

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

<p>Under the Equality Act 2010 Protected characteristics 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>Name of policy, service or function. If a policy, list any associated policies:</p>	<p>Sensory Impairment Service – Rotherham Sight and Sound, Ship Hill. Rotherham S60 2HG</p>
<p>Name of service and Directorate</p>	<p>Adult Care and Housing – Strategic Commissioning</p>
<p>Lead manager</p>	<p>Jacqueline Clark</p>
<p>Date of Equality Analysis (EA)</p>	<p>October 2018 Updated January 2019</p>
<p>Names of those involved in the EA (Should include at least two other people)</p>	<p>Jacqueline Clark – Head of Prevention Early Intervention – ACH - Rotherham MBC Debbie Beaumont – Service Manager – ACH – Rotherham MBC Steve Hambleton – Sheffield Royal Society for Blind</p>
<p>Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</p>	
<p>Proposed ending of funding for the Sheffield Royal Society for the Blind Sight and Sound service</p> <p>A review of services that support people with sensory impairment was undertaken in 2016 by Rotherham MBC Adult Care and Housing. Findings were that Rotherham’s model of support for people with sensory impairment was focused on ‘front loaded’ statutory led support at the point of diagnosis. A significant gap in ongoing support for people who are deaf, hard of hearing, blind, partially sighted and deafblind was identified. On the 12th September 2016, Cabinet agreed to fund the development of a sensory impairment service for people with both hearing and sight impairment. The new service would complement the statutory led assessment services and assist people with sensory impairment to remain as independent for as long as possible and prevent dependency on high cost statutorily provided services.</p> <p>The ‘Rotherham Sight and Sound’ service was developed and is located at Ship Hill in Rotherham Town Centre. The service opened in July 2017 and is delivered by Sheffield Royal Society for Blind. The contract which secured the service was for a two year term and was supported by seed funding of £140,000 per annum. The funding would assist to establish the service and the plan was to go to competitive tender following this period to sustain the service going forward. The service can be sustained until July 2019.</p> <p>The Councils financial situation has required close consideration of all budgets and a decision to cease the funding is currently being considered. The services provided at Rotherham Sight and Sound contributes to the prevention agenda but the Council are able to meet their statutory obligations despite the service by offering a Care Act assessment/ Rehabilitation service for people who are diagnosed visually impaired and a specialist assessment officer for people who are Deaf-Blind.</p>	

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January 2019 (update):

An Adults Savings Review has been undertaken with proposals to decommission Rotherham Sight and Sound Service to enable savings to contribute to the overall Adult Care budget deficit. Formal discussions took place in November 2018 at the Overview and Scrutiny Management Board (OSMB) and a period of consultation ensued with represent from various parties. These representations have been considered and are summarised in this EA in the updated sections. January 2019 Update.

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? See page 7 of guidance step 2.

Sensory Impairment

In Rotherham, over an 8 year period (2017-2025), the number of people predicted to have a moderate to severe visual impairment will increase by 19% from 4,517 to 5,382. The number of people predicted to have a severe or profound hearing impairment will rise by just over 20% from 4,718 to 5,673. The number of people with some hearing impairment is projected to increase by 13% from 46,113 to 52,008.

Projected levels of Disability, Health Conditions, Demographics and Economic Status: The table below details and projected levels of disability, health conditions, demographics and economic status including the percentage of the economically active population (working or seeking work) in Rotherham.

Description / Condition	Age	2011	2017	2025
Physical Disability	18-64		16,320	16,300
Sensory Impairment	18-64		15,922	16,328
Learning Disability	18-64		3,754	3,701
Learning Disability	65+		1,069	1,219
Common Mental Health Condition	18-64		24,907	24,504
Severe Mental Health Disorder	18-64		1,855	1,827
Older People - younger	65-75		28,600	28,800
Older People - older	75+		22,700	29,600
Working Age Adults	18-64		154,600	152,200
Limiting Long Term Illness	65+		29,585	34,605
Depression	65+		4,404	5,016
Dementia	65+		3,239	4,404
Heart Attack	65+		2,501	2,890
Stroke	65+		1,179	1,384
Stroke	18-64		507	485
Diabetes	65+		6,396	7,270

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Diabetes	18-64		5,342	5,301
Fall	65+		13,432	15,618
Fall resulting in Hospital Admission	65+		1,035	1,296
Obese (BMI 30+)	65+		13,484	15,027
Support – need help with domestic tasks	65+		20,389	24,209
Support – need help with self-care	65+		16,709	19,781
Support – need help with self-care	18-64		7,632	7,661
Living Alone	65+		18,445	21,779
Living in Care Home	65+		1,359	1,755
White British	18-64	143,860	(92%)	
Other White	18-64	2,868	(1.8%)	
Multiple Heritage	18-64	1,079	(0.7%)	
Asian	18-64	6,351	(4.1%)	
Black	18-64	1,382	(8.8%)	
Other	18-64	839	(0.5%)	
White British	65+	43,627	(97.3%)	
BME	65+	1,215	(2.7%)	
Working Age Population	16-64		159,125	
In Employment	16-64		114,350	(71.9%)
Unemployed	16-64		6,750	(5.6%*)
Long Term Sick	16-64		10,875	
Retired	16-64		4,475	
Student (FT)	16-64		6,875	
Other Inactive	16-64		15,750	
In Employment	65+		1,650	

Sources: POPPI & PANSI (Institute of Public Care), 2011 Census & Annual Population survey (Office for National Statistics). N.B. Percentages relate to the number to their left.

British Sign Language – ‘The Big Word’ contract – over a 12 month period 55 hours of British Sign Language service was delivered for 8 episodes of adult care assessment and reviews.

Update January 2019:

RNIB (Royal National Institute of Blind People) Fairfax House Merrion Street Leeds LS2 8JU

There are an estimated 8,330 people living with some degree of sight loss in Rotherham. Of this total, 5,360 are living with mild sight loss, 1,870 are living with moderate sight loss and 1,100 are living with severe sight loss.

Cost of Sight Loss:

There are a number of different costs associated with the provision of eye health services, such as direct costs which includes inpatient procedures, outpatient procedures, residential and community care services and the ongoing treatment of eye conditions. There are also indirect costs caused by sight loss, including the provision of unpaid care by family and friends to those with sight loss, lower employment and absenteeism.

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In NHS programme budgets, the combined spend on problems of vision in NHS Rotherham is £10.7 million pounds, or £39 per person in the general population. The proportion of overall programme budget spent on problems of vision is 3.3%.

The total indirect cost of sight loss is estimated to be £22,760,000. million pounds. The indirect cost of sight loss per person is £90 in the general population.

Support:

The provision of emotional and practical support at the right time can help people who are experiencing sight loss to retain their independence and access the support they need. Patient experience in the eye clinic is crucial. It is here that people receive their diagnosis, undergo treatment and potentially go through the process of receiving a Certificate of Vision Impairment (CVI). Equally, when someone experiences sight loss it is vital for them to have support in their homes and communities. This could include social care paid for and provided by local authorities.

Falls are more common, and also more likely to have serious outcomes, amongst older people. In some cases, falls can lead to serious medical problems and a range of adverse outcomes for health and wellbeing. In Rotherham, as of 2015, it is estimated that:

- 1,045 people with sight loss aged over 65 experience a fall per year.
- Of these falls, 494 are directly attributable to sight loss.
- 80 people aged over 65 with sight loss experience a severe fall per year (here, a severe fall is defined as a fall that results in hospital admission through A&E).

The Rotherham Sight and Sound Service makes a contribution to monitoring the situation and status of people who are experiencing sensory loss. The service has a number of KPI's which are monitored by the Rotherham Council, Adult Services, Strategic Commissioning Team.

Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3

The Rotherham Sight and Sound Service Specification was developed and co-produced with a range of stakeholders:

Consultation has taken place at planned events with key stakeholders including Rotherham Visual Impairment Group, Rotherham MBC sensory impairment staff, Action for Blind People, Rotherham visually impaired people and their carers. Consultation took place on the following dates:

2 March 2016 – Consultation with South Yorkshire Centre for Inclusive Living – People with Physical Disabilities.

9 March 2016 – Rotherham Older People’s Forum – Older People

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10 March 2016 – Sense (Registered Charity) – People with Dual Sensory Loss

16 March 2016 – Deaf Futures - BSL Interpreters provided.

14 July 2016 – Consultation with the Visual Impairment Group.

20 September 2016 - Final feedback session to present overview of consultation outcomes and obtain final views

Common views expressed by service users have been captured which are summarised as:

‘There are problems with’:

- Limited Rotherham MBC services with long waiting times for support when first diagnosed with visual Impairment which can result feeling isolated and depressed which induces a lack of confidence in accessing the community.
- Lack of employment -support to remain or return to employment.
- High volume of information and service provision at the start of our journey which reduced after the first year. There was a need for correct information at the right time not immediately following their diagnosis.

‘We need’:

- specialist support staff who are knowledgeable about specific conditions and dual or multiple disabilities
- a one stop service for information, advice and advocacy and service users should be able to access all necessary services from this one ‘hub’.
- advice for family and friends relevant to the individual service user needs so they can advocate.

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- access to groups to prevent social exclusion with specific visual and hearing impaired groups and mixed disabilities groups.
- Support to accept sight loss and support for our families to understand sight loss
- Support to complete forms e.g. benefit/housing
- a group of volunteers who could meet newly sight/hearing impaired clients to provide advice and support from a designated meeting place
- better communication between health and social care

'We want the Council to prioritise':

A full time rehabilitation officer

- A working party of 'disabled people' to use to consult with about service provision
- A resource centre/drop in centre with support opportunities after the initial registration with information on for example on benefits, assistive technology, health advice, to learn new skills in a safe environment and support to rely on other senses.
- Group activities for sensory impaired people
- Computer training/software
- Talking books and large print books, Braille ID Cards
- Advocacy
- Transport
- Accessing communities – tactile paving, signage, increased street cleaning, cutting hedges, maintaining pavements, reducing parking on pavements, etc.
- Training for volunteers
- Equipment re training for technology

The service design has been developed with key stakeholder involvement which will be maintained throughout the two year funding period 2017 – 2019 with a:

Strategic Group – who provide technical expertise,

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	<p>maintain oversight and act as an appropriate resource of support to plan and lead the development of a sustainable sensory impairment service in Rotherham. The Strategic Group is chaired by the Strategic Commissioner and members of the strategic group include the General Manager (Provider Sheffield Royal Society for Blind), and senior managers from the Rotherham MBC Independent Living and Support Service.</p> <p>The Operations Group - Provide evidence of ongoing requirements to influence sensory impairment service design. Contribute as a resource to the delivery of a sustainable sensory impairment service in Rotherham. The membership of the Operations Group are Sensory Impairment Staff representing the provider - Sheffield Royal Society for Blind and Rotherham MBC.</p> <p>Service User Group - To influence the development and delivery of the service and shape the service to meet the needs of marginalised groups.</p>
<p><u>January 2019 Update</u> (Consultation on the proposal to decommission the Rotherham Sight and Sound Service).</p>	<p>5 December 2018:</p> <p>A consultation event was undertaken on the 5 December 2018 attended by 64 people. The below information was provided by various sections of the community and recorded. The main focus of the consultation event was around the Council's budget proposal for ending funding of the Rotherham Sight and Sound Service at the end of the current contract period in April 2019. The event drew representations from the following groups/individuals:</p> <ul style="list-style-type: none"> • 'Hard of Hearing Group' • Parent of Son with Dual Sensory Loss • Maltby Resident (Town Cllr) • Views of Service Users (at least 18) • People who used British Sign Language as their first language • Healthwatch • GP Practice Manager • Chair of the Visually Impairment Group • Rotherham Sight and Sound Volunteers • Rotherham Sight and Sound staff – Community

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	<p>Advice Officer</p> <ul style="list-style-type: none"> • Guide Dogs for the Blind • Eye Clinic Liaison Officer – Rotherham FT <p>Representatives of the ‘Hard of Hearing Group’ Expressed the following views: “Rotherham Sight and Sound is a major service – providing support with repairing/replacing batteries/re-tubing hearing aids. Some people with dexterity problems have trouble doing these themselves. Advice around technology aspect is very important. Hearing loss is socially isolating – support around sensory loss in general is vital.”</p> <p>Parent of Son with Dual Sensory Loss: There is a general lack of awareness around sensory loss and this service corrects this.</p> <p>Guide Dogs for Blind: “There are currently 2 million blind people in the UK and this is expected to double by 2020. 8,000 people in Rotherham with some kind of sight impairment. The Local Authority have a legal obligation to fulfil certain issues. 70% of people newly diagnosed don’t get any support for at least 2 years. The Local Authority need to consider cost implications from potential Mental Health issues / Depression etc.”</p> <p>Eye Clinic Liaison Officer: “Provide a triage service to RMBC – Local Authority needs to consider the Care Act and the impact / fall out from closure.” Rotherham Sight and Sound Service user views: Maltby Resident: “Rotherham Sight and Sound have done a fantastic job – we can’t lose this service – please take back comments to elected members.”</p> <p>“I have been in the service from day one. Before this I didn’t leave the house for 18 months – where can I go now?”</p> <p>“Impact of closure of this service will bring Mental Health issues – there will be a cost factor attached to this.”</p> <p>“I’d like you to close your eyes and imagine that you’re 15 and someone tell you that you’re going to go blind.</p>
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	<p>Then fast forward 30 years, you have gone blind, your wife and children have left you – who can you pick up the phone to? This place has held us all together and provided us with emotional support – if it happened to you where would you go?”</p> <p>“Rotherham Sight and Sound is a lifeline – suggest that before you come to any decision you should come and meet these people.”</p> <p>“It would be diabolical to take it away.”</p> <p>“Rotherham Sight and Sound is a vital place. I lost my hearing in March 2018 and was devastated. S&S gave me hope to carry on – reassurance / support / social activities.”</p> <p>“I am blind and also hard of hearing – I didn’t have any friend now since coming to Rotherham Sight and Sound I have.”</p> <p>“There was no signposting or support when I lost my sight. I have no family or friends locally – very scary and upsetting.Rotherham Sight and Sound supported me and told me where to go and who to speak to. To close it would be a bad idea.”</p> <p>“We’re an holistic service – we have at least 43 people in attendance at a coffee morning - it you take into account their wider families this could equate to around 2,000 people who would be affected by the closure. We will be without resources if this disappears.”</p> <p>During the consultation period – there were</p> <p>In addition to the meeting above a number of letters were received during the consultation period to support continuation of the Rotherham Sight and Sound Service were received and responded to by the Strategic Director of Adult Care, Housing and Public Health.</p>
<p>Engagement undertaken with staff about the implications on service users (date and group(s)consulted and key findings) See page 7 of guidance step 3</p>	<p>The Rotherham Sight and Sound Service Specification was developed in consultation with a range of stakeholders including staff from 2016</p> <p>14 July 2016</p> <p>Sensory Impairment Staff were consulted and included</p>

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	<ul style="list-style-type: none"> • Alison Ward - Specialist Sensory Support Planner • Helen Hird – Rotherham ICC • Tracey White – Specialist Sensory Support Planner • Jayne Jeffs – Independence Guide • Eye Clinic Liaison Officer • A range of Social Workers <p>Who provided a view on service priorities.</p> <p>20 September 2016 - meeting to report the feedback of the consultation undertaken.</p> <p>Anne Marie Lubanski – Director of Adult Care and Housing (Chair) - Rotherham MBC Cllr David Roche - Rotherham MBC Maqsood Sheikh – Royal National Institute of Blind People Michelle Swann – Eye Clinic Liaison Officer (Action for Blind People) Nigel Parr – Professional Standards and Service Development Manager – Rotherham MBC Sarah Farragher – Head of Service – Independence and Support Planning - Rotherham MBC Debbie Beaumont – Team Manager - Rotherham MBC Jacqui Clark – Operational Commissioning Manager - Rotherham MBC</p>
<p><u>January 2019 Update:</u></p>	<p>8 November 2018 Meeting with Sheffield Royal Society for Blind – Service Provider Meeting attended by:</p> <ul style="list-style-type: none"> • Jacqui Clark JC Head of Service, Prevention and Intervention, RMBC • Richard Smith RS Interim Assistant Director of Operations for ASC, RMBC • Steve Hambleton SH General Manager, SRSB • Joanne Ardern JA Deputy General Manager, SRSB • Richard Frost RF Trustee, SRSB • Stephen Blacksell SB Trustee, SRSB <p>The ASR proposal discussed to end of the contract term Rotherham Council look to make a saving and not recommission the Sight and Sound service. The meeting was held to form part of the formal</p>

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	<p>consultation process and to advise RSB of the next steps and take views of the SRB. (minutes were publicised)</p>
<p>January 2019 Update (Consultation on the proposal to decommission the Rotherham Sight and Sound Service).</p>	<p>A consultation event was undertaken on the 5 December 2018. The main focus of the consultation event was around the Council’s budget proposal for ending funding of the Rotherham Sight and Sound Service at the end of the current contract period in April 2019.</p> <p>The below information was provided by Rotherham Sight and Sound Staff:</p> <p>“We help with making benefit claims – there’s a lot of people who haven’t claimed benefits - it’s a nightmare to get benefits / properties. Over the last 18 months the benefits we have claimed for people amount to £1.2million per year. Much of this would have gone unclaimed if our clients had not been supported by us.”</p> <p>“I have had this disability for 20 years and have worked with people with similar problems for the same length of time.</p> <p>I now work with Rotherham Sight and Sound and have learnt and am still learning a lot about it. If this comes back to the Council their staff will have to learn a lot – I don’t think they’ll manage to do this due to the volume of work.”</p>

The Analysis

How do you think the Service meets the needs of different communities and groups? 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

The centre offers a variety of activities to people of all ages who have a range of disabilities and who are deaf, blind or blind/deaf and their carers.

The service offers a range of regular social events which take place at the Sight and Sound Service and offers:

- Technology training, including computers, smart phones and tablets
- Specialist equipment advice, demonstration and for sale
- Rooms for meetings and activity sessions

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- A Café, only available for service users, not open to the general public
- Employment Support
- BSL interpreting
- Lip Reading Classes
- Welfare Benefits advice and completion of forms, representation at tribunals etc, predominantly undertaken during a home visit to the service user.
- Establishing weekly/monthly groups in outlying local communities to avoid people having to travel into the centre of Rotherham
- A range of social, leisure and sports activities aimed at increasing people's confidence and independence.

The service enables people with sensory impairment to achieve their optimum level of independence and offers a social outlet in supported environment. The focus of the Sensory Impairment service will be to achieve outcomes which make a real difference to the quality of life and wellbeing of people living with sensory impairment.

The service will consider the needs of young people going through transition to adult services and the needs of younger children who are affected by sensory impairment will also be taken into consideration with our commissioning colleagues in Children's Social Care and Health

Since implementation the service has worked with

Total clients	428
Visual Impairment	312
Hearing Impairment	64
Dual Sensory	52
Male	195
Female	233
Age Groups	
0-9	19
10-19	24
20-29	11
30-39	15
40-49	27
50-59	38
60-69	56
70-79	80
80-89	100
90-99	44
100+	1
Unknown	13

Ethnicity

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White	361
Asian/Asian British	44
Black/Black British	12
Mixed Race	6
Other	5

In the first year of operation the following outcomes have been achieved:

- 56 organised events to promote the service engaging 51 new clients
- Received 622 referrals to the service
- Provided 210 hours British Sign Language interpretation service
- Referred 70 people to the Rehabilitation Officer for mobility training
- Provided around:
 - 1179 interventions to 393 visually impaired people
 - 280 interventions to 140 hearing impaired people
 - 277 interventions to 92 people with dual sensory loss

Relive social isolation by:

- Referring people to a volunteer service (befriending)
- Holding weekly sessions – Tia Chi/Arts ‘n’ Crafts/Pilates/Coffee Mornings/Walking Group and group sports activities at sports hall (around 50 people attend these sessions every week).
- Technology Training – increasing the use of assistive digital technology.

Established:

- Service user groups to represent the visually impaired, hearing impaired and the deaf/blind to empower these groups. The service user group have participated in developing the ‘Rotherham Sight and Sound’ service and have been involved in consultation on the Bus Station/Forge Island plans and refuse collection.
- Social groups in other areas of the Borough i.e. Maltby.
- A Job Club – assistance with CV’s, interview technique (mock interviews).
- Audio department - outreach (funded by health and hosted by Rotherham Sight and Sound).
- Cochlear Implant Group/Tinnitus Group/Blogging Group.
- 180 volunteers.

In the first year of service ‘Rotherham Sight and Sound’ is achieving the outcomes which were envisaged and is making a real difference to the quality of life for people living with sensory impairment.

January 2019 Update

Rotherham Sight and Sound Staff support **Financial Inclusion:**

Over the last 18 months (December 2018) the benefits we have claimed for people amount to £1.2million per year. Much of this would have gone unclaimed if our clients had not been supported by Rotherham Sight and Sound.

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

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See page 8 of guidance step 4 and 5

Does your 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

See Below

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

Loss of the service may have a negative effect on community relations as it promotes social inclusion. The service plays a significant part in overcoming the barriers, including societal attitudes, experienced by people with sight and hearing loss. It increases life opportunities and financial inclusion by facilitating appropriate information and advice that promotes a good quality of life.

The provider has confirmed that without funding to support the care costs they are not able to sustain the service. For the purposes of supporting the ASR document it can be assumed that the expectations expressed at consultation and service outcomes achieved to date will cease by withdrawing the Council funding.

The services provided at Rotherham Sight and Sound contributes to the prevention agenda but the Council are able to meet their statutory obligations despite the service, by offering a Care Act assessment/ Rehabilitation service for people who are diagnosed visually impaired and a specialist assessment officer for people who are Deaf-Blind.

Update January 2019 – Proposals to decommission the service and the consultation outcome are identified at ‘January 2019 Updates’

Rotherham Sight and Sound are not able to sustain the service without the Council funding the core costs of the service. Although the service become self-sustaining through development of charitable status. The service is not in this position currently and is unlikely to be in the near to medium term future.

Royal National Institute for the Blind have cited in the consultation that:

“As a campaigning organisation, we defend the rights of blind and partially sighted people to receive the vision rehabilitation/prevention services that they are entitled to and that meets their needs. We also campaign to ensure that those responsible for commissioning prevention/rehabilitation services adequately resource these services to ensure that they meet the needs of blind and partially sighted people and those at risk of sight loss.”

In conclusion if the services provided at Rotherham Sight and Sound are decommissioned this will mean the resources available may then be insufficient to provide effective holistic support to people with sensory impairment, particularly those with a hearing impairment and preventing reducing or delaying dependency. Whilst the Council will be able to offer a Care Act assessment/Rehabilitation service for people who are diagnosed visually impaired and a specialist assessment officer for people who are Deaf-Blind the ability to

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prevent reduce and delay dependency for this cohort will be severely impeded. There will also be a loss of support for social interaction and potential for people to lose rather than gain their independence.

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.

DRAFT

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

Time Period

Manager: Jacqueline Clark..... Service Area: Strategic Commissioning Tel:..01709 822358.....

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 (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
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.

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

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