision-making in relation to the allocation of specific Social Care resources in the form of Direct Payments to disabled children, young people and their families. Financial profiling of Children and young people currently receiving Direct Payments for Social Care suggests that the implementation of the Personal Budgets Policy and Resource Allocation System will have little financial impact on the Local Authority but will allow the Authority to clearly articulate the rationale for decisions made in relation to Direct Payments, what these are being spent on and to allow the Authority to more accurately forecast spend.**

**The policy will therefore improve access to services for disabled children and their families from all ethnic groups and regardless of family composition, the policy is actively endorsed and co-produced with the RPCF.**

**The Policy will not affect older people unless they are carers for children and young people with SEND.**

**At present the lack of a Personal Budget's Policy and Resource Allocation System disadvantages parents and carers of children with SEND as they cannot ascertain their statutory entitlements are be supported to understand the support they are entitled to.**

**What affect will the Policy/Service have on community relations? Identify by protected characteristics**

**The policy will support vulnerable children and young people with SEND living in their own communities. Personal Budgets and Direct Payments are part of a wider personalisation agenda, designed to enable children and young people with SEND to live with support**

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

within their communities rather than being moved into external residential care.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Equality Analysis Action Plan** - See page 9 of guidance step 6 and 7

**Time Period** .....

Manager:..... Service Area:..... Tel:.....

**Title of Equality Analysis:**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

| Action/Target                                                                                                                   | State Protected Characteristics<br>(A,D,RE,RoB,G,GI O,<br>SO, PM,CPM, C or All)* | Target date (MM/YY) |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------|
| Review applications for Personal Budgets and match against profile of Disabled children in Rotherham as per Disability Register | All                                                                              | December 2017       |
|                                                                                                                                 |                                                                                  |                     |
|                                                                                                                                 |                                                                                  |                     |
|                                                                                                                                 |                                                                                  |                     |
|                                                                                                                                 |                                                                                  |                     |
|                                                                                                                                 |                                                                                  |                     |
| Name Of Director who approved Plan                                                                                              |                                                                                  | Date                |

\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams**

| <b>Completed equality analysis</b>                                                                                                                                                                                                                                  | <b>Key findings</b> | <b>Future actions</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|
| <p>Directorate: .....</p> <p>Function, policy or proposal name: .....</p> <p>.....</p> <p>Function or policy status: .....<br/>(new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>.....</p> <p>Date of assessment: .....</p> |                     |                       |