

## Equality Impact Analysis Template

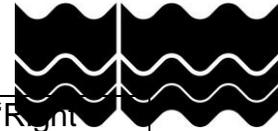
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service, or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Affinity Trust (Beckley Close and Jasmine Lodge) deregistration and change from Residential Care to Supported Living
<b>Team/Department</b>	Learning Disability Commissioning
<b>Directorate</b>	Strategic Commissioning & Supply Management
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p><b><u>Reviewed and updated on 6<sup>th</sup> July 2022 to reflect changes since original EqIA dated 07/10/21</u></b></p> <p>The strategic direction of East Sussex County Council's (ESCC) commissioned services for adults with a learning disability, is to increase supported living provision. The Council aims to provide high quality accommodation that is able to meet the current and future needs of existing East Sussex residents and support the cohort of younger people transitioning into Adult Services. This approach is in line with personalisation principles set out in 'Building the Right Support' (NHS England, Local Government Association, Association of Directors of Adult Social</p>



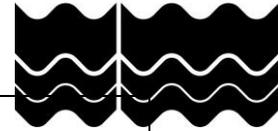
Services, 2015), 'Registering the Right Support' (Care Quality Commission, 2017) and 'Right Support, Right Care, Right Culture (CQC, updated 2021).

Supported living for people with a learning disability are sought as a first option by ASC, where this is in line with assessed needs, before residential care placements are considered. This is particularly the case for the younger cohort of people with a learning disability coming through transitions into adult services.

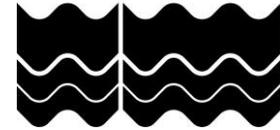
A supported living model offers more choice and flexibility for the people supported, in terms of people being able to choose who provides their care above core support levels without their tenancy being affected, and allows 1:1 support to be better tailored to individual need and to work towards increased independence. This approach to care and support is well suited to driving forward the key priority areas in the Council Plan, of helping people to help themselves, as well as making best use of resources with tailored packages of care and support that can be reduced over time as areas of independence are increased.

Following a recent tender of 5 existing residential care homes in the Hastings and Bexhill area, a proposal has been put forward that one of these properties is reregistered as Supported Living during 2022-2023 with a further property identified for 2023-2024. This will include redevelopment of the properties, providing more ensuite facilities and significant improvements made to the internal aspects of property, to support the change in model moving forward for the current people supported as well as the younger cohort needing accommodation and support in the future, in line with the statutory duty under the Care Act 2014 to provide care and support for eligible local people. It will also contribute to increasing the range of settled accommodation options available in the county for adults with a learning disability, to work towards improving performance in this area in East Sussex.

The proposal is also based on the aim of keeping these existing services sustainable for the future; a similar care setting that used to be part of this overall care contract was closed in 2018 due to increasing voids and inability to fill these due to the increasingly outdated residential care service model and environment offered. A similar situation arising in the future would lead to the risk of less options being available for people requiring support and the need to move out of a service.



	<p>This Equalities Impact Analysis will focus on the two proposed properties. This will include the potential impacts on the individuals who live within the properties, their families (or those important to the individuals) based on known protected equality characteristics, including the potential impact of a temporary move to alternative accommodation whilst building works are completed.</p> <p>Early consultation with people who use the service, and their families has commenced including information sharing relating to the proposals, agreements reached and how communication will continue throughout the project. The people who use the service have complex communications needs and there needs to be a greater level of certainty to ensure that any information is both accurate and presented in a way that the people supported can understand. Detailed work regarding potential temporary moves and structural viability of the building plans are underway, and once there is a greater level of certainty this information will be shared more widely, and people's views will be taken into consideration as part of the overall project.</p> <p>Consultation has taken place with the current provider and the proposed potential to remodel to Supported Living has been included in their recent re-tender application. The provider organisation has a proven track record of deregistering residential care services and reregistering as supported living. The provider has supported the current people for many years and knows each individual well. Furthermore, the care provider supported clients and their families when one of their previous residential care homes closed in 2018, and clients were supported to move into their other existing services.</p> <p>The Community Learning Disability (CLDT) Team have been engaged in the process and have been central to reassessments of the clients and have supported the commissioning team in gathering information relating to those who use the service. Furthermore, the CLDT, East Sussex Specialist Brokerage Team and the East Sussex Transitions Team have been consulted in relation to future needs of projected clients who will require supported living services over the coming years. All these stakeholders are in support of the proposal to ensure that the service remains sustainable in the years ahead, improves the quality of accommodation for current people supported, and is suitable for the younger cohort of people who will require support in the future.</p>
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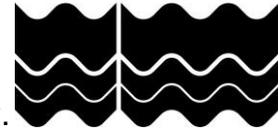
## Initial assessment of whether your project requires an EqIA

When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	x		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?	x		
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	x		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		x	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents ?		x	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		x	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	x		Aim is to increase uptake

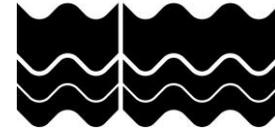


If you have answered “YES” or “DON’T KNOW” to any of the questions above, then the completion of an EqlA is necessary.

The need for an EqlA will depend on:

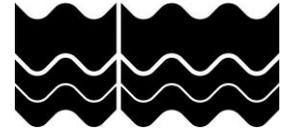
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
x		



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

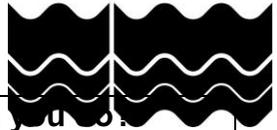
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
This document has been updated to reflect the developments within the project enhancing the content of the original document.	The EqlA better reflects the impact and measures in place to support activity and actions required.	All actions are detailed in this document.



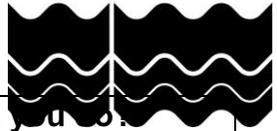
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

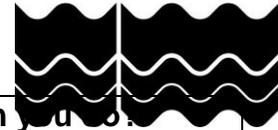
Protected characteristics groups under the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts identified from data and feedback (actual and potential)	What can you do? All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
Age	<p><b>Beckley Close</b> Age range from 40 – 66 Av age 57 40-50=2 50-60=1 60-70=2</p> <p>All people supported have lived in the service for approximately 14 years.</p> <p><b>Jasmine Lodge</b> Age range from 47-66 Av age 58 40-50=1 50-60=2 60-70=2</p>	<p>The age range of clients in service indicates that the current model (traditional residential care with shared only facilities) is less suitable for younger clients, however a change to Supported Living will make the service more accessible to a younger cohort of people in years to come.</p>	<p>Evidence in this area identifies that for many of the clients these have been long-term stable placements. Any additional concerns relating to age will be identified for individuals as part of the ongoing communication process.</p>	<p>The intention is to continue to support the people in their current homes. Supported Living will enable individuals to have greater control over their care and support and will enable them to have tenancies further securing their legal rights to the property. They will also be able to access a range of welfare benefits not afforded to those in a residential care setting.</p> <p>Remodelling the service to Supported Living will make it more attractive to younger people should voids appear. This will</p>



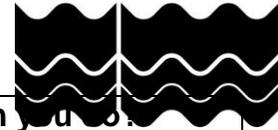
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	People have lived in the service for 1-23 years.			sustain viability of the service in years to come and further develops supported living to meet the needs of a wider group of people.  This project will require the current people in the placement/s to be temporarily moved to alternative accommodation for a period of approximately 6-8 months. The majority of people will be accommodated in other services with the same care provider with staff who know them well, in environments that are suitable for their care needs. The CLDT and commissioning team will remain in contact with the



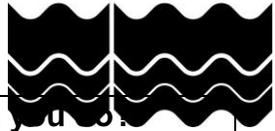
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				provider to review how people are being supported and advocacy will also be involved when people are to return to their original accommodation. The provider has experience of closing a previous residential care home and formed a working party specifically to explore the needs of the individuals to ensure that appropriate accommodation was sourced within existing services. This was successful and all people were rehoused in suitable and appropriate accommodation. A similar process will be used on this occasion with additional support



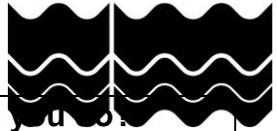
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				from the CLDT, and advocacy services, to ensure safe and effective temporary moves take place to limit the disruption to those involved.
<b>Disability</b>	<b>Beckley Close</b> All 5 people have diagnosed Learning disabilities and additional health/physical needs. All clients use nonverbal methods of communication and rely on people who know them well to ensure that their physical, emotional and communication needs are met. Early indication is that all 5 people are thought to lack capacity to make specific decisions relating to their accommodation.	People who use the service have a range of communication needs linked to their diagnosed learning disability. Mental capacity is a key consideration and individual capacity assessments specific to accommodation will be required for each individual. As a result, securing detailed and specific feedback may not be achievable for some of the people. However, the clients have resided in this	A change to supported living may present tangible benefits for the current people in placement and future tenants receiving a service. This includes: <ul style="list-style-type: none"> <li>• Being supported to achieve greater control over who supports them and when support is given</li> <li>• Access to a range of welfare benefits to increase financial stability</li> <li>• Security of tenure</li> </ul>	Easy read documentation has been produced to support people to understand tenancies and additional resources will be produced to support communication throughout the process.  People supported have received easy read letters that detailed the proposed changes and approvals reached at each stage. This has been supported by the staff at Affinity Trust, however it remains



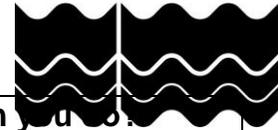
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	<p>This will be formally assessed and if needed, a best interest decision will be made including the views of important people in their lives as well as formal advocacy support if required (IMCA).</p> <p><b>Jasmine Lodge</b> All 5 people have diagnosed Learning disabilities and additional health/physical needs. All clients use nonverbal methods of communication and rely on people who know them well to ensure that their physical, emotional and communication needs are met.</p>	<p>service for many years and the view from staff, commissioners and other professionals are that the clients' needs are well met, and the clients are able to indicate via behaviours and other forms of communication that they are settled and happy in their current accommodation.</p> <p>Ongoing communication with parents and family members will inform further content in this area.</p>	<ul style="list-style-type: none"> <li>• Being supported to be involved as far as possible with choosing who they live with and consultation relating to new tenants</li> <li>• Newly modernised accommodation that meets current and future needs</li> <li>• Continued support from a provider who knows them well and is committed to their welfare</li> </ul> <p>Potential negative impacts could include:</p> <ul style="list-style-type: none"> <li>• Temporary moves whilst the building is modernised could lead to short term distress or confusion. This will be mitigated by a care</li> </ul>	<p>unclear how many people have been able to understand and retain this information at this point.</p> <p>The LD Commissioning Team have discussed the need for formal advocacy support with the Senior Commissioning Manager (Mental Health) who has oversight of the Advocacy contract for ASC. Support to access advocacy is available and will be actioned as and when appropriate for individuals. Two of the people supported have existing advocacy support via POhWER.</p>



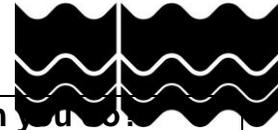
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	<p>2 of the people receiving a service have behaviour that requires specific support to maintain safety.</p> <p>Early indication is that all 5 people are thought to lack capacity to make specific decisions relating to their accommodation. This will be formally assessed and if needed, a best interest decision will be made including the views of important people in their lives as well as formal advocacy support if required (IMCA).</p>		<p>provider and staff who know the people well.</p> <ul style="list-style-type: none"> <li>• Any new accommodation will need to take in to account the client's needs specifically relating to those with a visual impairment to ensure that any environmental changes can be managed in a way that limits disruption to those individuals.</li> </ul>	<p>Enabling people to access tenancies, welfare benefits and have control over their care and support will advance equality.</p> <p>It will be the same care provider when it changes to supported living, and this care provider has supported current clients for the last ten years, so have a good understanding of their care needs.</p> <p>Capacity assessments and best interest decisions will form part of the process. Due consideration will be given at review to establish if the clients would benefit from</p>



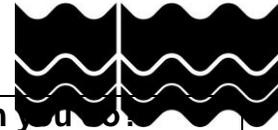
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				remaining in the temporary accommodation (placement made permanent) if there are tangible identified benefits to the individual, or if it is identified that returning to the previous accommodation may be more distressing than remaining in the short-term accommodation.  To facilitate a smooth transition to alternative accommodation, people supported will be enabled to visit and spend time in the new service. This will include introduction visits if this is felt to be beneficial. Furthermore, the existing staff teams will relocate to the new



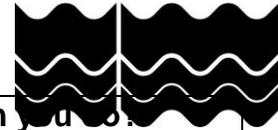
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				services to provide continuity of care. The people supported will also be engaged in creating story books to increase their understanding of the moves.
<b>Gender reassignment</b>	No communicated impact in this area.	Feedback from care provider and care managers tells us that that this protected characteristic is not applicable for the current people living in the property.	No perceived impact relating to current people residing in the accommodation.	The current provider would effectively manage protected characteristics in this area for any future people who chose to access the accommodation.
<b>Pregnancy and maternity</b>	Beckley Close 2 people are female  Jasmine Lodge 3 people are female	Feedback from care provider and care management tells us that that none of the people identified are pregnant or likely to engage in sexual relationships. All the current people in the placement have severe	No perceived impact relating to current people residing in the accommodation.	No specific actions identified in this area.



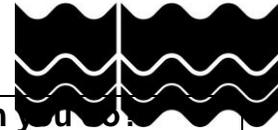
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		learning disabilities, additional communication needs, physical health needs and vulnerabilities that requires intensive support from professional carers.		
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	All people in the accommodation are reported to be white British.	Staff have confirmed that all people in the accommodation are white British.	There is no impact from the data provided. For new people accessing the service, race and ethnicity would not be a barrier. People would be proactively supported to ensure needs relating to race, ethnicity and culture are met effectively.	
<b>Religion or belief</b>	Due to communication issues experienced by the current people in the services it is difficult to fully ascertain people's religious beliefs.	The provider supports a number of people to access places of worship, and this is based on known individual needs and preferences. This is established as part of	People are supported to attend places of worship. This is based on individual need and would be encouraged for any new tenants accessing the property.	People are currently supported to access church and places of worship. The supported living model will enable people to have designated 1-1 support time to use as they or



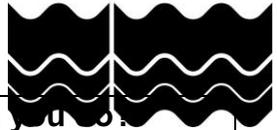
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		routine care planning and those with specific requirements are supported to ensure known needs are met.		their representatives chose. This will further enhance people's ability to direct their care including support to meet their needs in this area.
<b>Sex/Gender</b>	Beckley Close 2 females and 3 males  Jasmine Lodge 3 females and 2 males	There is currently a mix of males and females in the placement.	There is no impact on people based on their sex/gender.  The current mix of male and females will support future placements to ensure that the service is able to meet the needs of all people regardless of gender	No identified actions in this area.
<b>Sexual orientation</b>	Based on individual's ability to communicate their needs and wishes, alongside the staff teams knowledge of the clients, we are unable to fully ascertain the current	Staff that know the people well are unable to identify individuals that require specific support in this area. The people living in the service have learning disabilities that may limit their ability to	A person's sexual orientation would not be a preventative factor for current or future people using the service. The current care provider has a range of policies to tackle discrimination	The current provider has a range of policies in place to ensure that people's sexual orientation would not be a prohibitive factor for new or existing people



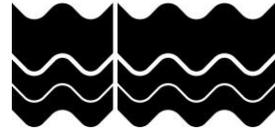
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	people's sexual orientation.	effectively communicate their sexual orientation to those who support them.	including those based around sexual orientation.	using the service or taking up a tenancy.
<b>Marriage and civil partnership</b>	None of the current people are married or in a civil partnership.	Information provided by the care provider indicates that it is unlikely that people supported would enter marriage or civil partnerships.	No negative impact identified.  It is widely acknowledged that people with Learning Disabilities are significantly less likely to marry. A person's accommodation can also have an impact on people's ability to engage and develop meaningful relationships/partnerships. Moving to a Supported Living model will enable people to be supported to have a greater level of control over their support. This could include targeted support to engage and maintain	Tenants who wish to enter into marriage and civil partnerships will be supported to do so providing they have capacity to make this decision.



<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
			<p>relationships that could lead to marriage and Civil Partnerships. They will also have security of their own tenancy to invite guests and partners to stay.</p> <p>This will support new and existing tenants and may enhance the ability to experience relationships in line with their legal rights to marry or form partnerships.</p>	
<b>Impacts on community cohesion</b>	People covered in this assessment engage with their local communities and have been part of the community for many years.		<p>Works undertaken on the building to enable the refurbishment should have limited impact on the local neighbourhood.</p> <p>The Supported Living model aims to enhance people's access to local groups and encourage</p>	The landlord/housing provider will inform properties in the immediate vicinity that building works will be taking place. Further discussions are taking place regarding the need for wider community communication



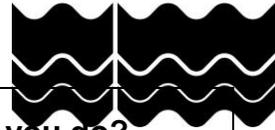
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
			active participation in their community.	proportionate to the level of building work undertaken.



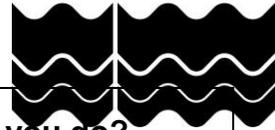
**Additional categories**

(identified locally as potentially causing / worsening inequality)

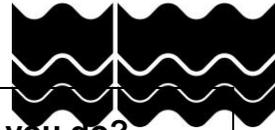
Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Rurality</b>	No negative impact. All people are supported to access the community both locally and further afield.	No impact identified.	No impact	NA
<b>Carers</b>	Early Consultation with individuals' families and representatives has commenced and people have been informed of the proposals, agreements reached and how they can raise concerns. Main considerations could include concerns relating to temporary moves for individuals and what the support will look like going forward. The ongoing communication process will enable people to be involved in decision making and will inform the support that is put in place to alleviate concerns they may have.	Families of the individuals have been informed in writing with details of who to contact if they have concerns. To date there have been two enquiries made that relate to concerns around the people supported ability to return to the property once the works are complete. One person also wanted reassurance that the development would benefit the individual.  Communication will continue throughout the project and families will be update and have the option to feed into the	Where possible, people will be supported to remain in the local area to enable contact with important people in their lives.	Communication with family and friends will support decision making about location of temporary moves for individuals.



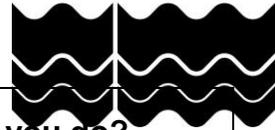
Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
	<p>There will also be an opportunity to discuss the potential benefits for individuals to offset some of the potential concerns. Building plans will also be shared once final drafts (including structural viability) have been completed.</p>	<p>process at regular intervals.</p>		
<p><b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)</p>	<p>The remodelling of the service to Supported Living will enhance its offer to care leavers who also have a diagnosed Learning Disability.</p>	<p>Transition leads and the ESCC Brokerage Team tell us that there is a lack of suitable supported living services for care leavers including those leaving foster care. The gap is further widened for those with complex support needs that require specialist support or adapted properties to meet physical needs.</p>	<p>Developing the property and changing the current model will enable a wider offer to those not currently able to access the service. This will have a potential future beneficial impact on younger people who require services in East Sussex. The ASC Transition Cohort Planning Meetings have identified approximately 15 individuals who are transitioning from Children’s service to adults who are forecast</p>	<p>Data collation from the Transition Team supports long term future planning and will further shape the service to meet forecasted needs for those with an LD.</p>



Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
			to benefit from supported living services over the next 2-3 years. This forecast may increase as new people requiring services are identified.	
<p><b>Assessment of overall impacts and any further recommendations</b> - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)</p>				
<p>The current care and support provider adheres to their internal policies and procedures and has also has a jointly agreed service specification with ESCC that includes clear requirements to ensure that people’s protected characteristics defined in the Equality Act are identified and met. These include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• To ensure that equal opportunity principles underpin all its services and actions. Care and support workers are sensitive and responsive to the race, culture, religion, age, disability, gender and sexual orientation of the Client and their relatives and representatives</li> <li>• To value difference and to ensure that services are sensitive to the diversity of need</li> <li>• To ensure that Clients are treated with respect and valued as a person and their right to privacy is upheld.</li> <li>• To support Clients to form and express close personal relationships. Such relationships should only be questioned if there have been concerns expressed by the Service Provider, the Client’s Care Manager, or the Client’s Representative about their ability to make an informed choice, and give consent to the relationship in question, in line with the Mental Capacity Act 2005.</li> <li>• Have a fair access, fair exit, and equality and inclusion policy that is consistent with requirements of the legislation</li> <li>• Have a system to identify, challenge and respond appropriately to incidents of institutional racism and indirect/direct discrimination by any staff member or Client.</li> <li>• Have a robust level of training and support available to staff to promote an effective understanding of the cultural and ethnic needs of Clients.</li> </ul> <p>The above contractual requirements highlight additional safeguards to ensure that the service considers equality and inclusion when supporting existing and new people accessing the service. Outcomes are measurable and will be monitored through the Key Performance Indicators. Furthermore, the Care Quality Commission will require the provider to give evidence of how people with</p>				

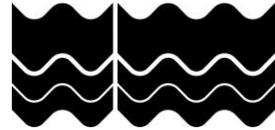


Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p>protected characteristics are met and this will inform the overall inspection rating. This will provide evidence from the regulatory body that due consideration is given to the impact of the support provided to meet the requirements of Equality Act.</p> <p>The proposed change in service model is likely to have a financial benefit to ESCC in terms of ongoing care and support costs met from the community care budget, however significant investment of capital funds is required to undertake the required building and improvement works. People who access supported living services are able to claim a range of welfare benefits including housing benefit that enables individuals to cover their own rent and hotel costs that are currently funded by ESCC as part of a residential care package arrangement. Furthermore, individual support is arranged in a more cost-effective way meaning that individuals retain the appropriate amount of support based on core and individual support hours ensuring maximum cost efficiency.</p> <p>There are tangible benefits to individuals should the service be remodelled. This includes refurbishment of their existing accommodation with the aim of this being appropriate to manage increasing needs in the future. The property will include ensuite bathrooms for some, and for shared bathrooms to be accessed privately from the client's bedrooms. People will be issued tenancies to give security of tenure, control and flexibility relating to support where capacity allows, additional access to welfare benefits, and greater emphasis on individuals being involved in decisions about future tenants that move into the property. The properties will also be improved to ensure a homely feel in keeping with a supported living model with a tenancy.</p> <p>Potential negative impacts include temporary moves albeit supported by their current carers who know them well (where possible). People may not be able to secure a tenancy without a person taking this on for them. However, this is mitigated by ensuring appropriate representation and advocacy, and all current people using the service are supported by the ESCC Appointee and Deputy Team (ADT) who can sign tenancies on their behalf. The provider has shared information as part of the pre consultation process and has identified specific individuals that may require specific care and support to make a temporary move manageable. This includes specific environmental considerations as well as those who may require additional emotional support to limit distress where possible. Once the impact of potential moves are known, further work will be undertaken on an individual basis to fully establish the needs and mitigators for each individual.</p> <p>Potential long term benefits including stability for current and future clients. Not undertaking the changes could jeopardise the longer-term sustainability of the service in terms of voids resulting in risk that one or more of the services may have to close, as was the case with</p>				



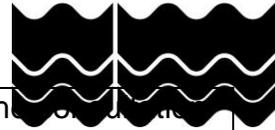
Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p>Cregg Na Ba in 2018, due to increase voids, aging population and the accommodation and model of support not being suitable for the younger cohort of people coming through transitions into adult services.</p> <p>CQC will need to agree a change in registration for the service to be recognised as supported living. It is anticipated that the structural changes to the building and change in how support is provided will be viewed positively by the regulator. The regulator has given an early positive reaction to the plans, and further dialogue with CQC will be held.</p>				

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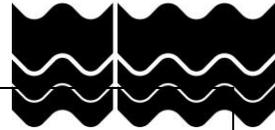


### 3. List detailed data and/or community feedback that informed your EqIA

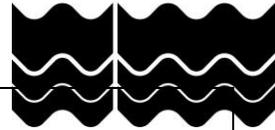
Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
<p>Consultation with Affinity Trust (care provider) has formed part of the process. This started at the point of tender for the contract awarded in October 2021. The provider submitted evidence relating to how the remodelling could be undertaken by the organisation based on previous experience and successes.</p> <p>Consultation relating to the needs of individuals has been considered by Affinity Trust in consultation with the CLDT. This requires formal consultation once individuals are identified, and proposals agreed.</p> <p>Fortnightly Planning meetings have been held with Affinity Trust and commissioning, and where appropriate this has also included reps from the Specialist Brokerage Team and the CLDT. Affinity Trust have been involved with plans for developments, the proposal for a change in delivery of support and the process of</p>		<p>Affinity Trust have provided information that identifies how temporary accommodation changes will be supported by the organisation based on previous experience. This includes:</p> <p>“When we consider any potential moves, we would meet with the managers/ staff who know the people well. We draw up tables that show friendship group matches, any behaviours that might clash with others, ability for families to still visit, correct equipment in each location to meet the needs, the right staff to be able to support and who could be transferred”.</p> <p>This work has started, and Affinity Trust have identified individuals who would be suitable for the current vacancies in their existing services. This information is being reviewed by the CLDT, Commissioning Team and OT Department to enable a multiagency proposal that will then be shared with the</p>	<p>Consultation and joint work with Affinity Trust will continue throughout the process. Affinity Trust will support the CLDT and Commissioning Team with the wider consultation process. This will include direct and targeted work to engage the people who live in the service alongside their families or advocates.</p> <p>As previously stated, the LD Commissioning Team have discussed the need for formal advocacy support with the Senior Commissioning Manager (Mental Health) who has oversight of the Advocacy contract for ASC. Support to access advocacy is available and will be actioned as and when appropriate for individuals. Two of the people supported have existing advocacy support via POhWER.</p> <p>Affinity Trust will apply to CQC for a change in regulated support. Feedback</p>



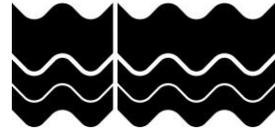
<p>reviewing draft building plans for the services identified.</p>		<p>people supported, families and advocates prior to being finalised.</p> <p>Affinity Trust will engage with the Care Quality Commission regarding the change in service model.</p>	<p>from CQC may inform the process.</p>
<p>Parents and important family members have received letters that outline the changes and agreements reached. They have been given the opportunity to contact Affinity Trust and the Strategic Commissioning Manager for wider discussion and to raise any concerns. There has been minimal contact from families, and those who have contacted have been most concerned about their family member being unable to return following the development. Some families have had sight of the draft building plans (at request from the families) and people have been reassured that people will be able to return home once the works are completed. Communication with families will remain in place, with the option to review the finalised building plans in more detail once they are in final draft.</p>		<p>A Task and Finish group will be established including representatives from Affinity Trust, Commissioning, CLDT and ADT to initiate the wider communication and involvement process once there is certainty about the building plans and potential temporary moves for individuals. This may require additional support from SaLT and other appropriate health specialists. Communication with people supported and their families, with support of advocacy, will also be central to this process.</p>	<p>Additional people may be added to the Task and Finish group as information and feedback is received. The consultation process will shape the EqIA and all relevant feedback will be considered.</p>
<p>Transition cohort meetings and LD Housing panels are held on a regular basis and the proposed plans have been discussed in these meetings.</p>		<p>Discussions will continue throughout the life span of the project and any additional information that assists the</p>	<p>Regular meetings will continue.</p>



<p>Views have been shared in relation to future needs for young people coming through transition and clear evidence has been provided to confirm that that the change in service model would be beneficial for younger people requiring services over the coming years.</p>		<p>development of the service will be considered.</p>	
<p>The CLDT are in support of the proposal and have completed work relating to individual needs and how these could be met within the new model. The CLDT have also been consulted on geographical areas that are a priority as well as providing information that relates to individuals protected characteristics. Discussions have also taken place regarding the appropriateness of starting a full consultation with people prior to agreements relating to the temporary moves have been formalised. However, people supported have received easy read letters that detail the proposals for the re modelling of the accommodation as well as informing them that they will be required to relocate to a new service whilst works are completed and that they will be involved in decision making where practicable.</p>	<p style="text-align: center; font-size: 48px; opacity: 0.2;">DRAFT</p>	<p>Affinity Trust and the CLDT will be actively supporting the ongoing consultation process. There will be additional work needed relating to engagement with individuals including full needs assessments and Mental Capacity Assessments. Best Interest decisions may also be needed as part of the process.</p>	<p>Ongoing consultation to continue and EqlA updated once individual services and people are identified for temporary moves, and the building plans are in final draft and ready to share. This will also include Affinity Trust, Commissioning, Advocacy (IMCA) and appropriate health professionals who support the individuals.</p>



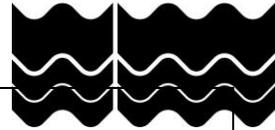
<p>ESCC Property Services Department have initiated draft plans for the properties in line with the project brief. The plans have been created to maximise the existing properties to meet the new model of support. This has included engaging with commissioning and Affinity Trust to identify the most suitable properties for development and enable individuals needs to be included in the draft plans.</p>		<p>Properties will continue to support the building plans and individual people's needs will form part of this process. This may result in amendments being made to the plans throughout the initial building design phase. There is a potential that not all client's individual needs can be met within the developments (this is considered to be low risk), however, this is something that will be identified early and will inform the consultation process.</p>	<p>To reduce risks in this area, ESCC Occupational Therapy Team are engaging in the early design process to ensure that each person's individual needs will be considered.</p>
<p>Legalities relating to the proposed introduction of tenancies for the current people that use the service has been discussed in length.</p> <p>National and local policy – e.g. Building the right support; REACH standards for supported living have also been central to plans being explored.</p>		<p>ESCC Appointee and Deputy Team (ADT) support all of the current people in the service. Early engagement has commenced, and ADT have confirmed that they will be able to sign tenancies on peoples behalf (if required) and complete appropriate benefit applications to support this area.</p>	<p>ADT will be included in the project plan to ensure that this work is undertaken as appropriate.</p>



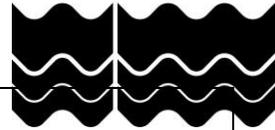
#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

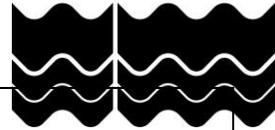
Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
<p><b>Greater control over individual's delivery of support</b></p>	<p>Each person will have an individual care plan detailing the person's needs, wants and aspirations to inform the care and support they received. This will be achieved by engaging clients in creative and flexible ways to ensure that their communication needs are understood and that this does not prevent them from receiving the support in the way that they want and works well for them.</p>	<p>People supported and/or their representatives will have the ability to greater influence the support they receive to best meet their needs. This will be subject to ongoing review by the provider and the care management team to ensure that people can truly direct their own care and support needs regardless of their level of support needs associated with their Learning and physical Disability.</p>	<p>Reviews evidence that people's needs are being met in line with their wishes and aspirations. This is backed up by advocacy and family engagement to support the individuals to communicate in their preferred way.</p>	<p>Prior to change in support commencing then reviewed after 6 weeks, 6 months and annually thereafter.</p>
<p><b>Identify short term accommodation options whilst building works are completed</b></p>	<p>Needs assessments to be completed to identify appropriate accommodation and support. Time spans for works to be established and communicated to the people in service and</p>	<p>People will be provided alternative accommodation for the shortest time period possible. Temporary accommodation will be identified based on individual needs and may</p>	<p>People are temporarily placed in appropriate alternative accommodation that meets their needs. Client's return to their accommodation as soon</p>	<p>Process to start March 2022.</p>



	<p>their families or advocates.</p> <p>Further consideration will be needed to look at the individual impact on each person. This will include likely distress or anxiety caused by a temporary move and how this can be reduced whilst ensuring continuity of care and support.</p>	<p>be within the current providers existing services or in a location supported by current staff that they know well. People supported have been informed of the proposal including the need for temporary moves. It is unclear if this information is understood or retained by each individual. Once temporary accommodation has been identified people will be supported to have regular visits to the property to familiarise themselves with the environment, staff, and house mates to enable visual reference to support their understanding of the proposed change.</p>	<p>as is practicable and safe to do so.</p>	
<p><b>Tenancy sign off</b></p>	<p>Commence sign off of tenancy agreements alongside the individuals, CLDT, advocates and ADT based on individual need. Communication</p>	<p>Tenancies to be made available to all current people in the accommodation, in easy read and accessible formats. Ensure that</p>	<p>This will be measured by the number of people who successfully secure a tenancy, as well as developing a process and range of tools to support</p>	<p>Once the service is operational.</p>



	<p>needs specific to individuals to be considered alongside those who know the people well. Existing tools to be shared such as easy read documents to aid the process.</p> <p>Capacity assessments will be completed as part of the process with a focus on capacity relating to accommodation and tenancies.</p>	<p>those who lack capacity are not denied the opportunity to benefit from a tenancy based on their mental capacity and Learning Disability. ADT will have a key role as they support all current people using the service.</p>	<p>new people with an LD who access the service in the future.</p>	
<p><b>Welfare benefit entitlement is established, and applications submitted</b></p>	<p>All tenants who access the accommodation will be supported to submit the appropriate benefit applications to maximise their income.</p>	<p>All clients who are eligible for benefits will receive them.</p>	<p>People are supported to maximise their income and eligible benefits are in place.</p>	<p>Once the service is operational.</p>
<p><b>Impact on individuals and identify those who may experience a negative impact as a result of the proposed changes</b></p>	<p>This will be established as part of the ongoing communication process. Affinity have already completed a desktop exercise to identify those at increased risk.</p>	<p>Any risks for individuals will be identified and work will commence to reduce these risks where possible.</p>	<p>People who experience a short-term move are well supported and their physical health and emotional wellbeing is maintained.</p>	<p>This will be subject to ongoing review. Those with an identified risk will be provided additional support and monitoring to reduce negative impacts where possible.</p>
<p><b>Future financial viability of the service for existing and new tenants</b></p>	<p>More people able to access the service thus stabilising it for current and future referrals.</p>	<p>Occupancy likely to increase as the service will be more attractive to younger people or those</p>	<p>Occupancy increases and is maintained over the coming years.</p>	<p>Ongoing</p>



		requesting a more independent living environment.		
<b>(Add more rows as needed)</b>				

**EqIA sign-off:** (for the EqIA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

**Staff member competing Equality Impact Analysis: Matt Holmes, Project Manager, Learning Disability Commissioning**  
Date: 10/11/2021

**Directorate Management Team rep or Head of Service: Paul Hussey**

**Date: 30 November 2022**

**Equality lead: Kaveri Sharma**

**Date: 29 November 2022**

DRAFT

# Equality Impact Assessment

## Strategy or Policy Template

<b>Name of the strategy or policy</b>
Capital Funding Adaptation Major Adaptations

<b>File ref:</b>		<b>Issue No:</b>	
<b>Date of Issue:</b>	June 13	<b>Review date:</b>	Feb 2021

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### How to use this form

Press F11 to jump from field to field in the form.

There are comments on some questions which you can view by pressing the show/hide pilcrow icon in the tool bar of Word. Some of you may use this to show paragraph and other punctuation marks:

You can delete the comments as you would for normal text, but they will not show up if you print out the form.

## **Part 1      The Public Sector Equality Duty and Equality Impact Assessments (EIA)**

**1.1** The Council must have due regard to its Public Sector Equality Duty when making all decisions at member and officer level. An EIA is the best method by which the Council can determine the impact of a proposal on equalities, particularly for major decisions. However, the level of analysis should be proportionate to the relevance of the duty to the service or decision.

**1.2** Full guidance notes are included in the EqIA template, but these have been deleted in this version for brevity.

## **Part 2 – Aims and implementation of the proposal, strategy or policy**

### **2.1 What is being assessed?**

#### **a) Proposal or name of the strategy or policy.**

Adult Social Care (ASC) Capital Funding contribution towards Major Adaptations

#### **b) What is the main purpose or aims of proposal, strategy or policy?**

This proposal would adjust the existing policy on allocating Capital Funding for Major Adaptations to an individual home. The aim is to ensure a fair and equitable allocation and commitment of the Capital Adaptations Budget for Major Adaptations, taking into account some of the additional difficulties experienced by disabled and older people with a physical/functional difficulty living in the community.

Historically there has been an under spend on the East Sussex Capital Programme allocation from the capital budget which is designated for topping up funding on those adaptations that exceed the £30,000 Disabled Facilities Grant (DFG) available funding. There is an opportunity to look at if the budget could be used differently to mitigate some of the difficulties by assisting:

- Disabled individuals who need major adaptations to their property seem on paper to have sufficient funds to cover a loan for costs above £30,000 but in reality have heavy outgoings that will prevent them from taking out such a loan.
- Where individuals are assessed to contribute towards the cost of the adaptation following the grant final assessment who on paper seem to have sufficient income (assessed by the District and Borough using the national financial assessment for Disabled Facilities Grant) but in reality, have heavy outgoings and are unable to get a loan. In these cases ESCC would pay the assessed contribution and require the individual to repay back the amount loan over time based on an amount they could afford.
- Where the disabled person eligible needs exceed the scope for provision by the housing authority i.e. they fall outside the mandatory provisions for a DFG

#### **c) Manager(s) and section or service responsible for completing the assessment**

Michelle Crouch, Principal OT, ASCH

### **2.2 Who is affected by the proposal, strategy or policy? Who is it intended to benefit and how?**

Adults with a physical disability, sensory impairment and mental ill-health.

### **2.3 How is, or will, the proposal, strategy or policy be put into practice and who is, or will be, responsible for it?**

Currently the policy is operational within Adult Social Care. Key practitioners responsible for the assessment of need eligible for funding from the capital budget are Occupational Therapy Staff. The professional staff, following an assessment of need differentiate between what is desirable – what may be a perfectly legitimate aspiration on the part of the individual and what is actually needed for which support from the public purse is justified.

When considering whether works are necessary and appropriate the assessment by the therapist must consider whether the proposed adaptation is needed in order for a care plan to be implemented and/or to enable the disabled occupant to remain in their own home, retaining or regaining a greater degree of independence.

The proposed works would be expected to meet the assessed needs of the individual and take into account medical and physical needs as well as the needs owing to mental ill-health and any sensory impairment. There may be also times when the psychological needs of both the disabled person and their carer will need specification consideration, particularly where the proposed works can assist in ensuring the ongoing care being given.

**2.4 Are there any partners involved? E.g. NHS Trust, voluntary/community organisations, the private sector? If yes, how are partners involved?**

District and Borough Housing departments are responsible for the allocation of the Disabled Facilities Budget to which this capital funding relates.

Also, these partners are responsible for funding the Adaptation Support Services that support individuals through the adaptation process.

**2.5 Is this project or procedure affected by legislation, legislative change, service review or strategic planning activity?**

The primary statutory duty in relation to this work are contained within the Care Act 2014.

### Part 3 – Methodology, consultation, data and research used to determine impact on protected characteristics.

#### 3.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken.

Types of evidence identified as relevant have X marked against them			
	Employee Monitoring Data		Staff Surveys
	Service User Data		Contract/Supplier Monitoring Data
	Recent Local Consultations		Data from other agencies, e.g. Police, Health, Fire and Rescue Services, third sector
	Complaints		Risk Assessments
	Service User Surveys		Research Findings
x	Census Data		East Sussex Demographics
	Previous Equality Impact Assessments		National Reports
	Other organisations' Equality Impact Assessments	x	Any other evidence? Strategic Housing Commissioners

#### 3.2 Evidence of complaints against the strategy or policy on grounds of discrimination.

None reported or collated by ASC Community Relations Team

#### 3.3 If you carried out any consultation or research on the strategy or policy explain what consultation has been carried out.

No consultation has been carried out

#### 3.4 What does the consultation, research and/or data indicate about the positive or negative impact of the strategy or policy?

None undertaken

## Part 4 – Assessment of impact

### 4.1 Age: Testing of disproportionate, negative, neutral or positive impact.

#### a) How is this protected characteristic reflected in the County /District/Borough?

The overall population of East Sussex is **527,209** (2011 Census data) and is projected to continue increasing over the next few years. The population by age breakdown for East Sussex is:

Age	Population
15-29	83,791
30-44	90,220
45-64	147,613
65+	120,722

People are living longer and by 2020, it is estimated that around 38% of the UK population will be aged 50 plus and in East Sussex the figure is likely to be as high as 50%.

We know that East Sussex has a higher than average older population with around 23% of people aged over 65, compared to the national average of 16%. There are 228,881 people aged 50+ (43.4%) in East Sussex, and 20,022 (3.8%) of these are aged over 85 – East Sussex has one of the highest populations of people aged 85+ in the UK. (2011 mid-year estimates, based on 2011 Census data). The highest percentage of people over 65 years of age is in Rother, where the figure is 28.6% of the total East Sussex population.

#### b) How is this protected characteristic reflected in the population of those impacted by the proposal, strategy or policy?

This policy relates to adults with a physical disability including those of working age as well as older people.

#### c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?

1. There is a potential for a positive impact on disabled people of a working age who on paper people seem to have sufficient income (assessed by District and Borough using the national financial assessment for Disabled Facilities Grant) but in reality have heavy outgoings that may mean they are unable to get loans to cover the element of the costs of work they would be responsible for.

The proposal is to waive the necessity for individuals to apply for a loan themselves. ESCC would pay people's assessed contribution upfront; and require weekly re-payments to recoup costs over time based on the amount they can afford to pay.

This is a change since historically the Capital Budget has only been used to fund top-up funding for major adaptations (i.e. those over the £30,000 where the Disabled Facilities Grant does not cover the full cost of works).

**d) What is the proposals impact on different ages/age groups?**

There will be an overall positive impact helping overcome the barriers to independent living and reduce risks posed by the living environment for older disabled people living in their own home and to support the care provided by paid or unpaid carers.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

Requests for top-up funding for major adaptations are made by the person who has carried out the assessment with the individual. This is usually an Occupational Therapist. The request is made when it is known that the proposed adaptation to meet the assessed eligible need will exceed the 30K maximum DFG. This is often after an appointed Surveyor, Environmental Health Officer or building contractor has priced the value of the works proposed.

The process to access capital funding where adaptations exceed 30K is clearly outlined in the major Adaptation Policy and Operational Instructions.

Practitioners present their case at Housing Solution Forums, held jointly with District and Boroughs to ensure that fair, consistent and cost effective solutions are considered when major adaptations are being proposed.

Referrals are made through HSCC and NST teams.

Where an individual has been assessed to contribute towards the cost of the adaptation the individual needs to demonstrate that they are unable to afford the contribution. They are asked to provide written evidence e.g. from banks or building societies evidencing that they are unable to raise the capital required to fund their assessed contribution through equity release, re-mortgage or a person loan.

**f) Provide details of the mitigation. N/A**

**g) How will the policy changes be monitored?**

The Policy and Operational Instruction are reviewed yearly with yearly update and reminders sent to relevant practitioners.

## 4.2 Disability: Testing of disproportionate, negative, neutral or positive impact.

**How is this protected characteristic reflected in the County/District/Borough?** Residents (working age only) with limiting long-term illness in 2011 by districts (numbers)

Type	All people	People with long-term health problem or disability	Day-to-day activities limited a little	Day-to-day activities limited a lot	People without long-term health problem or disability
Geography					
England & Wales	56075912	10048441	5278729	4769712	46027471
South East	8634750	1356204	762561	593643	7278546
<b>East Sussex</b>	<b>526671</b>	<b>107145</b>	<b>58902</b>	<b>48243</b>	<b>419526</b>
Eastbourne	99412	20831	11209	9622	78581
Hastings	90254	19956	10375	9581	70298
Lewes	97502	19054	10583	8471	78448
Rother	90588	21242	11591	9651	69346
Wealden	148915	26062	15144	10918	122853

Residents (working age only with limiting long-term illness in 2011 by districts (%))

Type	All people	People with long-term health problem or disability	Day-to-day activities limited a little	Day-to-day activities limited a lot	People without long-term health problem or disability
Geography					
England & Wales	100	17.9	9.4	8.5	82.1
South East	100	15.7	8.8	6.9	84.3
<b>East Sussex</b>	<b>100</b>	<b>20.3</b>	<b>11.2</b>	<b>9.2</b>	<b>79.7</b>
Eastbourne	100	21	11.3	9.7	79
Hastings	100	22.1	11.5	10.6	77.9
Lewes	100	19.5	10.9	8.7	80.5
Rother	100	23.4	12.8	10.7	76.6
Wealden	100	17.5	10.2	7.3	82.5

## Disability Living Allowance claimants by age group in February 2012

Time period	Feb-12			
Broad age	Total	Percent aged under 16	Percent aged 16-59	Percent aged 60 and over

Geography				
Great Britain	3,267,910	10.5	50.1	39.4
South East	331,800	14.1	53.5	32.4
East Sussex	25,080	11.2	53.5	35.4

Source: Department for Work and Pensions, Longitudinal Study, NOMIS

### Projected limiting long-term illness by age group, 2010-2026

Measure		Number				Percent of total population			
Age group		All people	0-17	18-64	65+	All people	0-17	18-64	65+
Geography	Year								
East Sussex	2010	105,047	4,755	43,646	56,647	20.4	4.6	15.0	46.8
	2026	124,992	4,352	42,392	78,248	23.9	4.7	15.9	47.6

Source: ESCC projections, November 2011

### Projected disability by age group, 2010-2026

Measure		Number				Percent of total population			
Age group		All people	10-17	18-64	65+	All people	10-17	18-64	65+
Geography	Year								
East Sussex	2010	85,428	1,952	34,041	49,435	16.6	3.9	11.7	40.9

	2026	103,415	1,826	33,202	68,386	19.7	3.9	12.5	41.6
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Source: ESCC projections, November 2011 Employment and Support Allowance and Incapacity Benefit claimants in February 2011

**b) How is this protected characteristic reflected in the population of those impacted by the proposal?**

There is a potential for a positive impact on disabled people of a working age who through waiving the financial contribution in circumstances where on paper people have sufficient income (assessed by District and Borough using the national financial assessment for Disabled Facilities Grant) but in reality have heavy outgoings that may mean they are unable to get loans to cover the element of the costs of work they would be responsible for. One proposal is to waiver the necessity for individuals to apply for a loan themselves; ESCC to pay people's assessed contribution upfront; and require weekly re-payments to recoup costs over time based on the amount they can afford to pay.

**c) Will people with the protected characteristic be more affected by the proposal, policy or strategy than those in the general population who do not share that protected characteristic?**

Yes – see above

**d) What is the proposal, strategy or policy's impact on people who have a disability?**

The proposal will have a positive impact on disabled people helping overcome the barriers to independent living and reduce risks posed by the living environment for disabled people living in their own home.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

Request for top-up funding for major adaptations are made by the allocated practitioner when it appears that an adaptation will exceed the 30K maximum DFG funding. The process to access capital funding where adaptations exceed 30K is clearly outlined in the major Adaptation Policy and Operational Instructions, Practitioners present their case at Housing Solution Forums, held jointly with District and Boroughs to ensure that fair, consistent and cost effective solutions are considered when major adaptations are being proposed. A subsequent panel is then held with the Head of Service where a discretionary top-up funding is requested.

**f) Provide details of any mitigation. N/A**

**g) How will policy changes be monitored?**

The Policy and Operational Instruction are reviewed yearly with yearly update and reminders sent to relevant practitioners & through the panel process

**4.3 Ethnicity: Testing of disproportionate, negative, neutral or positive impact.**

Not applicable- Neutral impact

**4.4 Gender/Transgender: Testing of disproportionate, negative, neutral or positive impact**

**a) How is this protected characteristic target group reflected in the County/District/Borough?**

Not applicable- neutral impact

**4.5 Marital Status/Civil Partnership: Testing of disproportionate, negative, neutral or positive impact.**

Not applicable

**4.6 Pregnancy and maternity: Testing of disproportionate, negative, neutral or positive impact.**

Not applicable

**4.7 Religion, Belief: Testing of disproportionate, negative, neutral or positive impact.**

Not applicable

**4.8 Sexual Orientation - Gay, Lesbian, Bisexual and Heterosexual: Testing of disproportionate, negative, neutral or positive impact.**

Not applicable

**4.9 Other: Additional groups/factors that may experience impacts - testing of disproportionate, negative, neutral or positive impact.**

- **Carers**

**a) How are these groups/factors reflected in the County/District/Borough?**

**Carers**

**Table 2.4: Carers as a percentage of the total caring population by gender, health and Black and Ethnic Minority**

	Total number of carers	total number of carers providing 20-49 hours of caring per week	Number of carers providing 50+ hours of caring per week	% of carers providing 50+ hours of caring	Total number of female carers	Total number of male carers	Total number of carers from black and ethnic minority groups	% of carers in poor health	% of carers providing 50+ hours of caring per week and also in poor health
East Sussex County	50,648	4,633	9,803	19.35%	29,643	21,005	2,094	10.22%	18.77%
Eastbourne	8,512	911	1,837	20.95%	5,143	3,514	471	11.27%	19.91%
Hastings	8,471	896	1,987	23.01%	4,991	3,635	429	12.67%	21.58%
Lewes	9,510	862	1,682	17.34%	5,607	4,053	395	9.70%	18.22%
Rother	9,324	861	1,869	19.56%	5,566	3,892	393	10.62%	18.18%
Wealden	14,040	1,103	2,428	16.92%	8,336	5,911	506	8.19%	16.32%

**b) How is this group/factor reflected in the population of those impacted by the proposal, strategy or policy?**

Need for carers to have support is high.

**c) Will people within these groups or affected by these factors be more affected by the proposal, policy or strategy than those in the general population who are not in those groups or affected by these factors?**

This proposal will help overcome the barriers to independent living and reduce risks posed by the living environment for older and physical disabled people living in their own home. This will support the care provided by paid or unpaid carers and will be likely to contribute to reducing risk and have an overall positive impact on the health of carers in those households.

**d) What is the proposal, strategy or policy's impact on the factor or identified group?**

There will be a positive impact on carers as above.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

Request for top-up funding for major adaptations are made by the allocated practitioner when it appears that an adaptation will exceed the 30K maximum DFG

funding. The process to access capital funding where adaptations exceed 30K is clearly outlined in the major Adaptation Policy and Operational Instructions, Practitioners present their case at Housing Solution Forums, held jointly with District and Boroughs to ensure that fair, consistent and cost effective solutions are considered when major adaptations are being proposed. A subsequent panel is then held with the Head of Service where a discretionary top-up funding is requested

**f) Provide details of the mitigation.**

Not applicable- positive impact

**g) How will any mitigation measures be monitored?**

The Policy and Operational Instruction are reviewed yearly with yearly update and reminders sent to relevant practitioners

**4.10 Human rights-** Human rights place all public authorities – under an obligation to treat you with fairness, equality, dignity, respect and autonomy. **Please look at the table below to consider if your proposal, policy or strategy may potentially interfere with a human right.**

<b>Articles</b>	
<b>A2</b>	<b>Right to life (e.g. pain relief, suicide prevention)</b>
<b>A3</b>	<b>Prohibition of torture, inhuman or degrading treatment (service users unable to consent, dignity of living circumstances)</b>
<b>A4</b>	<b>Prohibition of slavery and forced labour (e.g. safeguarding vulnerable adults)</b>
<b>A5</b>	<b>Right to liberty and security (financial abuse)</b>
<b>A6 &amp; 7</b>	<b>Rights to a fair trial; and no punishment without law (e.g. staff tribunals)</b>
<b>A8</b>	<b>Right to respect for private and family life, home and correspondence (e.g. confidentiality, access to family)</b>
<b>A9</b>	<b>Freedom of thought, conscience and religion (e.g. sacred space, culturally appropriate approaches)</b>
<b>A10</b>	<b>Freedom of expression (whistle-blowing policies)</b>
<b>A11</b>	<b>Freedom of assembly and association (e.g. recognition of trade unions)</b>
<b>A12</b>	<b>Right to marry and found a family (e.g. fertility, pregnancy)</b>
<b>Protocols</b>	
<b>P1.A1</b>	<b>Protection of property (service users property/belongings)</b>
<b>P1.A2</b>	<b>Right to education (e.g. access to learning, accessible information)</b>
<b>P1.A3</b>	<b>Right to free elections (Elected Members)</b>

## Part 5 – Conclusions and recommendations for decision makers

### 5.1 Summarise how this proposal/policy/strategy will show due regard for the three aims of the general duty across all the protected characteristics and ESCC additional groups.

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups

The policy changes will support independent living for disabled and older people, helping to prevent delays in necessary adaptations and essential equipment.

- Foster good relations between people from different groups

### 5.2 Impact assessment outcome Based on the analysis of the impact in part four please mark below ('X') with a summary of your recommendation.

X	Outcome of impact assessment	Please explain your answer fully.
	<p><b>A No major change</b> – Your analysis demonstrates that the policy/strategy is robust and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.</p>	<p>The Policy will update to reflect the changes proposed.</p>
x	<p><b>B Adjust the policy/strategy</b> – This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect.</p>	
	<p><b>C Continue the policy/strategy</b> - This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate</p>	
	<p><b>D Stop and remove the policy/strategy</b> – If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy/strategy altogether. If a policy/strategy shows unlawful discrimination it <i>must</i> be removed or changed.</p>	

**5.3 What equality monitoring, evaluation, review systems have been set up to carry out regular checks on the effects of the proposal, strategy or policy?**

The Policy and Operational Instruction are reviewed yearly with yearly update and reminders sent to relevant practitioners 'About you' information is also recorded on all ASC clients and will be used to identify any trends in allocation of funds by protected characteristics. This will be overseen by the Operational Head of Service Adult Social Care.

**5.6 When will the amended proposal, strategy or policy be reviewed?**

April 2024

<b>Date completed:</b>	<b>3<sup>rd</sup> February 2021</b>	<b>Signed by (person completing)</b>	Michelle Crouch
		<b>Role of person completing</b>	Principal Occupational Therapist
<b>Date:</b>	<b>3<sup>rd</sup> February 2021</b>	<b>Signed by (Manager)</b>	

## Part 6 – Equality impact assessment action plan

If this will be filled in at a later date when proposals have been decided please tick here and fill in the summary report.

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact
4. **If no actions fill in separate summary sheet.**

**Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:**

Area for improvement	Changes proposed	Lead Manager	Timescale	Resource implications	Where incorporated/flagged? (e.g. business plan/strategic plan/steering group/DMT)
Cascade of the revised Major Adaptation Process updating staff on the changes	ASC funding of assessed contribution	Michelle Crouch	April 2024	None	DMT
Monitoring trends in allocation by protected characteristics	Oversight of About You information	Michelle Crouch	Annual with review of policy operation	None	DMT

# Equality Impact Assessment

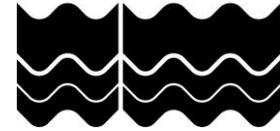
Update guidance to staff and public on the changes to assessed contribution	Guidance and Public Information	Michelle Crouch	April 2022	None	DMT
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From your analysis please identify any risks not addressed giving reasons and how this has been highlighted within your Directorate:

Area of Risk	Type of Risk? (Legal, Moral, Financial)	Can this be addressed at a later date? (e.g. next financial year/through a business case)	Where flagged? (e.g. business plan/strategic plan/steering group/DMT)	Lead Manager	Date resolved (if applicable)



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## Equality Impact Analysis Template

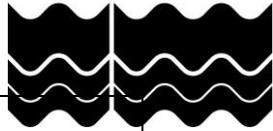
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service, or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

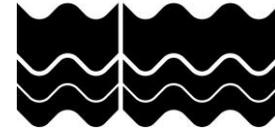
EqIAs are used to analyse and assess how the Council’s work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council’s obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Disability Children’s Homes: Sorrel Drive – Adaptations
<b>Team/Department</b>	Children’s Disability Service
<b>Directorate</b>	Children’s Services
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p>Since 2014 the Children’s Disability Service has experienced an increase in demand for residential overnight care for disabled children because of an increase in the numbers of disabled children and increasing complexity of their needs. These increases have put pressure on the availability of residential beds in the existing Children’s Homes that the Council owns and operates. This project aims to provide more residential beds to disabled children at the Sorrel Drive (The Bungalow) Children’s home.</p> <p>There are currently 7 residential beds at the open plan Bungalow at Sorrel Drive. The local authority is seeking to improve the configuration of the Bungalow at Sorrel Drive and expand the accommodation so that more children can be accommodated safely.</p>



	<p>The project will deliver:</p> <ul style="list-style-type: none"><li>• Part A – Create 1 new single person area bed area for long term overnight residential care developed in an area of Sorrel Drive adjoining the Bungalow (current children’s home).</li><li>• Part B – Remodel part of the current Bungalow including a small extension to facilitate the safe long-term placement of a more diverse mix of Children and Young People within the same children’s home.</li></ul>
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## Initial assessment of whether your project requires an EqlA

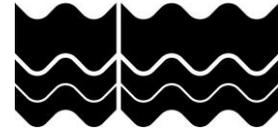
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	√		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?		√	
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	√		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		√	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents ?		√	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		√	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?		√	

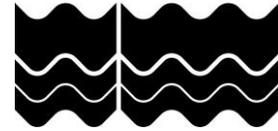
If you have answered “YES” or “DON'T KNOW” to any of the questions above, then the completion of an EqlA is necessary.



The need for an EqIA will depend on:

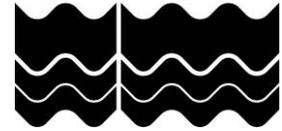
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
<p>The proposal will lead to improvements in the service that can be provided to disabled children that need residential care, as more children who require this support will be able to access it.</p> <p>Feedback from parents and carers through the Joint Strategic Needs Assessment (JSNA) August 2021 and from East Sussex Parent and Carer Forum clearly sets out the demand for more residential provision. This proposal responds directly to this identified need and feedback.</p>		



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

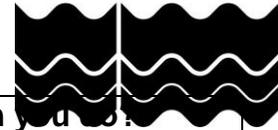
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
No previous EqlA		



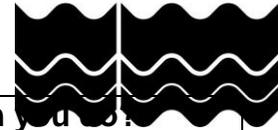
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

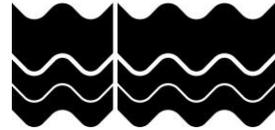
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Age</b>	Provision is for up to 18 years. There is no change to this age range.	Changes respond to needs identified by all stakeholders.	The new provision allows us to offer accommodation in-county for young people with more complex needs. Potentially it could also be use for transition preparation. There is some reduction in outside space to access, but there is still sufficient.	There are potential benefits here for young people who need more of their own space and who are approaching transition period. No negative impacts are identified and no additional actions are required.
<b>Disability</b>	Provision is for learning and physical disability.	As for Age above.	As for Age above. The physical environment in the new blocks with be more appropriate to disabled children.	As for Age above. There are benefits to young people and their families of more availability of specialist provision.



<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Gender reassignment</b>	No disproportionate impacts are identified.			No specific actions are needed.
<b>Pregnancy and maternity</b>	No disproportionate impacts are identified.			No specific actions are needed.
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	No disproportionate impacts are identified.			No specific actions are needed.
<b>Religion or belief</b>	No disproportionate impacts are identified.			No specific actions are needed.
<b>Sex/Gender</b>	No disproportionate impacts are identified.			No specific actions are needed.



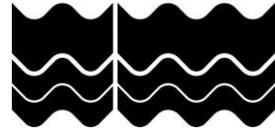
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Sexual orientation</b>	No disproportionate impacts are identified.			No specific actions are needed.
<b>Marriage and civil partnership</b>	No disproportionate impacts are identified.			No specific actions are needed.
<b>Impacts on community cohesion</b>		Consultation has taken place with neighbours and this has informed the build plans.	Work is ongoing to take account of neighbours' views and experiences.	Continue working with neighbours to understand and respond to views, where possible.



**Additional categories**

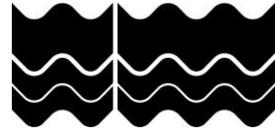
(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Rurality</b>	No disproportionate impacts are identified.			No specific actions are needed.
<b>Carers</b>			Opportunity to vary provision for young people will benefit carers.	Actions are embedded in plans.
<b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers – see end note)	No disproportionate impacts are identified.			No specific actions are needed.
<b>Assessment of overall impacts and any further recommendations</b> - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)				
This proposal will reduce the numbers of young people needing to be placed out of county.				



**3. List detailed data and/or community feedback that informed your EqIA**

<b>Source and type of data</b> (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	<b>Date</b>	<b>Gaps in data</b>	<b>Actions to fill these gaps: who else do you need to engage with?</b> (add these to the Action Plan below, with a timeframe)
Feedback from parents and carers through the Joint Strategic Needs Assessment (JSNA) August 2021	<b>August 2021</b>	None identified	None needed
Feedback from East Sussex Parent and Carer Forum clearly sets out the demand for more residential provision.	<b>September 2021 – November 2022</b>	None identified	None needed



#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
All actions are built into current plans.				
<b>(Add more rows as needed)</b>				

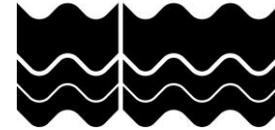
**EqIA sign-off:** (for the EqIA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

**Staff member competing Equality Impact Analysis:**      **Fiona Lewis**      **Date: 25<sup>th</sup> November 2022**

**Directorate Management Team rep or Head of Service:**      **Date:**

**Equality lead:**      **Sarah Tighe-Ford**      **Date: 25<sup>th</sup> November 2022**

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## Equality Impact Analysis Template

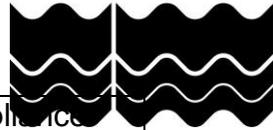
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service, or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

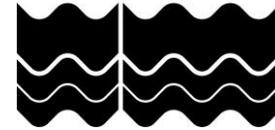
This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Core Capital Programme
<b>Team/Department</b>	IT & Digital
<b>Directorate</b>	Business Services
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p>The IT &amp; Digital Core Capital Programme provides the basic technology capabilities that support the underpinning functioning of the organisation. This programme funds activity that is described as <i>Core Need</i>. This means providing technology that enables staff to connect, collaborate and work efficiently from wherever they need to be whilst operating highly available, secure and reliable services to support the continuous working of everything else.</p> <p>Within the programme, there are five essential programmes of foundation activity:</p> <ol style="list-style-type: none"> <li>1. <b>Compliance</b> - supporting the Council in meeting its legal requirements &amp; basic operational standards. This ensures the Council can continue to connect to central</li> </ol>



government & NHS services & maintain the technical controls to meet their compliance requirements. This includes certification for PSN, NHS Data Security & Protection Toolkit & Cyber Essentials Plus. These certifications underpin the council's partnership working programmes & the supportive, connecting technology they rely on.

2. **Cyber Defence** - Cyber-attacks are growing more frequent, more sophisticated & more damaging when they succeed. Whilst compliance provides the basics to stay safe and secure, the Cyber Defence Programme proactively enhances our organisation's resilience.
3. **IT Core Infrastructure** - With a basic need to store and manipulate data, these services provide the foundation to support the working of everything else. These are mission critical heartbeat services that are essential to ensure the council keeps working on a resilient and reliable basis.
4. **Staff Technology Refresh** - This programme provides staff with the technology tools that they need to do their work more efficiently. Refreshing equipment at regular intervals is vital to ensure that it stays up to date and safe to use.
5. **Enterprise Resource Planning** - This programme seeks to ensure that the pan enterprise systems that support core business processes and decision making remain reliable, resilient and readily available to keep all other services working.



## Initial assessment of whether your project requires an EqlA

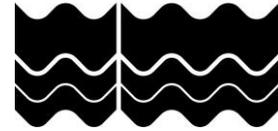
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	Yes		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?		No	
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?		No	
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		No	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents?		No	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		No	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?		No	

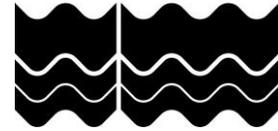
If you have answered "YES" or "DON'T KNOW" to any of the questions above, then the completion of an EqlA is necessary.



The need for an EqIA will depend on:

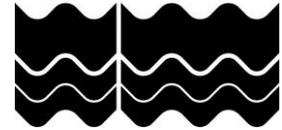
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

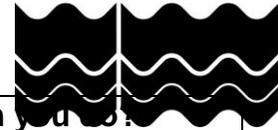
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
Not applicable		



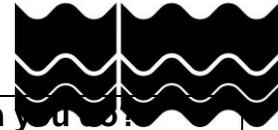
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

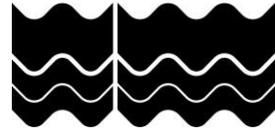
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Age</b>	All staff & partners over employment age	Feedback collected during and at the end of each project within the programme	IT&D adopt a continual improvement approach throughout the service	Proactively act on Lessons Learnt reports to inform future projects
<b>Disability</b>	Some users have specific technology needs	Information is input into projects via Senior User role or need is identified through the Service Hub	Specific hardware or software may be identified	Referral via IT&D Accessibility Officer ensures right solution is identified.
<b>Gender reassignment</b>	Technology projects are gender neutral. Data held within business systems is the responsibility of the business system administrator / information asset owner.	IT projects within the core programme deal with the technical environment within which assets are hosted and are not concerned with the specific detail of business applications.	The Core Programme is not responsible for individual application administration.	Review each project at initiation
<b>Pregnancy and maternity</b>	Devices that don't connect to the network for defined periods of time are dropped from	People on maternity leave need to be able to log in after extended periods of absence and it is vital that their user	A proactive process is in place to cover long periods of absence to ensure that staff entitled to do so, can connect to	Due to the security implications of access management, this is audited periodically.



<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
	the network for security & license reasons.	experience of connecting to the network is uninterrupted.	the network whenever they need to.	
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	Core technology projects are user agnostic	N/A	N/A	Review periodically
<b>Religion or belief</b>	Core technology projects are user agnostic	N/A	N/A	Review periodically
<b>Sex/Gender</b>	Core technology projects are user agnostic	N/A	N/A	Review periodically
<b>Sexual orientation</b>	Core technology projects are user agnostic	N/A	N/A	Review periodically



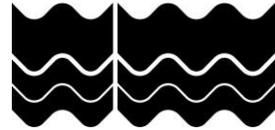
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Marriage and civil partnership</b>	Core technology projects are user agnostic	N/A	N/A	Review periodically
<b>Impacts on community cohesion</b>	Technology services enabled by this programme allow staff to connect securely, collaborate with partners and work efficiently from wherever they need to be to carry out their resident facing services.	Projects implemented through the Core Programme help teams stay connected and interact with service users.	Requirements gathering at the outset of a project, captures user requirements and informs outcomes sought	Standard project management methodologies and project governance provides oversight and review.



**Additional categories**

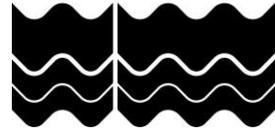
(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Rurality</b>	Core technology projects are geographically agnostic, services are designed to enable working from any location	Poor signal reception in some rural areas possible	Alternative solutions are offered to accommodate this	Identify affected spots and proactively offer alternative solutions
<b>Carers</b>	Technology services support hybrid working for maximum flexibility	Staff survey feedback confirms satisfaction with technology tools	Technology services support flexible ways of working	Continue to enable hybrid working
<b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)	Our core programme projects factor social value in at the procurement stage	People ask regularly how equipment can be reused and repurposed to serve disadvantaged groups	The scale of our work enables social value elements to be factored in at the procurement stage	Repurpose equipment as determined by the Digital Inclusion Board
<b>Assessment of overall impacts and any further recommendations</b> - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)				
The IT & Digital Core Capital Programme provides the basic technology capabilities that support the underpinning functioning of the organisation. These services are essential to support the working of everything else. No significant impacts are expected. However, to minimise and prevent the unintended consequences of changes arising from the investment in technology, colleagues from HR&OD and the IT Accessibility function will be engaged during the process of development and implementation of the capital schemes within this portfolio of work.				



**3. List detailed data and/or community feedback that informed your EqIA**

Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
<b>Review of Capital Forward Plan and Core Plan Projects</b>	14/10/21	n/a	<b>Annual review at IT&amp;D Capital Board to ensure updated in line with programme activity</b>



#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
Annual review to ensure updated in line with programme activity	Review at IT&D Capital Board	Activity remains aligned with user base	Via benefits identified in each project	Annual activity
Age: ensure all projects meet user needs	Proactively act on Lessons Learnt reports to inform future projects	User satisfaction	User feedback	Specific to each project
Disability: Specific hardware or software may be identified	Referral via IT&D Accessibility Officer ensures right solution is identified.	Solutions will be designed with optimal accessibility in mind	Feedback on use	Specific to each project
Pregnancy / maternity: ensure that staff entitled to do so, can connect to the network whenever they need to	Due to the security implications of access management, this is audited periodically.	Uninterrupted access for authorised business users	Process working as designed and verified periodically via audit	Ongoing
<b>(Add more rows as needed)</b>				

**EqlA sign-off:** (for the EqlA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

**Staff member competing Equality Impact Analysis: Nicky Wilkins**

**Date: 3<sup>rd</sup> November 2021**

**Directorate Management Team rep or Head of Service: Matt Scott**

**Date: November 2021**

**Equality lead: Sarah Tighe-Ford**

**Date: 4<sup>th</sup> November 2021**

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## Equality Impact Analysis

**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	School Basic Need Capital Programme	<b>Directorate</b>	Children's Services
<b>Team/Department</b>	Standards and Learning Effectiveness Service (Education Division), Children's Services Department		
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p><b>The main purpose of the school basic need capital programme</b>            East Sussex County Council (the local authority) has a statutory duty to ensure that there are sufficient school places in the right locations to meet demand. We are responsible for promoting a good supply of school places that offer high quality education through planning, organising, and commissioning places in a way that raises attainment, increases diversity, encourages collaboration between schools and promotes community cohesion. We seek to achieve this in partnership with key stakeholders including headteachers, governors, academy trusts, parents and carers, dioceses, local planning authorities and local communities.</p> <p>The school basic need capital programme enables the local authority to deliver new places in the areas of greatest demand.</p> <p>The School Organisation Plan (SOP) 2022 to 2026 sets out how the local authority seeks to meet the challenge of ensuring there are sufficient primary, secondary, and special school places in the right locations to meet</p>		

demand. The SOP is produced annually by the Standards and Learning Effectiveness Service (Education Division), Children's Services Department. The current version of the SOP was approved for publication by the Lead Member for Education and Inclusion, Special Educational Needs and Disability on 17 October 2022.

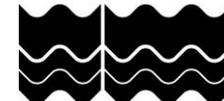
Proposals for new schools and school expansions will be based on information contained in the SOP. The SOP is informed by the local authority's pupil forecasting model which is revised annually and considers factors such as:

- Current numbers on roll in each academic year group
- Births
- Trend data
- Parental preference
- School admissions policies
- Housing growth
- Existing and planned capacity
- Patterns of inward and outward migration.

The local authority will consult with key stakeholders when developing proposals to provide new places. When considering proposals to add new places to meet demand the local authority will take account of the following principles:

- Prioritise the expansion of good and outstanding schools
- Consider the pattern of parental preference and local demand for places
- Consider the diversity of provision
- Consider transport patterns to reduce travel times to schools wherever possible
- Consider safe routes to schools
- Where there is demand for both school and early years places, the local authority will consider providing additional accommodation designed to ensure a seamless transition between nursery and Year R
- Support new free schools where their location will help relieve pressure on places and increase parental preference
- Where possible, only enlarge schools where it creates or sustains round forms of entry as the preferred model of organisation
- Ensure value for money.

In addition to the provision of permanent school places, where pupil growth is identified as a short term issue, a 'bulge' in pupil numbers, the local authority will use temporary accommodation to ensure it can react quickly to



provide additional places in areas of pressure. Using temporary accommodation is a recognised way of providing additional places in the short term and it provides a valuable and flexible resource to enable the local authority to fulfil its obligations. An annual temporary accommodation programme is funded from the school basic need capital programme to facilitate this.

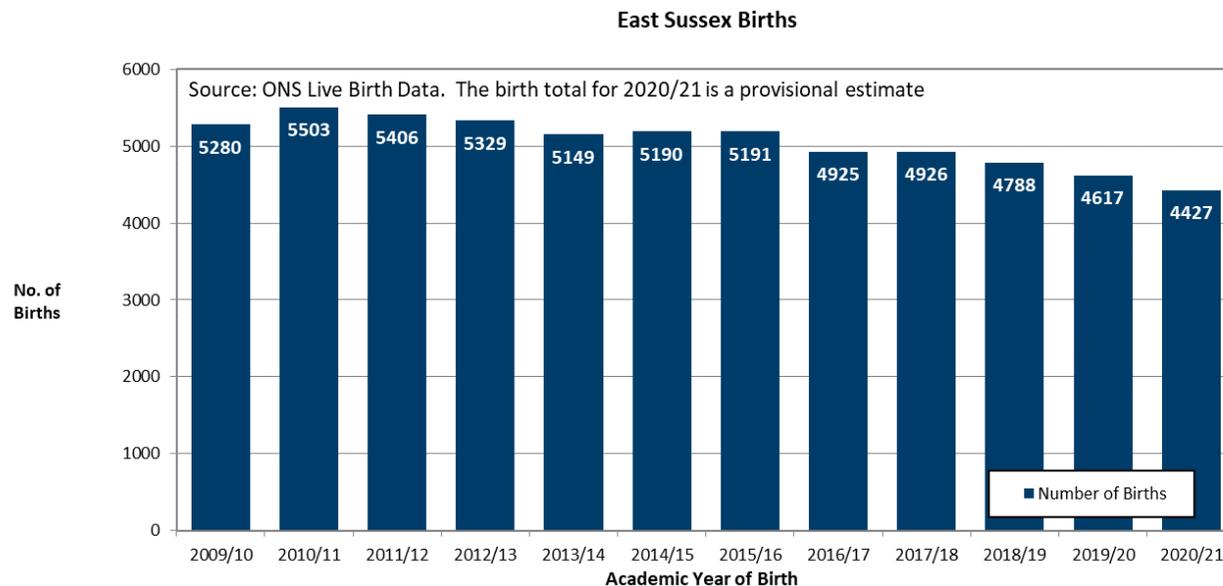
In the medium term financial plan (MTFP) period, we will:

- deliver additional early years places at Wadhurst CE Primary School
- consider options for the creation of additional special school places at Grove Park School, Crowborough
- work with a number of mainstream schools to establish new specialist facilities or enlarge existing facilities
- begin work on delivering school places to serve new housing developments in a number of areas.

In the period beyond the MTFP, further school places are likely to be needed in areas linked to new housing growth. There remains a large degree of uncertainty over precisely how many school places will be required in the future and where. Much will depend on local planning authorities developing their local plans to an extent that will inform and enable housing growth and for those developments to happen.

Births

Births in East Sussex peaked at 5,503 in academic year 2010/11. Since then, countywide births fell to around 4,600 in 2019/20 and are likely to continue to fall until at least 2021/22.

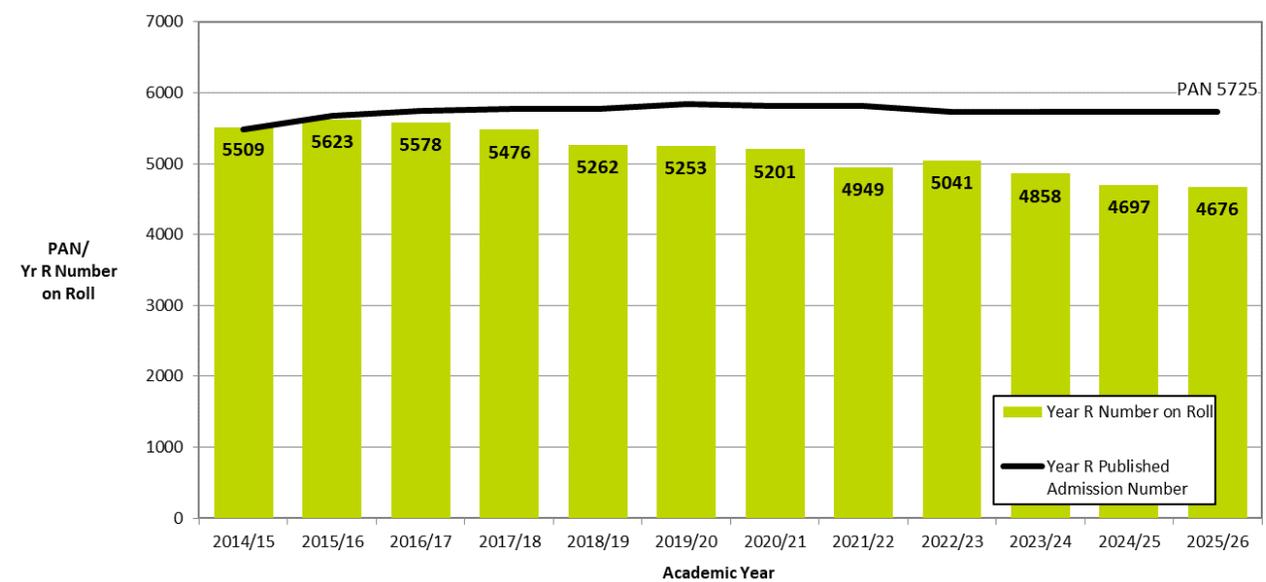


Primary school numbers

The fall in countywide births is reflected in falling primary reception (Year R) intake numbers, which are forecast to continue reducing, until at least 2025/26. The local authority’s pupil forecasts show numbers recovering beyond this point. However, intake forecasts beyond 2025/26 are based on demographic projections of future births rather than actual live birth or GP registration data. Looking at previous cycles of births and Year R intakes, it is very possible that we may not see a recovery in Year R numbers across the county generally until the 2030s.

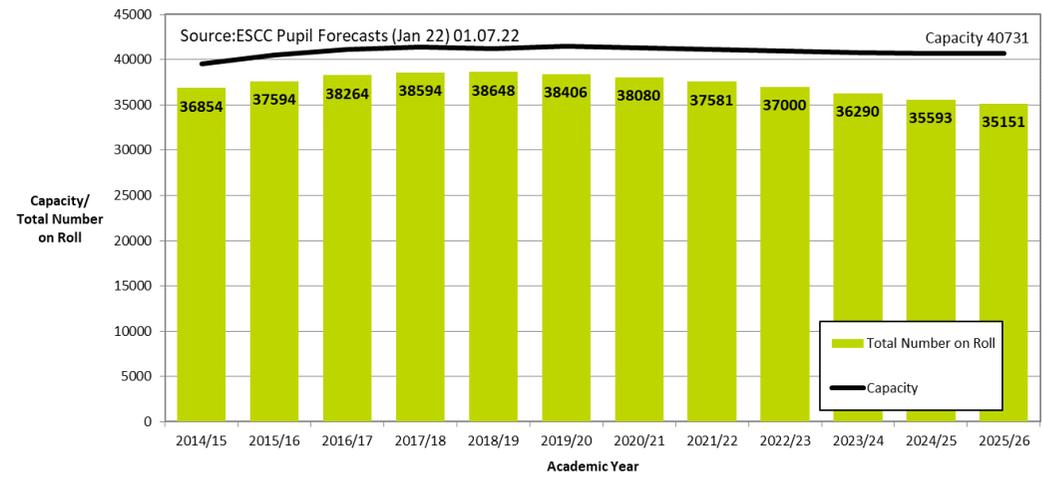
In areas of the county such as Hailsham and Bexhill, where high volumes of new housing are planned, Year R numbers may rise sooner than in other parts of East Sussex.

East Sussex Primary Year R Numbers



Total numbers on roll in primary schools peaked in 2018/19 and are now in decline. In 2021/22 there was 9% surplus capacity overall, although this margin varies from area to area. By 2025/26, pupil numbers are forecast to fall to around 35,150 with surplus places increasing to 14% of capacity.

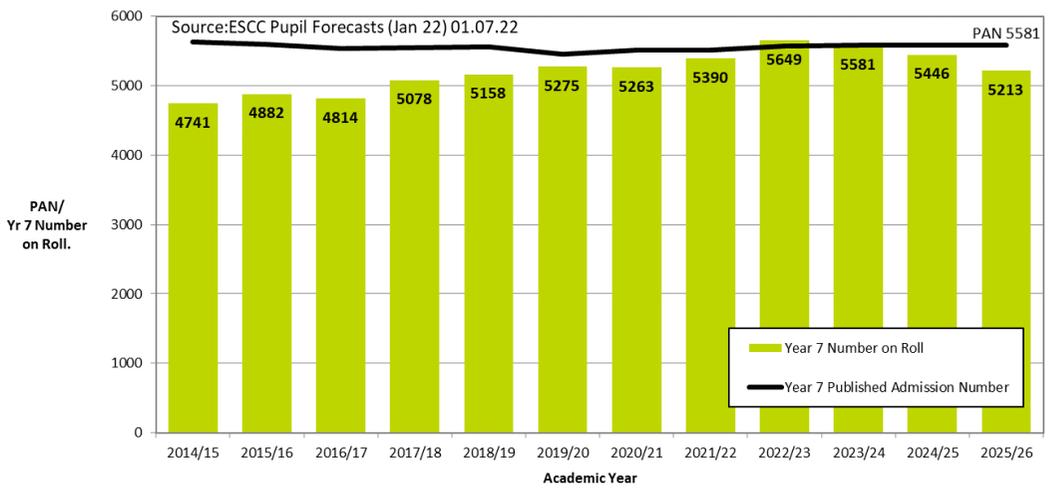
East Sussex Total Primary Numbers



Secondary school numbers

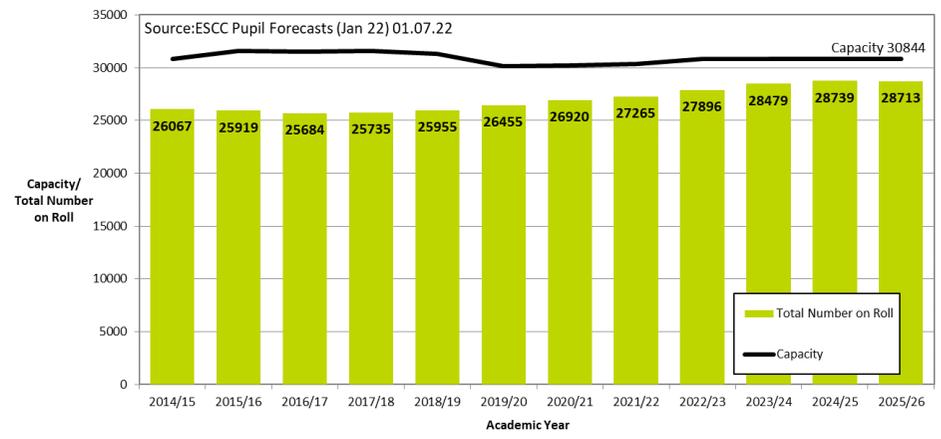
Previous high numbers in primary schools are being reflected in rising Year 7 secondary school intakes. Year 7 numbers are predicted to peak in either 2022/23 or 2023/24.

East Sussex Total Secondary Year 7 Numbers



Total numbers on roll in secondary schools are forecast to peak around 2024/25 or 2025/26. As a result of rising numbers, surplus places in secondary schools are predicted to reduce from 10% of capacity in 2021/22 to 7% by 2025/26.

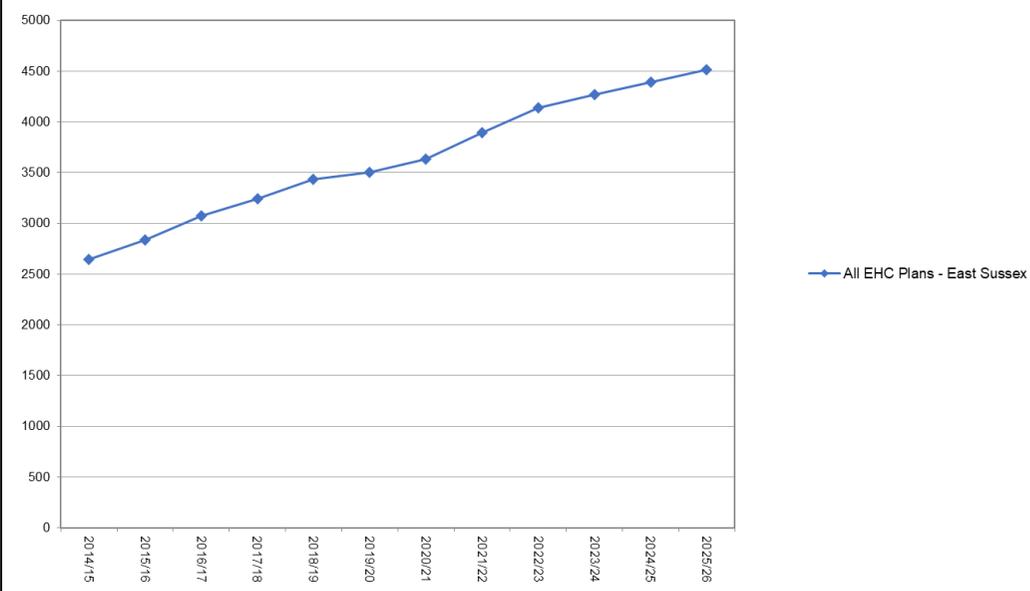
East Sussex Total Total Secondary Numbers



Special Educational Needs and Disability (SEND)

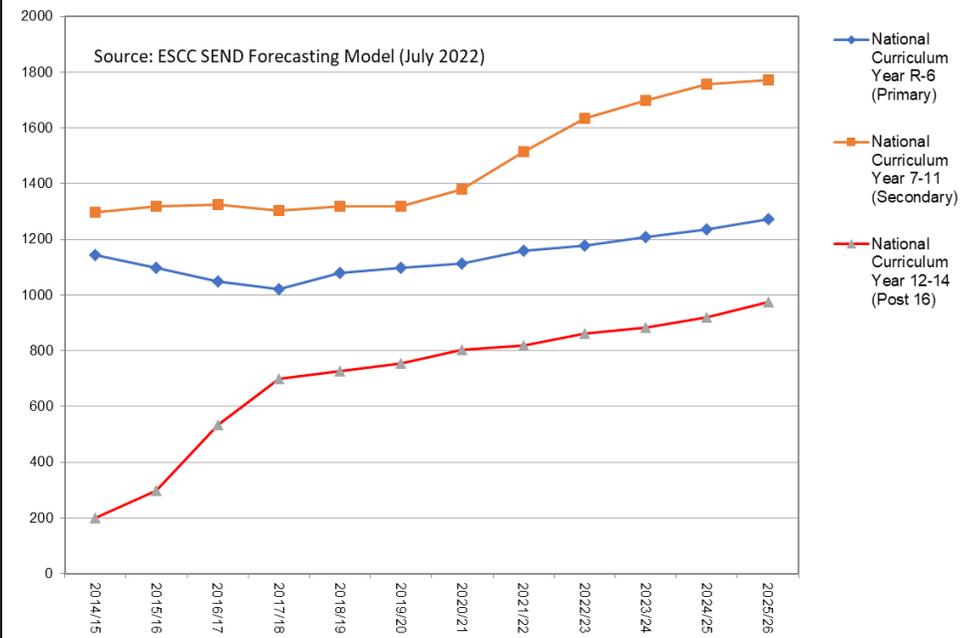
The numbers of school aged children and young people aged four to 19 in East Sussex with an Education, Health, and Care Plan (EHCP) have been rising steeply in recent years, from 3,126 in 2018-19 to 3,494 in 2021-22, an increase of 12%. In 2021-22, there were also 400 young people aged 19-25 in East Sussex with an EHCP.

In the next four years, the local authority forecasts that overall numbers of school-aged children and young people aged 4-19 with EHCPs will grow by around 15%, to approximately 4,000.



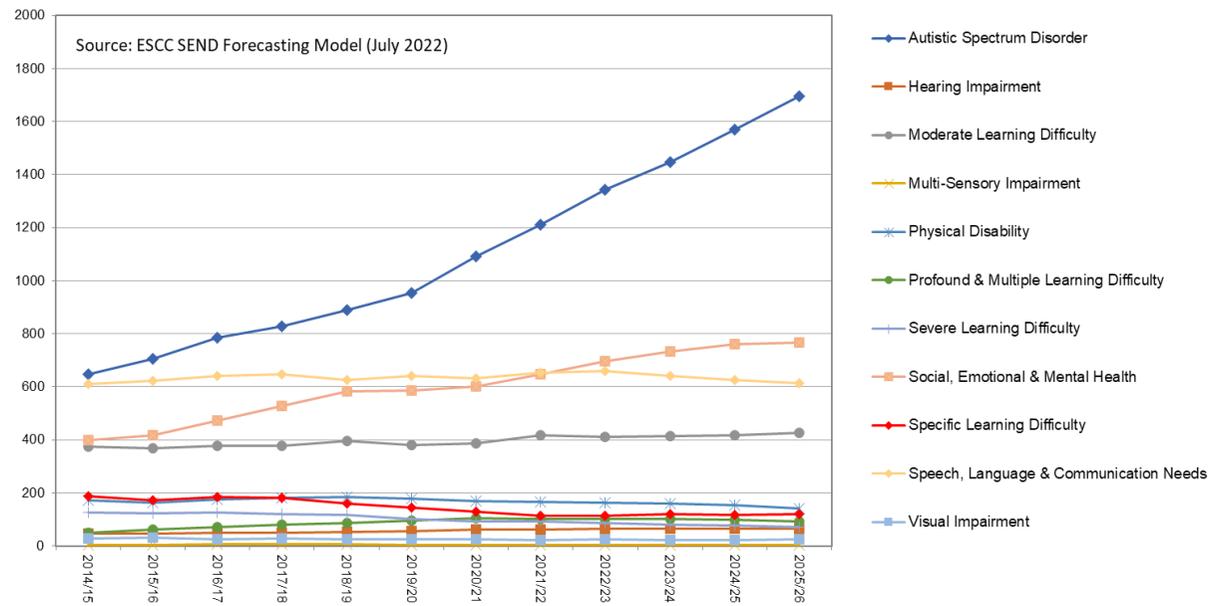
Overall numbers of children and young people aged 4-19 with EHCPs

There are a variety of reasons for the increase, including parental demand, changes in diagnostic practice and the changes in SEND legislation which have greatly increased the number of young people aged 16+ with EHCPs following the 2014 education reforms.



*EHCPs by phase of education*

The rise is also due to increasing numbers of children in particular primary need categories. The three primary need groups that have had, and are predicted to continue to have, the biggest increases are Autistic Spectrum Disorder (ASD) and, to a lesser extent, Social, Emotional and Mental Health (SEMH) and Profound and Multiple Learning Difficulties (PMLD). The significant rise in ASD numbers reflects increases in diagnosis, an increase in the number of schools with a designation of ASD and an increase in parental and professional awareness. Numbers in other need groups are relatively stable.



EHCPs by Primary Need Group

In January 2022, there were 1,622 East Sussex residents on roll in special schools, of which 1,480 were in schools in East Sussex and 142 were in schools in other authorities. 1,251 were in maintained and academy provision and 371 were in non-maintained independent special schools.

The numbers assessed as requiring a special school place have risen by 424 (34%) over the past four years. The need for maintained and academy special school places has risen by 259 (25%). The number of pupils accessing non-maintained independent special school places has risen by 165, a 77% increase on the 2017-18 total.

We are likely to see a further increase in demand of around 250 or 15% for special school places over the period to 2025/26. This projection assumes that the distribution of EHCPs between mainstream schools, specialist facilities in mainstream schools, maintained and academy special schools and independent non-maintained special schools, will remain at its current levels. However, over the last four years, 90% of the entire growth in EHCPs has been accounted for by a rise in the numbers placed in special schools. If this trend continues, we could see a rise in the need for special school places of around 470 (28%) by 2025-26.

To address the rising need for SEND places in the county, 381 new special school and alternative provision places have been created since 2020 through the establishment of four new free schools. In addition, 52 new specialist facility places have been created across five mainstream primary and secondary schools since 2019. We continue to explore further opportunities for new special school places and specialist facility provision in the county.

### **Implementation of the school basic need capital programme**

The local authority will work in partnership with schools, academy trusts, dioceses, contractors, and other key partners to deliver the school basic need capital programme. The programme is overseen by the Schools Sub Capital Board which reports to the Capital and Asset Strategy Board. Where applicable, the Lead Member for Education and Inclusion, Special Educational Needs and Disability will make final decisions on individual proposals following statutory consultation with key stakeholders.

Before a project is taken forward in the capital programme a statutory consultation and EqIA will be undertaken to gauge opinion for the proposal and to identify any potential equality barriers. The local authority engages with groups of schools, academy trusts, dioceses, district and borough councils and local communities in drawing up proposals for school expansions and/or the establishment of new schools.

### **Legal duty**

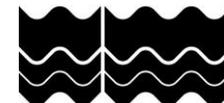
Local authorities are under a statutory duty to ensure the sufficiency of school places in their area, working within a national framework in relation to education provision and school planning:

#### New Schools

Where a local authority identifies the need for a new school, to meet basic need, section 6A of EIA 2006 places the local authority under a duty to seek proposals to establish an academy (free school) via the 'free school presumption'. The local authority is responsible for providing the site for the new school and meeting all associated capital and pre-/post-opening revenue costs. All new free school presumption proposals require the Regional Director's approval, on behalf of the Secretary of State, as it is the Secretary of State who will enter into a funding agreement with the academy trust/sponsor.

If the free school presumption does not result in a suitable proposal, a statutory competition can be held under 'section 7' of EIA 2006. This will not require a separate application for approval, since the Secretary of State will inform the local authority that approval to hold a competition is given at the same time as informing the local authority that no suitable free school was identified.

	<p>Free school presumption proposals and proposals for foundation, foundation special and voluntary schools can be submitted into the competition. However, the Regional Director will consider any free school proposals first when making a decision on the case.</p> <p>Any persons ('proposer') e.g. local authority or diocese may publish a proposal, at any time, for a new school outside of the free school presumption and competitions process under section 11 of EIA 2006. The Secretary of State's consent is not required in the case of proposals for:</p> <ul style="list-style-type: none"> <li>• a new community or foundation primary school to replace a maintained infant and a maintained junior school</li> <li>• a new voluntary-aided school in order to meet demand for a specific type of place e.g. places to meet demand from those of a particular faith</li> <li>• a new foundation or voluntary school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation</li> <li>• a new foundation or community school, where there were no suitable free school proposals, and a competition has been held but did not identify a suitable provider</li> <li>• a former independent school wishing to join the maintained sector</li> <li>• a new local authority maintained nursery school.</li> </ul> <p>The proposer should be able to demonstrate to the decision-maker a clear demand for the places the new school will provide.</p> <p><u>Expansion of existing schools</u> Local authorities wishing to propose the expansion of a maintained school can do so by following a statutory process in accordance with the Education and Inspections Act (EIA) 2006 as amended by the Education Act (EA) 2011 and The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.</p> <p>Stakeholders are consulted on maintained school proposals in accordance with statutory requirements. Statutory consultations relating to maintained school proposals can be found on the local authority's consultation hub at: <a href="#">Consultations in East Sussex</a>.</p> <p>Academies wishing to make a significant change, as defined in the Academies Act 2010, must seek the approval of the Regional Director for Education who will decide (on behalf of the Secretary of State) whether proposals are in line with the needs of the local area.</p>
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Consultations relating to a significant change to an individual academy should be found on that academy's website.

**Who is affected by the school basic need capital programme**

The proposals will affect children and young people of primary and secondary school age both in mainstream and special school settings.

At the May 2022 school census, there were 67,937 children and young people on roll in our primary, secondary, and special schools (excluding PRUs):

School type	Nursery	Year R	KS1	KS2	KS3	KS4	KS5	Total
Mainstream primary	1,693	4,810	10,247	21,662	-	-	-	38,412
Mainstream secondary (inc all-through)	91	180	351	481	15,800	9,951	1,453	28,307
Special (exc PRU)	20	48	112	300	423	222	93	1,218

Source: May 2022 school census

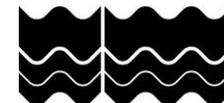
Of these children and young people, 11,309 (16.6%) had special educational needs (SEN):

School type	Nursery	Year R	KS1	KS2	KS3	KS4	KS5	Total	%
Mainstream primary	95	502	1,568	3,931	-	-	-	6,096	15.9%
Mainstream secondary (inc all-through)	-	31	54	73	2,564	1,229	44	3,995	14.1%
Special (exc PRU)	20	48	112	300	423	222	93	1,218	100.0%

Source: May 2022 school census

Children and young people of school age in areas of basic need (including those with SEN) are likely to be more affected by the proposals than children and young people in other areas of the county where there is not predicted to be pressure on school places.

The local authority is very experienced in construction projects at schools and the health and safety of children is paramount when any building project takes place. Build programmes would be developed to minimise



disruption to teaching and learning during this time. Each proposal will have a positive impact as all new and extended provision will be compliant with DDA regulations and the Equality Act 2010 for pupils with a disability.

Of the 67,937 children and young people on roll in East Sussex schools in May 2022, 33,002 (48.6%) were female and 34,935 (51.4%) were male:

School type	Gender	Nursery	Year R	KS1	KS2	KS3	KS4	KS5	Total	%
Mainstream primary	Female	849	2,326	5,029	10,644	-	-	-	18,848	49.1%
	Male	844	2,484	5,218	11,018	-	-	-	19,564	50.9%
Mainstream secondary (inc all-through)	Female	42	89	189	260	7,723	4,783	755	13,841	48.9%
	Male	49	91	162	221	8,077	5,168	698	14,466	51.1%
Special (exc PRU)	Female	6	12	40	60	100	64	31	313	25.7%
	Male	14	36	72	240	323	158	62	905	74.3%

Source: May 2022 school census

The data above shows that girls attending school in East Sussex are under-represented compared to boys who are over-represented.

The local authority does not believe that any one gender will be more affected by any proposals than the other as all state-funded schools in East Sussex are co-educational.

At the January 2022 school census, there were 9,652 minority ethnic children and young people on roll in East Sussex schools (excluding PRUs):

School type	Nursery	Year R	KS1	KS2	KS3	KS4	KS5	Total	%
Mainstream primary	203	687	1,483	3,086	-	-	-	5,459	14.3%
Mainstream secondary (inc all-through)	11	27	82	92	2,275	1,335	174	3,996	14.1%
Special (exc PRU)	2	6	25	60	58	32	14	197	16.3%

Source: January 2022 school census

We do not believe that minority ethnic children and young people would be more affected by any proposals than those in the general population who do not share that protected characteristic as new places will be provided for everyone.

Each proposal will have a positive impact on local school age children and young people and their families, including those from different ethnic backgrounds, as it will enable more children and young people to access a school place in their local area.

At the January 2022 school census, 11,734 children and young people attended local authority maintained faith schools (Voluntary Controlled or Voluntary Aided) in East Sussex:

School type	Nursery	Year R	KS1	KS2	KS3	KS4	KS5	Total	%
Mainstream primary	239	1446	3069	5937	-	-	-	10,691	27.8%
Mainstream secondary (inc all-through)	-	-	-	-	631	412	-	1,043	3.7%

Source: January 2022 school census

There is a broad and diverse range of school provision for children and young people in East Sussex: On 1 September 2022 there were 174 state funded mainstream schools and 15 special schools and alternative provisions in East Sussex:

- 47 community schools
- 41 voluntary controlled (VC) schools
- 22 voluntary aided (VA) schools
- 3 foundation schools
- 76 academies or free schools

Most faith schools are also community schools in that they accept pupils of different faiths or no faith. It is possible that some school expansion proposals which come forward in the future might be for VC or VA schools if that is considered the most appropriate solution to meet basic need in an area and there is sufficient demand for faith places to warrant expansion.

The local authority does not believe there will be an impact on people with different religions and beliefs as there will continue to be a diverse range of provision across the county for all children and young people. In

	<p>accordance with DfE legislation, all schools must hold a daily act of collective worship that must be 'wholly or mainly of a broadly Christian character'.</p> <p><b>Conclusion</b></p> <p>In conclusion, the local authority believes each proposal will have a positive impact on local school age children and young people and their families as it will enable more children and young people to access a school place in their local area. New special schools and specialist facilities will have a positive impact on children from a wider area who will be able to travel to the new provision rather than attend independent provision sometimes out of the local area or out of county.</p> <p>Before each project is taken forward in the capital programme a statutory consultation and EqIA will be undertaken to gauge opinion for the proposal and to identify any potential equality barriers specifically related to that proposal.</p>
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## Initial assessment of whether your project requires an EqlA

When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues, or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	X		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?		X	
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	X		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		X	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents?		X	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		X	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	X		

If you have answered “YES” or “DON'T KNOW” to any of the questions above, then the completion of an EqlA is necessary.

The need for an EqlA will depend on:

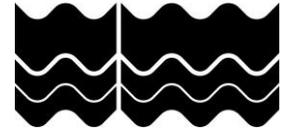
- How many questions you have answered “yes”, or “don't know” to;

- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Yes	Medium risk		High risk	
<p>The local authority has a statutory duty to ensure there are sufficient school places for everyone that requires a place including groups sharing protected characteristics. If it failed to discharge its duty, the local authority could risk legal action being taken against it and/or adverse publicity and reputational damage.</p> <p>The planning, organising, and commissioning of school places is taken in a timely manner and in accordance with legislation. The local authority therefore believes the risk of legal action and/or adverse publicity and reputational damage is low.</p>					

**1. Update on previous EqIAs and outcomes of previous actions (if applicable)**

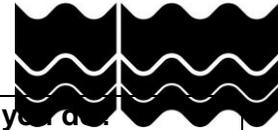
<b>What actions did you plan last time?</b> (List them from the previous EqIA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
This is an update of the Equality Impact Assessment completed in 2021		



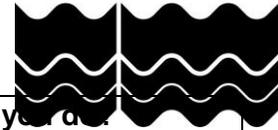
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

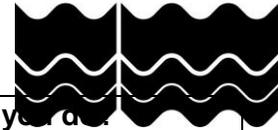
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Age</b>	The proposals will affect children and young people of primary and secondary school age both in mainstream and special school settings.	The local authority will consult with key stakeholders when developing proposals to provide new places. We work in partnership with key stakeholders including headteachers, governors, academy trusts, parents and carers, dioceses, local planning authorities and local communities.	The School Organisation Plan (SOP) is informed by the local authority's pupil forecasting model which is revised annually and considers a range of factors including: current numbers on roll in each academic year group, births, trend data and migration patterns. Data on births and pupil numbers is noted above.	The local authority has a statutory duty to ensure that there are sufficient school places in the right locations to meet demand, using the data outlined above and working with a range of partners.
<b>Disability</b>	Data on the numbers of school aged children and young people aged 4-19 in East Sussex with an Education, Health, and Care Plan (EHCP) are noted above. These numbers have been rising and are predicted to rise further.	The local authority will consult with key stakeholders when developing proposals to provide new places. We work in partnership with key stakeholders including headteachers, governors, academy trusts, parents and carers, dioceses, local planning authorities and local communities.	Over the last four years, 90% of the growth in EHCPs has been accounted for by a rise in the numbers of children and young people placed in special schools. If this trend continues, we could see a rise in the need for special school places of around 470 (28%) by 2025-26.	The local authority has a statutory duty to ensure that there are sufficient school places in the right locations to meet demand, using the data outlined above and working with a range of partners.  The local authority continues to explore further opportunities for new



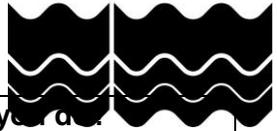
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
			To address the rising need for SEND places in the county, 381 new special school and alternative provision places have been created since 2020 through the establishment of four new free schools. In addition, 52 new specialist facility places have been created across five mainstream primary and secondary schools since 2019.	special school places and specialist facility provision in the county.
<b>Gender reassignment</b>	The local authority does not believe that children and young people sharing this characteristic would be more affected by any proposals as new school places will be provided for everyone.			No specific action identified at this stage.
<b>Pregnancy and maternity</b>	The local authority does not believe that children and young people sharing this characteristic would be more affected by any			No specific action identified at this stage.



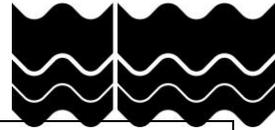
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
	proposals as new school places will be provided for everyone.			
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	The council does not believe that children and young people sharing this characteristic would be more affected by any proposals as new school places will be provided for everyone.			No specific action identified at this stage.
<b>Religion or belief</b>	The local authority does not believe there will be an impact on people with different religions and beliefs as there will continue to be a diverse range of provision across the county for all children and young people.  Most faith schools are also community schools in that they accept pupils of different faiths or no faith.			No specific action identified at this stage.



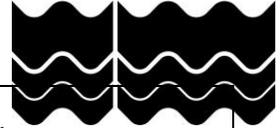
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Sex/Gender</b>	The council does not believe that children and young people sharing this characteristic would be more affected by any proposals as new school places will be provided for everyone.			No specific action identified at this stage.
<b>Sexual orientation</b>	The local authority does not believe that children and young people sharing this characteristic would be more affected by any proposals as new school places will be provided for everyone.			No specific action identified at this stage.
<b>Marriage and civil partnership</b>	N/A			N/A
<b>Impacts on community cohesion</b>	The local authority is responsible for promoting a good supply of school places that offer high quality education through planning, organising, and commissioning places in a			The local authority will continue to seek to achieve this in partnership with key stakeholders including headteachers, governors, academy trusts, parents and carers, dioceses, local



<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
	way that raises attainment, increases diversity, encourages collaboration between schools and promotes community cohesion.			planning authorities and local communities.

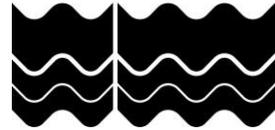


<b>Additional categories</b> (identified locally as potentially causing / worsening inequality)				
<b>Characteristic</b>	<b>What do you know?</b>	<b>What do people tell you?</b>	<b>What does this mean?</b>	<b>What can you do?</b>
<b>Rurality</b>	When considering proposals to add new places to meet demand the local authority will take account of principles including considering transport patterns to reduce travel times to schools wherever possible and considering safe routes to schools.			In the period beyond the MTFP, further school places are likely to be needed in areas linked to new housing growth. Given the large degree of uncertainty over future plans, housing growth and implementation of developments, the local authority will continue to work with local planning authorities to identify precisely how many school places will be required in the future and where.
<b>Carers</b>	N/A			N/A
<b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)	N/A			N/A



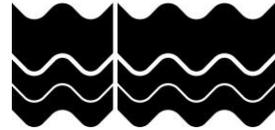
**Assessment of overall impacts and any further recommendations** - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)

No further impacts beyond those identified above.



**3. List detailed data and/or community feedback that informed your EqIA**

Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
The local authority will consult with key stakeholders when developing proposals to provide new places. We work in partnership with key stakeholders including headteachers, governors, academy trusts, parents and carers, dioceses, local planning authorities and local communities.			



#### 4. Prioritised Action Plan

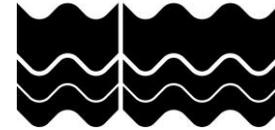
Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
All actions are outlined in the School Organisation Plan (SOP) 2022 to 2026				
<b>(Add more rows as needed)</b>				

**EqIA sign-off:** (for the EqIA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

**Staff member completing Equality Impact Analysis:** **Gary Langford** **Date: 15 November 2022**

**Directorate Management Team rep or Head of Service:** **Jessica Stubbings** **Date: 16 November 2022**

**Equality lead:** **Atiya Gourlay** **Date: 15 November 2022**



## Equality Impact Analysis Template

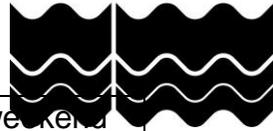
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service, or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

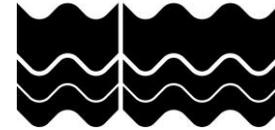
EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Bus Service Improvement Plan (BSIP) Enhanced Partnership (EP)
<b>Team/Department</b>	Transport Hub
<b>Directorate</b>	Economy, Transport & Environment
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p>East Sussex County Council has received confirmed central government funding of £41,415,025 by the Department for Transport to implement its Bus Service Improvement Plan (BSIP) Enhanced Partnership (EP).</p> <p>Ensure that East Sussex residents and visitors enjoy the highest possible quality bus services that are frequent with a comprehensive choice, and that help to reduce congestion and make a positive contribution to better air quality and decarbonisation.</p> <p>The aims of BSIP are to:</p>



	<ul style="list-style-type: none"><li>• Enhance the bus network through frequency improvements, more evening and weekend journeys,</li><li>• Enhance bus reliability and reduce journey times through bus priority, including physical infrastructure and virtual systems, such as traffic light priority</li><li>• Reduce fares for young passengers under the age of 30; simplify fares &amp; ticketing and reduce fares for all bus users with a focus on rural journeys</li><li>• Improvements on rural bus routes with particular emphasis on flexible/demand responsive transport, and</li><li>• Provide bus services for all – solidifying a bus network that relates to the needs of all residents and visitors.</li></ul>
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## Initial assessment of whether your project requires an EqIA

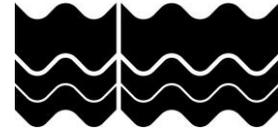
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	Yes		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?	Yes		
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	Yes		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		No	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents ?		No	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		No	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	Yes		

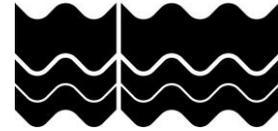
If you have answered “YES” or “DON'T KNOW” to any of the questions above, then the completion of an EqIA is necessary.



The need for an EqIA will depend on:

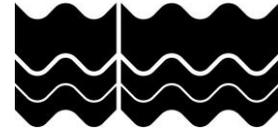
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
<b>X</b>		



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

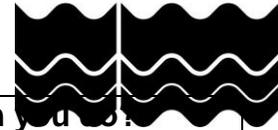
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
Not applicable		



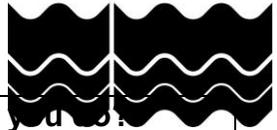
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

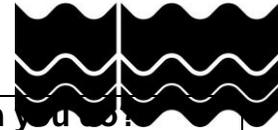
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Age</b>	There are no age limits on people travelling by bus; but children and older persons may feel uncomfortable travelling by bus alone, given the fast-paced nature of public transport, concerns about safety (both in relation to accidents and potential for harm/ abuse from other passengers) and inexperience. Cost is sometimes a barrier to bus use.	No specific feedback at present, but will monitor this.	Actions to ensure bus drivers will be more welcoming, understanding and confident when equipped with better customer service skills.  Address concerns about safety where possible.  Consider options to reduce costs of travel through targeted concessions.	Monitor feedback through established channels and passenger forums.  A requirement of the Enhanced Partnership is that bus drivers will receive customer service training as part of their employment. Focus will be given on people sharing protected characteristics, particularly around how bus drivers can assist persons that may be considered vulnerable, i.e. children and older people.



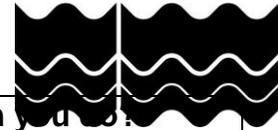
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				Increased bus frequency, operational hours and improved bus stop infrastructure should lead to an increase in patronage, and increased natural surveillance (i.e. more buses on the road, resulting in more bus passengers on board buses and around bus stops, and more bus drivers/buses with CCTV and lighting).  Reduce fares for young passengers under the age of 30 to encourage greater bus use.
<b>Disability</b>	Disabled people may feel uneasy around using public transport, with concerns about safety or lack of assistance when needed and/or barriers		There is no change to vehicles used for public transport – these already meet regulation requirements.	Monitor feedback through established channels and passenger forums.  All buses in East Sussex are required to meet



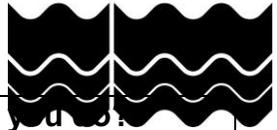
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	created by physical accessibility of buses.		Plan improvements to roadside bus stop infrastructure where funding permits.	Public Service Vehicles Accessibility Regulations and be class 1 & 2 wheelchair accessible. Buses must have lowering suspension to further assist embarkment & disembarkment, and offer priority seating. Disabled persons may be eligible for free bus travel through the English National Concessionary Travel Scheme (ENCTS). ENCTS concessions will be accepted on board any services introduced under the BSIP.  Improved bus stop infrastructure will help to aid physical mobility, i.e. installation of more raised kerbs and improvements



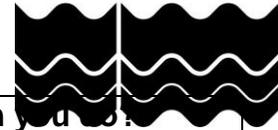
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				to accessible bus service information.
<b>Gender reassignment</b>	People who are trans may have negative perceptions about safety on public transport.	More frequent buses and improved safety features on buses and at bus stops will increase natural surveillance	Increased natural surveillance will mean people may feel safety when on public transport, including at bus stops.	Monitor feedback through established channels and passenger forums.  Propose to bus partners that driver training covers support to people in situations that may be a hate crime or hate incident.
<b>Pregnancy and maternity</b>	Those pregnant or in maternity may have negative perceptions around safety on public transport or feel concerned about potential accidents to them or to babies and young children.	Bus operators in East Sussex designate priority seating for pregnant people, as well as space designated for pushchairs. It is common courtesy for passengers to give up their seat to those who are more likely to need to sit whilst the vehicle is in motion, and	Those pregnant or who have small children or babies have priority space on board buses.	Monitor feedback through established channels and passenger forums.  Bus drivers will be given appropriate training to make those pregnant with young children/babies feel comfortable whilst on board buses.



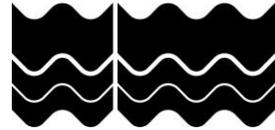
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		the bus driver may ask anyone in those seats to offer their seat to disabled or pregnant persons if needed.		
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	People of different races/ethnicities may feel negative perceptions around public transport, especially around aspects of personal safety. People from some ethnic groups are more likely to have low incomes and therefore experience ticket prices as being harder to afford.			Monitor feedback through established channels and passenger forums.  More frequent buses and increased natural surveillance will mean people may feel a greater sense of safety when on public transport, including at bus stops.  Lower fares may encourage those on lower incomes to further utilise buses.
<b>Religion or belief</b>	People with different religions or beliefs may feel negative perceptions			Monitor feedback through established channels and passenger forums.



Protected characteristics groups under the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts identified from data and feedback (actual and potential)	What can you do? All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
	about safety on public transport.			As above re: potential greater sense of safety as a result of natural surveillance and driver training.
<b>Sex/Gender</b>	Women in particular, of any age, may feel uneasy when travelling alone on public transport, especially late at night.			Monitor feedback through established channels and passenger forums.  As above re: potential greater sense of safety as a result of natural surveillance and driver training.
<b>Sexual orientation</b>	Persons of any sexual orientation, but especially non-heterosexual persons, may feel uneasy when travelling on public transport in relation to personal safety.			Monitor feedback through established channels and passenger forums.  As above re: potential greater sense of safety as a result of natural surveillance and driver training.



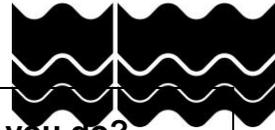
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<b>Marriage and civil partnership</b>	No impact identified at this stage	N/A	N/A	N/A
<b>Impacts on community cohesion</b>	Community cohesion and social isolation are very much one of the broader points BSIP aims to address.		Better public transport links will contribute to reduced isolation, increase access to educational and employment opportunities and increase opportunities for people to interact in a wider range of areas.	Monitor feedback through established channels and passenger forums.



**Additional categories**

(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Rurality</b>	Rural bus services are currently very sparse.		More buses are needed to serve rural areas.	Monitor feedback through established channels and passenger forums.  BSIP aims to reduce fares for all bus users with a focus on rural journeys and improve rural bus routes with particular emphasis on flexible/demand responsive transport
<b>Carers</b>	Disabled people may require carers and both persons may use bus transport.	Carers of people requiring them are already eligible for free bus travel through the English National Concessionary Travel Scheme (ENCTS). ENCTS concessions will be accepted on board any services introduced or falling under the realm of BSIP.	Ultimately there will be improved bus services for carers. No negative impacts have been identified through any BSIP scheme.	Monitor feedback through established channels and passenger forums.



Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p><b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)</p>	<p><b>Lower income earners</b></p> <p>Lower income earners may see public transport as prohibitively expensive and opt to use their private vehicles instead or not be able to travel easily if they have no alternative.</p>		<p><b>Lower income earners</b></p> <p>The BSIP will see lower and simpler fares introduced across the county.</p>	<p>Monitor feedback through established channels and passenger forums.</p> <p>Lower fares are planned for all; particularly for those in the 16-19 and 20-30 age brackets.</p>

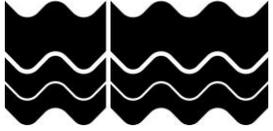
**Assessment of overall impacts and any further recommendations** - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)

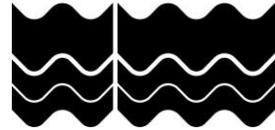
The Bus Service Improvement Plan, delivered through the Enhanced Partnership, has been subject to stakeholder engagement and public consultation in order to address its impact on protected characteristics and to integrate the perspectives of these groups.

It is recognised, through other regional local authorities, that there may be some negative perceptions of safety of public transport for certain groups in society, including women, LGTBQ people, people from ethnic minority backgrounds and/or diverse religions, are thought to feel more vulnerable. However, the BSIP will improve passenger security by increasing natural surveillance as passenger numbers rise; and through more reliable and frequent bus services. This, along with improved safety features (such as lighting and CCTV) at stops and on-board buses, should help to improve the safety of vulnerable users.

The BSIP should see increased social mobility for all users in the county, and help to encourage more people to use public transport through better bus services, lower & simpler fares and improved cross-service integration in key locations.

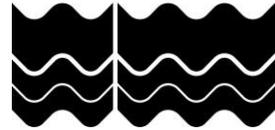
The BSIP programme comprises of many individual schemes which will create the desired end state. These schemes will be delivered throughout the programme and should be delivered in full by March 2025. Dynamic equality impact assessments (EqIA) will take place for individual schemes as and when they begin. Should it be identified that a scheme may disproportionately impact a protected characteristic, then a written EqIA will be undertaken.





**3. List detailed data and/or community feedback that informed your EqIA**

Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
<b>Local Authority Officer tacit knowledge: both East Sussex CC and the knowledge/learnings of other authorities through professional networking bodies</b>	November 2022		
Passenger surveys	On-going		
Bus operator consultation	On-going		
Freeths legal governance documentation	September 2022		
Engagement with the Department for Transport	On-going		
Consultation with Transport Focus	On-going		



#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
All actions identified above are built into the BSIP programme				
<b>(Add more rows as needed)</b>				

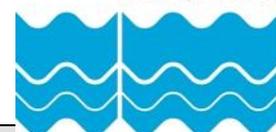
**EqlA sign-off:** (for the EqlA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

**Staff member competing Equality Impact Analysis:**      **Jamie Mardle**      **Date: November 2022**

**Directorate Management Team rep or Head of Service:**      **Craig Lamberton**      **Date: November 2022**

**Equality lead:**      **Sarah Tighe-Ford**      **Date: December 2022**

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# Equality Impact Assessment

Name of the proposal, project or service
<b>Exceat Bridge Replacement and Improvement to A259 Corridor</b>

File ref:		Issue No:	2
Date of Issue:	07/11/19	Review date:	07/06/21

## Contents

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## Part 1 – The Public Sector Equality Duty and Equality Impact Assessments (EIA)

- 1.1 The Council must have due regard to its Public Sector Equality Duty when making all decisions at member and officer level. An EIA is the best method by which the Council can determine the impact of a proposal on equalities, particularly for major decisions. However, the level of analysis should be proportionate to the relevance of the duty to the service or decision.
- 1.2 **Full guidance notes are included in the EqIA template, but these have been deleted in this version for brevity.**

## Part 2 – Aims and implementation of the proposal, project or service

### 2.1 What is being assessed?

#### a) **Proposal or name of the project or service.**

Exceat Bridge Replacement and Improvement to A259 Corridor

#### b) **What is the main purpose or aims of proposal, project or service?**

This project seeks to address a long standing and well known bottleneck within the East Sussex network and contribute towards economic growth, specifically economic connectivity, within the area.

The project was initiated to explore options to replace the deteriorating Exceat Road Bridge over the Cuckmere river and unlock the full capacity of the network to support employment and housing growth.

The bridge is coming to the end of its serviceable life and has a number of structural defects and layout issues. Following an options appraisal it was determined that it would be more beneficial to replace the existing bridge with a new one designed to address these issues and meet the needs of its users.

The project will address current constraints affecting those with protected characteristics including:

- major congestion spot due to constrained traffic flow/capacity issues, the impact of which is long queues of traffic in both directions from the bridge
- poor access for pedestrians and cyclists
- increasing pollution and health inequalities
- long-term network resilience

#### c) **Manager(s) and section or service responsible for completing the assessment**

Pippa Mabey, Project Manager – Highways Funding and Development, Highways Contracts Management Group, CET

## **2.2 Who is affected by the proposal, project or service? Who is it intended to benefit and how?**

The following will be affected by the project:

- Local residents and businesses
- Tourists
- Walkers & cyclists
- Wheelchair users and those with disabilities
- Elderly
- People using the road network to travel to work

The project will deliver:

- A new two-lane bridge to replace the existing single-lane priority bridge on a better and safer alignment.
- New footway and crossing points to allow pedestrians to walk safely to the visitor centre, car parks, pub and Country Park without having to cross the road. The footway will be made wide enough to convert into a footway and cycleway so that it can connect to any future cycleways in the area.
- Creation of a shared meeting space in front of the Cuckmere Inn, new viewing platforms on the bridge, cycle racks and benches to support tourism.
- Reduced speed limits, improvements to bus stops, dropped kerbs and better lighting to further improve safety and accessibility.
- Environmental mitigation work that will improve local habitats including restoration of a saltmarsh, adding value and interest to the Park.

It aims to achieve the following objectives:

- Improve the overall connectivity between two of the county's Growth Areas and identified Priority 1 LUF areas (Newhaven and Eastbourne) that suffer from multiple sources of deprivation.
- Address future resilience on the Major Road Network and reduce the risk of bridge failure and the consequential impact this would have for communities linked by the A259.
- Enabling free flowing traffic and consequently remove the current queueing and idling of vehicles, meaning a reduction in carbon emissions and pollution.
- An enhanced, sensitively designed bridge within the protected environment of the South Downs.
- Making pedestrian and cycle connectivity across the bridge and its environs safer, more attractive and accessible to visitors.
- Improve bus journey times by 1 to 3 minutes between Eastbourne and Brighton allowing buses to run more reliably and offer a more attractive travel option for residents and commuters serving the coastal communities along the A259.

## **2.3 How is, or will, the proposal, project or service be put into practice and who is, or will be, responsible for it?**

The ESCC Project Board are responsible for overseeing the project and the work will be instructed and delivered through the current contract mechanisms within our Highways and Infrastructure Services Contract 2016-23.

**2.4 Are there any partners involved? E.g. NHS Trust, voluntary/community organisations, the private sector? If yes, how are partners involved?**

Our Highway service contract providers and sub-contractors are responsible for carrying out the work and recording network information:

<b>Partner</b>	<b>Nature of involvement (financial, operational etc.)</b>
East Sussex County Council	Financial, Project Management. Lead Applicant
Jacobs	Design, Project Management, Operational
Costain	Operational

**2.5 Is this proposal, project or service affected by legislation, legislative change, service review or strategic planning activity?**

There is a statutory duty on service providers under the Equality Act 2010 to take reasonable steps to remove or alter physical features to improve access for people with disabilities, or provide an alternative method of making services available. (B.4.4.3, Well Managed Highway Infrastructure, 2016)

All new and existing highways related policies are approved by the Lead Member for Transport and Environment and are monitored in conjunction with the highways performance management framework.

All proposals have been developed with reference to the relevant design guidance and in compliance with the Disability Discrimination Act, Manual for Streets 1 and 2, LTN1/20 Cycling Design Guidance, LTN3/08 Developing Streets for mixed purpose, LTN1/97 Keeping the Buses Moving and national best practice recommendations for inclusivity.

**2.6 How do people access or how are people referred to your proposal, project or service? Please explain fully.**

On completion of the project, people will be able to access the new bridge, footpath, cycle path and crossing as they can currently access the area – there are and will be no restrictions. During the construction phases, access will be maintained so there will be no disruption to service provision.

**2.7 If there is a referral method how are people assessed to use the proposal, project or service? Please explain fully.**

N/A

**2.8 How, when and where is your proposal, project or service provided? Please explain fully.**

How: The project is a major infrastructure project that is being carried out in several phases over several years.

When: If the project runs to plan the new Exceat bridge, foot and cycle path and pedestrian crossing will be operational by February 2024.

Where: Exceat Bridge and Seven Sisters Country Park Visitor Centre, on the A259, Seaford, East Sussex, BN25 4AB Exceat bridge is part of the A259, one of the principal road networks in East Sussex which serves two of the County's growth areas for housing and employment; Newhaven and Eastbourne/South Wealden. The A259 is a critical route for economic connectivity from the East of the county, along the East Sussex coast to Brighton and through to West Sussex, including linkage to a key port at Newhaven.

**Part 3 – Methodology, consultation, data and research used to determine impact on protected characteristics.**

**3.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken.**

Types of evidence identified as relevant have <b>X</b> marked against them			
	Employee Monitoring Data		Staff Surveys
	Service User Data	x	Contract/Supplier Monitoring Data
<b>X</b>	Recent Local Consultations		Data from other agencies, e.g. Police, Health, Fire and Rescue Services, third sector
<b>x</b>	Complaints	x	Risk Assessments
	Service User Surveys	x	Research Findings
<b>x</b>	Census Data	x	East Sussex Demographics
	Previous Equality Impact Assessments	x	National Reports
	Other organisations Equality Impact Assessments		Any other evidence?

**3.2 Evidence of complaints against the proposal, project or service on grounds of discrimination.**

Issues raised by respondents to the consultation (including those with protected characteristics) have been considered and assessed where appropriate to determine whether alternative measures or additional mitigations are necessary. This assessment is set out in appendix 2.

Our assessment concludes that, in most cases, the issues raised are unlikely to materialise. In most cases, the alternatives suggested are not appropriate for safety reasons or because of the highly sensitive nature of the area and the need to balance heritage, environmental and safety elements. However, where possible changes have

been made to the designs to accommodate the needs of all users e.g. improved design of viewing platforms to make barriers easier to see over. In all cases, suitable mitigation measures are in place to remove or minimise any negative effects.

### **3.3 If you carried out any consultation or research on the proposal, project or service explain what consultation has been carried out.**

An option study was carried out to consider a variation of proposals to address the Exceat Bridge issues and select the best option. These options were as follows:

- Option 1- Replace bearings, construct new footbridge and repaint the original girders
- Option 2- Replace bearings, provide vehicular containment parapets, construct new footbridge.
- Option 3- Widen the existing deck, replace bearings and reconstruct existing deck with vehicular containment parapets.
- Option 4- Build new bridge and demolish the existing bridge.

All **project design** complies with the Disability Discrimination Act, Manual for Streets 1 and 2, LTN1/20 Cycling Design Guidance, LTN3/08 Developing Streets for mixed purpose, LTN1/97 Keeping the Buses Moving and national best practice recommendations for inclusivity.

An **economic appraisal** has been carried out in relation to the proposal.

**Road safety audits** have been carried out and used to inform the design.

A **public and stakeholder consultation** took place online during 2020 with options to complete paper or telephone surveys. Telephone and email support was available for anyone needing assistance.

Information was provided to local businesses to display in their premises. Posters were displayed on and around the site and information was shared on websites, social media and the press.

We contacted key stakeholders directly asking them for feedback and their help in reaching people who might be affected by the proposals. These included:

- Eastbourne Access and Eastbourne Disability Involvement Group
- Public Transport Providers and Liaison
- Brighton and Hove Bus and Coach Company Ltd.
- Local Residents and Residents groups

### **3.4 What does the consultation, research and/or data indicate about the positive or negative impact of the proposal, project or service?**

The option study recommended that best option would be 4, if the funding can be obtained as it provides a solution for all deficiencies.

The economic appraisal of the Exceat Bridge Replacement demonstrates that the proposed scheme offers high value for money, with a benefit cost ratio of 2.12. In addition to the monetised benefits they found that the scheme would:

- Deliver congestion benefits at other times, with observed traffic volumes during the weekday shoulder peak and Saturday lunchtime peak similar to the weekday AM and PM peak hours
- Improve journey time reliability for vehicular traffic including bus services that serve the A259 corridor
- Reduce the likelihood of severance
- Reduce air pollution from queuing vehicles
- Enhance ecological diversity and value in the long-term through the provision of 1ha of mosaic wetland habitat
- Improve network resilience – the A259 is a key alternative to the A27
- Support tourism and planned housing growth.

The response to the public consultation which took place in 2020 was largely positive towards a new structure. There was no significant difference between responses from those with protected characteristics and those without.

Positive feedback from people with protected characteristics included statements that it would improve travel times to the local hospital, reduce emissions and provide easier pavement accessibility across the bridge. Concern was noted around the viewing platforms and their need to be accessible to all and the safety of children using the viewing platforms. The design has been modified as a result.

See appendix 1 and 2 for further details.

## Part 4 – Assessment of impact

### 4.1 Age: Testing of disproportionate, negative, neutral or positive impact.

#### a) How is this protected characteristic reflected in the County/District/Borough?

Sussex has a higher population of people aged over 65 than the average for England and Wales.

Age	All people	Percent aged 0-14	Percent aged 15-29	Percent aged 30-44	Percent aged 45-64	Percent aged 65+
Geography						
England and Wales	56,075,912	17.6	19.9	20.5	25.4	16.4
South East	8,634,750	17.8	18.6	20.4	26.1	17.2
East Sussex	526,671	16.1	15.9	17.2	28.0	22.7
Eastbourne	99,412	15.7	18.5	18.3	25.1	22.4
Seaford	23,571	13.3	13.8	14.3	28.3	30.4
Newhaven	12,232	18.3	18.2	19.7	26.6	17.2

Source: 2011 Census, Office for National Statistics

#### b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?

Eastbourne, Seaford and Newhaven have a higher percentage of over 65 than the South east in total. These towns will be the main sources for those using the Exceat bridge. In response to a public consultation nearly 50% of all respondents advised they belonged to an age group above 60.

Option	Total	Percent
<b>Under 18</b>	1	0.10%
<b>18 - 24</b>	12	1.19%
<b>25 - 34</b>	76	7.55%
<b>35 - 44</b>	91	9.04%
<b>45 - 54</b>	154	15.29%
<b>55 - 59</b>	95	9.43%
<b>60 - 64</b>	121	12.02%
<b>65 - 74</b>	262	26.02%
<b>75+</b>	106	10.53%
<b>Prefer not to say</b>	40	3.97%
<b>Not Answered</b>	49	4.87%

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

Any age groups that particularly benefit from improved accessibility such as raised kerbs at bus stops, better crossings, wider footways, benches and shorter journeys will be more affected by the project. (See full details of design elements included to support those with protected characteristics at appendix 1)

**d) What is the proposal, project or service's impact on different ages/age groups?**

It will have a positive impact on these age groups. In response to public consultation, it was noted that access to the nearest hospital is over the bridge and therefore a 2 way system would enable a quicker travel time.

**e) What actions are to/or will be taken to avoid any negative impact or to better advance equality?**

See full details of design elements included to support those with protected characteristics at appendix 1.

We will monitor and take into consideration any feedback received specific to these changes and use it to support future reviews and EqlAs.

**f) Provide details of the mitigation.**

See mitigation measures in section 3.2 above.

**How will any mitigation measures be monitored?**

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are

**4.2 Disability: Testing of disproportionate, negative, neutral or positive impact.**

**a) How is this protected characteristic reflected in the County /District/Borough?**

Type	All people	Percent people with long-term health problem or disability	Percent day-to-day activities limited a little	Percent day-to-day activities limited a lot	Percent people without long-term health problem or disability
Geography					
England and Wales	56,075,912	17.9	9.4	8.5	82.1
South East	8,634,750	15.7	8.8	6.9	84.3
East Sussex	526,671	20.3	11.2	9.2	79.7
Eastbourne	99,412	21	9.7	11.3	79.0
Seaford	23,571	23.2	10.0	13.1	76.8
Newhaven	12,232	18.9	8.5	10.4	81.1

Source: 2011 Census, Office for National Statistics

**b) How is this protected characteristic reflected in the reflected in the population of those impacted by the proposal, project or service?**

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

In response to a public consultation 7.35% of 1,007 respondents advised that they considered themselves to be disabled as set out in the Equality Act 2010.

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

People with mobility disabilities or disabilities that affect their ability to cross the road or mean they particularly benefit from improved accessibility such as raised kerbs at bus stops, better crossings, wider footways, benches and shorter journeys will be more affected by the project. (See full details of design elements included to support those with protected characteristics at appendix 1)

**d) What is the proposal, project or service's impact on people who have a disability?**

It will have a positive impact on those with a disability because it will improve accessibility.

See appendix 1 for details of design elements incorporated to improve accessibility for people with disabilities.

In response to a public consultation, out of those who considered themselves disabled, 79.7% felt the proposals to replace Exceat bridge were good. This is very similar to the proportion of positive responses overall.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

We will monitor and take into consideration any feedback received specific to these changes and use it to support future reviews and EqlAs.

**f) Provide details of any mitigation.**

See full details of design elements included to support those with protected characteristics at appendix 1.

**g) How will any mitigation measures be monitored?**

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

**4.3 Ethnicity: Testing of disproportionate, negative, neutral or positive impact.**

Race categories are: Colour. E.g. being black or white, Nationality e.g. being a British, Australian or Swiss citizen, Ethnic or national origins e.g. being from a Roma background or of Chinese Heritage

**a) How is this protected characteristic reflected in the County /District/Borough?**

Ethnicity	All people	% White British and N Irish	% White Irish	% Gypsy or Irish Traveller	% Other White	% Mixed heritage	% Asian/ Asian British	% Black/ Black British	% other ethnic group
England and Wales	56,075,912	80.5	0.9	0.1	4.4	2.2	7.5	3.3	1.0
South East	8,634,750	85.2	0.9	0.2	4.4	1.9	5.2	1.6	0.6
East Sussex	526,671	91.7	0.8	0.2	3.4	1.4	1.7	0.6	0.3
Eastbourne	99,412	87.4	1.0	0.1	5.6	1.8	2.8	0.8	0.5
Seaford	23,571	93.8	0.8	0.0	2.5	0.9	1.5	0.3	0.2
Newhaven	12,232	93.0	0.6	0.1	3.2	1.2	1.1	0.4	0.3

**b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?**

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above who will be impacted by the project.

In response to a public consultation 85.80% of respondents advised that they were White British.

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

No

**d) What is the proposal, project or service's impact on those who are from different ethnic backgrounds?**

It will have a positive impact because it will improve accessibility for all.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

We will monitor and take into consideration any feedback received specific to these changes and use it to support future reviews and EqIAs.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

Where applicable with certain highway projects a separate EqIA will be carried out. The existing highway service contract provider is required to adopt and following ESCC equalities policies such as the Translation and Interpretation Policy.

**f) Provide details of any mitigation.**

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**g) How will any mitigation measures be monitored?**

The Contract Management Group manages and monitors the contract and business service performance targets and ensures works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

**4.4 Gender/Transgender: Testing of disproportionate, negative, neutral or positive impact**

**a) How is this protected characteristic target group reflected in the County/District/Borough?**

Gender	Geography	All people
All people	England and Wales	56,075,912
	South East	8,634,750
	East Sussex	526,671
Males	England and Wales	27,573,376
	South East	4,239,298

<b>Females</b>	East Sussex	253,764
	England and Wales	28,502,536
	South East	4,395,452
	East Sussex	272,907

Source: 2011 Census, Office for National Statistics

In response to public consultation the following response were received on gender:

Option	Total	Percent
Male	526	52.23%
Female	408	40.52%
Prefer not to say	33	3.28%
Not Answered	40	3.97%

**b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?**

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

In response to public consultation, 0.3% advised that they identified as a identify as a transgender or trans person.

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

No

**d) What is the proposal, project or service's impact on different genders?**

It will have a positive impact because it will improve accessibility for all

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqIAs.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

**f) Provide details of any mitigation.**

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**g) How will any mitigation measures be monitored?**

The Contract Management Group manage and monitor the contract and business service performance targets and ensure works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

**4.5 Marital Status/Civil Partnership: Testing of disproportionate, negative, neutral or positive impact.**

**a) How is this protected characteristic target group reflected in the County/District/Borough?**

Marital Status	All people aged 16 and over	Percent single	Percent married	Percent in a registered same-sex civil partnership	Percent separated	Percent divorced	Percent widowed
Geography							
England and Wales	45,496,780	34.6	46.6	0.2	2.6	9.0	7.0
South East	6,992,666	31.9	49.3	0.2	2.5	9.1	6.9
East Sussex	435,515	29.1	48.4	0.3	2.7	10.7	8.7
Eastbourne	82,691	33.3	42.8	0.4	3.0	11.5	9.1

**b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?**

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

In response to public consultation, 54.42% advised that they were married or in a civil partnership. Of which 81.75% advised the proposals were good.

23.93% advised that there were not married or in a civil partnership. Of which 84.64% advised the proposals were good.

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

No

**d) What is the proposal, project or service's impact on people who are married or same sex couples who have celebrated a civil partnership?**

It will have a positive impact because it will improve accessibility for all

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

We will monitor and take into consideration any feedback received specific to these changes and use it to support future reviews and EqIAs.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

**f) Provide details of any mitigation.**

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**g) How will any mitigation measures be monitored?**

The Contract Management Group manages and monitors the contract and business service performance targets and ensures works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

**4.6 Pregnancy and maternity: Testing of disproportionate, negative, neutral or positive impact.**

**a) How is this protected characteristic target group reflected in the County/District/Borough?**

	Age of mother	Under 20	20-24	25-29	30-34	35-39	40 and over
Geography	All live births						
England	663157	20963	96519	185960	210731	120330	28654
South East	101982	2797	12847	26970	33891	20711	4766
East Sussex	5219	186	839	1479	1568	916	231
Eastbourne	1048	44	178	282	338	166	40
Hastings	1115	67	236	341	256	180	35
Lewes	898	16	113	243	295	182	49
Rother	751	32	128	220	201	127	43
Wealden	1407	27	184	393	478	261	64

Source: Dataset: Live births by age of mother, 2001-2016 – districts ESIF

**b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?**

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

In response to public consultation, 0.79% advised that they were currently pregnant or have you been pregnant in the last year.

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

Where pregnancy or maternity affects mobility or need for better accessibility (e.g. getting a buggy on/off a bus or crossing the road), people with this protected characteristic are likely to be more positively affected than others due to accessibility improvements.

**d) What is the proposal, project or service's impact on pregnant women and women within the first 26 weeks of maternity leave?**

It will have a positive impact because it will improve accessibility for all.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqlAs.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

**f) Provide details of the mitigation**

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**g) How will any mitigation measures be monitored?**

The Contract Management Group manages and monitors the contract and business service performance targets and ensures works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

#### 4.7 Religion, Belief: Testing of disproportionate, negative, neutral or positive impact.

##### a) How is this protected characteristic reflected in the County/District/Borough?

Religions	All people	% Christian	% Buddhist	% Hindu	% Jewish	% Muslim	% Sikh	% other religions	% no religion	% religion not stated
England and Wales	56,075,912	59.3	0.4	1.5	0.5	4.8	0.8	0.4	25.1	7.2
South East	8,634,750	59.8	0.5	1.1	0.2	2.3	0.6	0.5	27.7	7.4
East Sussex	526,671	59.9	0.4	0.3	0.2	0.8	0.0	0.7	29.6	8.1
Eastbourne	99,412	59.6	0.5	0.4	0.2	1.5	0.1	0.6	29.2	8

Source: 2011 Census, Office for National Statistics

##### b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

In response to public consultation, 24.03% advised that they regarded themselves as belonging to any particular religion or belief, of that 78.93% advised the proposals were good.

57.50% advised that they did not belong to any particular religion or belief, of those 86.86% advised that the proposals were good.

##### c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?

No

##### d) What is the proposal, project or service's impact on the people with different religions and beliefs?

It will have a positive impact because it will improve accessibility for all.

##### e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqlAs.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

##### f) Provide details of any mitigation.

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**g) How will any mitigation measures be monitored?**

The Contract Management Group manage and monitor the contract and business service performance targets and ensure works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

**4.8 Sexual Orientation - Gay, Lesbian, Bisexual and Heterosexual: Testing of disproportionate, negative, neutral or positive impact.**

**a) How is this protected characteristic reflected in the County/District/Borough?**

Estimates of the UK LGB population generally vary between 5%-7% of the overall population. Official estimates are often lower than this based on responses to surveys.

All estimates are subject to the very significant caveat that many LGB people are reluctant to 'come out' to policy makers and researchers, seeing little benefit in doing so and fearing discrimination and harassment. In addition, sources such as the census have not collected sexual orientation or gender identity data so far. Taking the Stonewall estimate as a guide, this means that in East Sussex with a population of 547,797 (East Sussex in Figures website) around 27,389- 38,345 people are likely to be LGB.

In response to public consultation the following responses were given.

Option	Total	Percent
<b>Bi/Bisexual</b>	15	1.49%
<b>Heterosexual/Straight</b>	685	68.02%
<b>Gay woman/Lesbian</b>	4	0.40%
<b>Gay Man</b>	23	2.28%
<b>Other</b>	21	2.09%
<b>Prefer not to say</b>	126	12.51%
<b>Not Answered</b>	133	13.21%

**b) How is this protected characteristic reflected in the population of those impacted by the proposal, project or service?**

The proportion of highway users with this protected characteristic is likely to be the same as in the population figures above.

**c) Will people with the protected characteristic be more affected by the proposal, project or service than those in the general population who do not share that protected characteristic?**

No

**d) What is the proposal, project or service's impact on people with differing sexual orientation?**

It will have a positive impact because it will improve accessibility for all.

**e) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

We will monitor and take into consideration any feedback received specific to these policies and use it to support future reviews and EqlAs.

We will ensure that highway service policies are reviewed against relevant best practice guidance to help avoid any negative impact and ensure the advancement of equality.

**f) Provide details of the mitigation**

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**g) How will any mitigation measures be monitored?**

The Contract Management Group manages and monitors the contract and business service performance targets and ensures works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

The Contract Management Group will carry out a stakeholder consultation following construction to assess the impact of the scheme and determine if any further works are necessary.

**4.9 Other: Additional groups/factors that may experience impacts - testing of disproportionate, negative, neutral or positive impact.**

**a) How are these groups/factors reflected in the County/District/ Borough? How is this group/factor reflected in the population of those impacted by the proposal, project or service?**

Rurality – The landscape in East Sussex is predominantly rural, however the majority of the population live in urban areas, 58% live in the coastal urban areas and a further 18% live in market towns.

Due to the rurality of the area the method of travel to work is predominantly by car or bus. According to the 2011 census, 55% in Eastbourne drive a car or van to work, 58% in Seaford and 56% Newhaven, these are the main population hubs around the Exceat bridge.

The project has the potential to positively impact those who rely on these methods to get to work via the A259 between Eastbourne, Newhaven and Seaford as it will reduce congestion and travel time (see figures at 2.2).

**b) Will people within these groups or affected by these factors be more affected by the proposal, project or service than those in the general population who are not in those groups or affected by these factors?**

Although people in rural areas may be affected differently or have different requirements of the service, following our research, we do not expect this project to affect these groups differently.

**c) What is the proposal, project or service's impact on the factor or identified group?**

The improvements to travel times and journey reliability along the A259 are expected to have a positive impact on economic connectivity in the wider area, supporting people living and working in rural areas to access services, work and leisure.

**d) What actions are to/ or will be taken to avoid any negative impact or to better advance equality?**

Rurality - The highways service has a good track record in engaging with parish councils in rural areas, as well as town councils in smaller towns, on a wide range of issue through the Strengthening Local Relations (SLR) and the Community Highways Initiatives. This provides an opportunity for rural communities to raise any concerns they have or make suggestions which will be taken into consideration when reviewing policies. Engagement and consultation with relevant stakeholders is already underway and will continue through the life of the project.

We will ensure that the policies are also reviewed against relevant best practice guidance to avoid any negative impact to the advancement of equality.

**e) Provide details of the mitigation.**

None necessary in the implementation of these changes.

However it should be noted that Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions and that, when appropriate, an individual EQIA will be completed for new highway schemes or projects.

Contractors are also required to undertake a risk assessment as applicable when carrying out works on the highway to ensure the corrective mitigation action is taken.

**f) How will any mitigation measures be monitored?**

The Contract Management Group manage and monitor the contract and business service performance targets and ensure works and services comply with the requirements of the Highways Infrastructure Services Contract. This contains specific clauses regarding equality and diversity.

**4.10 Human rights** - Human rights place all public authorities – under an obligation to treat you with fairness, equality, dignity, respect and autonomy. **Please look at the table below to consider if your proposal, project or service may potentially interfere with a human right.**

<b>Articles</b>	
<b>A2</b>	<b>Right to life (e.g. pain relief, suicide prevention)</b>
<b>A3</b>	<b>Prohibition of torture, inhuman or degrading treatment (service users unable to consent, dignity of living circumstances)</b>
<b>A4</b>	<b>Prohibition of slavery and forced labour (e.g. safeguarding vulnerable adults)</b>
<b>A5</b>	<b>Right to liberty and security (financial abuse)</b>
<b>A6 &amp; 7</b>	<b>Rights to a fair trial; and no punishment without law (e.g. staff tribunals)</b>
<b>A8</b>	<b>Right to respect for private and family life, home and correspondence (e.g. confidentiality, access to family)</b>
<b>A9</b>	<b>Freedom of thought, conscience and religion (e.g. sacred space, culturally appropriate approaches)</b>
<b>A10</b>	<b>Freedom of expression (whistle-blowing policies)</b>
<b>A11</b>	<b>Freedom of assembly and association (e.g. recognition of trade unions)</b>
<b>A12</b>	<b>Right to marry and found a family (e.g. fertility, pregnancy)</b>
<b>Protocols</b>	
<b>P1.A1</b>	<b>Protection of property (service users property/belongings)</b>
<b>P1.A2</b>	<b>Right to education (e.g. access to learning, accessible information)</b>
<b>P1.A3</b>	<b>Right to free elections (Elected Members)</b>

## Part 5 – Conclusions and recommendations for decision makers

### 5.1 Summarise how this proposal/policy/strategy will show due regard for the three aims of the general duty across all the protected characteristics and ESCC additional groups.

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;

This project takes into consideration national legislation and best practice guidelines.

The project will be implemented by the current highways and infrastructure services contract provider. Standard Diversity and Equality clauses are included in all highway contract Terms and Conditions.

The Highway Contract Management Group will monitor the project including its performance and compliance and investigate any complaints relating to equalities issues.

- Advance equality of opportunity between people from different groups

The highways contract and associated projects aim to support and deliver better value for money and improved network condition, improving access for older people and people with disabilities. This project has taken into consideration the needs of all highway users including these groups.

- Foster good relations between people from different groups

Customer focus and community engagement are embedded into the highways contract and service model and the current service provider is expected to liaise directly with local communities to deliver the service in a fair, transparent manner, considering the needs of all service users.

### 5.2 Impact assessment outcome Based on the analysis of the impact in part four mark below ('X') with a summary of your recommendation.

X	Outcome of impact assessment	Please explain your answer fully.
x	<b>A No major change</b> – Your analysis demonstrates that the policy/strategy is robust and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.	<b>The analysis suggests there will be no negative impact made upon those with protected characteristics. Instead positive improvements will be made through this project making it more accessible to reach the Seven sisters County Park, cycleway, walkway and information centre. Additionally, for those who live in rural areas and/or rely on a vehicle to get to work, the creation of a 2 way bridge will reduce congestion, making travel times quicker and</b>
	<b>B Adjust the policy/strategy</b> – This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect.	
	<b>C Continue the policy/strategy</b> - This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate	

<p><b>D Stop and remove the policy/strategy</b> – If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy/strategy altogether. If a policy/strategy shows unlawful discrimination it <i>must</i> be removed or changed.</p>	<p><b>reducing the environmental impact of the congestion.</b></p>
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**5.3 What equality monitoring, evaluation, review systems have been set up to carry out regular checks on the effects of the proposal, project or service?**

The findings of this EqIA have been considered by the project team against the project’s implementation and mitigations put in place where necessary to ensure the project promotes equality, doesn’t discriminate and meets the terms of the Equality Act 2010.

The following outcomes will be monitored and evaluated by the Project Board following the completion of the project including seeking feedback from stakeholders including local disability groups:

**Key metrics for monitoring and evaluation**

- **Scheme Build.** Key metrics will include the programme, stakeholder management, risk register and scheme benefits. Information will be documented as part of the regular progress meetings, Project Board meetings, and Cabinet papers at key milestones. Feedback will be sought from stakeholders on impact of project.
- **Scheme Delivery.** A detailed comparison of the proposed scheme at funding approval, detailed design and the delivered scheme.
- **Scheme Costs.** A detailed comparison of the cost estimates at funding approval, detailed design, the outturn values once the scheme is delivered and for maintenance costs 5 years after opening.
- **Travel Demand.** Traffic survey (types and number of vehicles and non-motorised user survey). Numbers of passengers using the main bus services on the route.
- **Travel Times and Reliability.** Journey time survey from Seaford to East Dean. An analysis will be undertaken to identify any significant differences between outturn flows and/or speeds compared to those forecast for the scheme. Feedback will also be sought from Brighton and Hove Buses on reliability.
- **Carbon emissions and pollution** using modelling based on traffic data and a review of outturn traffic flows once the scheme is delivered to verify predictions.
- **Safety.** Sussex Police database analysed for slight, serious and fatal accidents at Exceat bridge. Feedback from stakeholders on near misses and perceived safety. Number of crossings made by non-motorised users.

**Governance arrangements**

## Equality Impact Assessment

The Project Manager and Project Delivery Team are responsible for delivering the plan, risk management, quality assurance and monitoring and evaluation. They will report to the Project Board and Senior Responsible Officer on progress at least once per quarter for the duration of the project and at lesser intervals post-construction. They will monitor the progress and impact of the project and present findings to the Council's Capital Board for review. A baseline report, and reports at one and five years after completion of construction will be reviewed by the Project Board and Senior Responsible Officer to assess the impact of the scheme. Scheme progress, monitoring and evaluation reports and lessons learned will be shared with the Government and key internal and external stakeholders as appropriate. This will include equality considerations.

### 5.6 When will the amended proposal, proposal, project or service be reviewed?

Following completion of the project, monitoring will take place within 1 year and again at 5yrs.

<b>Date completed:</b>	<b>14/06/21</b>	<b>Signed by (person completing)</b>	<b>Stephanie Everest</b>
		<b>Role of person completing</b>	<b>Project Manager – Funding and Development</b>
<b>Date:</b>	<b>15/06.21</b>	<b>Signed by (Manager)</b>	<b>Pippa Mabey Service Development Manager</b>

**Part 6 – Equality impact assessment action plan**

If this will be filled in at a later date when proposals have been decided please tick here and fill in the summary report.

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact
4. **If no actions fill in separate summary sheet.**

**Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:**

Area for improvement	Changes proposed	Lead Manager	Timescale	Resource implications	Where incorporated/flagged? (e.g. business plan/strategic plan/steering group/DMT)
N/A					

**6.1 Accepted Risk**

From your analysis please identify any risks not addressed giving reasons and how this has been highlighted within your Directorate:

Area of Risk	Type of Risk? (Legal, Moral, Financial)	Can this be addressed at a later date? (e.g. next financial year/through a business case)	Where flagged? (e.g. business plan/strategic plan/steering group/DMT)	Lead Manager	Date resolved (if applicable)
N/A					

**Appendix 1  
Improvements that will benefit people with protected characteristics**

Current issues	Protected characteristic(s) most affected	Proposal	Design compliant with
<p>Narrow footways cannot accommodate passing wheelchairs/pushchairs.</p> <p>Footway only on the north side of the bridge means that most pedestrians need to cross the carriageway twice to cross the river. Particularly unsafe for disabled persons or those with pushchairs.</p>	<p>Wheelchair and pushchair users</p>	<p>Wider footways to allow room for two wheelchairs to pass and with inclines of no steeper than 1 in 20.</p> <p>Footways on both sides of the bridge allowing continuous pedestrian passage without a need to cross the carriageway</p>	<p>Disability Discrimination Act</p>
<p>No raised kerbs at bus stops; harder for people with sight or mobility impairments to get on and off buses.</p>	<p>Vision and mobility impairments, wheelchair and pushchair users</p>	<p>Raised kerbs at bus stops to minimise height difference between kerb and bus floor. (All buses which serve this area are PSVAR compliant and capable of carrying wheelchair users.)</p>	
<p>Existing street lighting of poor quality with uneven distribution of light, especially over the bridge.</p>	<p>Vision impairments</p>	<p>New street lighting columns at pedestrian crossings, side road junction and shared space area.</p> <p>Low level wayfinding lighting over bridge.</p>	<p>Design Manual for Roads and Bridges</p>
<p>No designated crossing points and very poor visibility at the location where most crossings are attempted</p>	<p>Mobility and vision impairments</p>	<p>Dropped kerbs and tactile paving at designated crossing points.</p> <p>Improved layout ensures good vehicle / pedestrian visibility at all crossing locations.</p>	<p>Manuals for Streets</p>

## Equality Impact Assessment

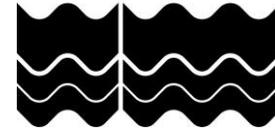
Nowhere safe for people to congregate that is easily accessible	Mobility impairments	Shared space area outside Inn. Wide areas and shallow gradients.	
No viewing platforms. Insufficient space to pass people stopping to admire the view on the bridge.	Age, disability	New viewing platforms. Railings rather than solid walls in shared space / viewing platforms. The railings' simple see-through design will allow, shorter people, those sat in wheelchairs or on benches to appreciate the views.	
No benches	Age, disability, maternity	Benches at three locations to provide rest spots, including space for wheelchairs.	

**Appendix 2 – Stakeholder feedback assessment (those with and without protected characteristics)**

Concerns	Evidence this is unfounded	Issues with alternatives	Mitigation measures in place
<b>Existing bridge with traffic lights would be sufficient</b>	<p style="text-align: center;">✓</p> <p>Modelling suggests future traffic levels will be too high for traffic lights to prevent serious congestion</p>	<p style="text-align: center;">✓</p> <p>No benefits to non-motorised users; no long-term resilience for growth in area</p>	
<b>Improvements might increase traffic volumes, particularly HGVs, to an unacceptable level</b>	<p style="text-align: center;">✓</p> <p>Although traffic is expected to increase nationwide, the nature and location of route means that the bridge is unlikely to be the cause of significant increased traffic. Journeys will simply become more efficient.</p>		<p style="text-align: center;">✓</p> <p>Expected improvements to bus service. Recent improvements on A27 which is better for HGVs and long-distance travelers</p>
<b>New bridge might result in higher traffic speeds making it less safe for pedestrians</b>	<p style="text-align: center;">✓</p> <p>The design of the new bridge alignment has been done in a way that will safely reduce vehicle speeds.</p>		<p style="text-align: center;">✓</p> <p>The project includes reducing speed limits and provision of traffic calming</p>
<b>Controlled crossings or traffic islands needed for safety</b>	<p style="text-align: center;">✓</p> <p>Road safety audit has concluded that uncontrolled crossing points, which will have significantly better visibility than the current provision will be safe and suitable for all pedestrians. Traffic modelling</p>	<p style="text-align: center;">✓</p> <p>Not possible for environmental reasons as it is part of a dark skies area and the necessary increase in carriageway width to install traffic islands would necessitate a much higher retaining</p>	<p style="text-align: center;">✓</p> <p>Installation of uncontrolled crossing points to encourage crossing at safe locations. Traffic speed management measures.</p>

	<p>confirms that the increase in wait times will be marginal.</p>	<p>wall infringing on the landscape including a significant reduction of the surrounding saltmarsh. Road safety engineers have confirmed that it would be safer for pedestrians to wait slightly longer on the side of the road, than become stranded in the middle of the road with passing traffic either side.</p>	
<p><b>Environmental concerns</b></p>	<p>✓ Environmental Statement and an Ecosystems Services assessment carried out.</p>		<p>✓ Mitigation strategy in line with National Planning Policy Framework and Environmental regulations. Includes restoration of nearby salt marsh.</p>

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## Equality Impact Analysis Template

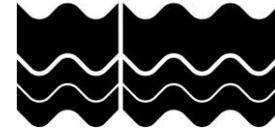
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Libraries Capital Program 2022-23 Hollington Library
<b>Team/Department</b>	Library and Information Service
<b>Directorate</b>	Communities, Economy & Transport
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p>In 2022-23 the service will undertake the capital refurbishment of Hollington library. The proposed works will be undertaken in accordance with the Council's Capital Strategy which states investment will be undertaken in order to maintain libraries in a safe and suitable condition from which to deliver the outcomes of the Libraries Strategic Commissioning Strategy (LSCS).</p> <p>For further information on the analysis undertaken please refer to <a href="#">Technical Appendix 1 of the Strategy– Needs Assessment in the new strategy</a>.</p>



## Initial assessment of whether your project requires an EqlA

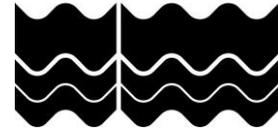
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	Yes		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?	Yes		
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	Yes		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		No	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents?		No	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		No	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	Yes		

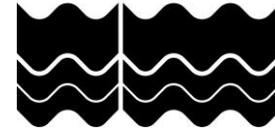
If you have answered “YES” or “DON'T KNOW” to any of the questions above, then the completion of an EqlA is necessary.



The need for an EqIA will depend on:

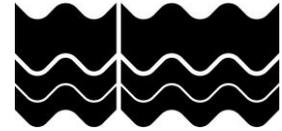
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
x		



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

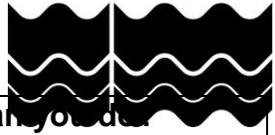
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
Not applicable: no previous EqlA on these proposals		



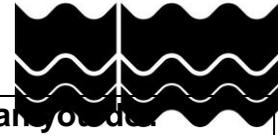
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

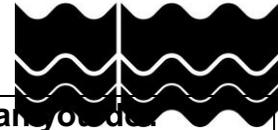
Protected characteristics groups under the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts identified from data and feedback (actual and potential)	What can you do? All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
Age	<p>Data from our latest strategy states that 45% of regular adult visitors to libraries in East Sussex are aged 65 and half are retired.</p> <p>We also have results from the Oct 2021 Plus survey (undertaken every three years). Please note this survey is undertaken with all those physically visiting a library, therefore does not take into account those accessing e-offers and resources.</p>	<p>For some older residents, visiting the library and engaging with staff may be one of a few, if not the only, interaction during their day. The role of the library building and overall service is to provide an inclusive environment and provide services that encourages older residents to continue visiting.</p> <p>Older residents have advised that the library service is one of few places they can receive the advice and assistance they require to access</p>	<p>Given that almost half of frequent users of libraries are aged 65 and over, those in this age category have the potential to be disproportionately affected by the changes to the building as a result of delivering the capital program. However older people (aged 75+), are likely to be most affected by the changes due to the increased likelihood of reduced mobility. Changes to the internal layout of the library building must take this into account when</p>	<p>Accessibility – an access audit will be undertaken as part of assessing the proposed works. This will include a review of physical accessibility to the library space. Areas already identified include the walkway to the library, this is currently a bridge with hand rails which are not likely to comply with current accessibility requirements. Any additional recommendations will be considered to effectively write specifications for the proposed construction works.</p>



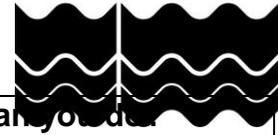
<p><b>Protected characteristics groups under the Equality Act 2010</b></p>	<p><b>What do you know?</b> Summary of data about your service-users and/or staff</p>	<p><b>What do people tell you?</b> Summary of service-user and/or staff feedback</p>	<p><b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)</p>	<p><b>What can you do?</b> All potential actions to:</p> <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
	<p>21% of visitors during the surveying period stated they were 35-44 years old, however 43% were aged 65-74, which mirrors the wider East Sussex average.</p>	<p>materials or services that are solely available online. Therefore access to our public computers remains key to customers in this age group.</p> <p>Young adults (16 – 24-year-olds) disproportionately underuse the library. Having sought feedback from younger stakeholders, they would like to see the LIS provide wider range of materials regarding mental health support as well materials relating to environmental concerns. This is an issue recognised nationally by library services.</p>	<p>planning and designing the space.</p> <p>Those aged 75+ are also known to be less likely to use the internet, and therefore the eLibrary, due to a lack of skills. Age is a key factor in people’s level of digital skills and therefore use of the internet. Buildings must therefore continue to access public computers as well as facilitate space for training (e.g. IT for You) to enable older residents to access resources provided within the building.</p>	<p>It must be noted that the current internal layout of Hollington library is limited. The stairway down to the lower ground floor limits potential use of the space to fully create a modern, functioning library in the way that customers may expect.</p> <p>Stock will be assessed by the librarian team as part of the refurbishment. Weeding will take place of unused or out of date material and replaced with stock suited to the reader base of the area. Stock reports will be undertaken to carry out this work effectively and aim to better meet the needs of customers.</p>



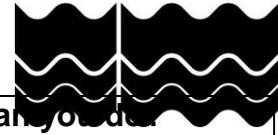
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				Please refer to Plus data excel sheet for age breakdown of users.
<b>Disability</b>	<p>The results of the Libraries Strategic Commissioning Strategy consultation, held in 2017, showed that 15% of respondents identified themselves as having a disability, compared to 20.3% of residents of East Sussex who have a long-term health condition or disability.</p> <p>For comparison the Plus survey highlighted that 35% of respondents stated that they had a disability.</p>	<p>Library staff have highlighted that some customers who have mobility issues have indicated accessing some buildings is difficult and enough to put some off from using the facilities.</p>	<p>The needs assessment has identified that there are health and wellbeing needs which the Library and Information Service can meet by running a number of initiatives within the building.</p> <p>We are keen to work and build upon relationships with partners to offer a variety of initiatives within the building that will go some way to improving lives of individuals within the area with disability issues.</p>	<p>The service will continue to work with Property Services to consider and/or address any building amendments required to provide or ease access to our buildings as per comment above.</p> <p>As part of the project we will install a hearing loop into the reception. This will take place at all libraries as an immediate effort to improve accessibility.</p> <p>There is already a lift within the building and</p>



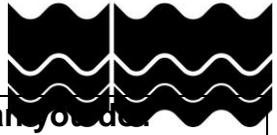
<p><b>Protected characteristics groups under the Equality Act 2010</b></p>	<p><b>What do you know?</b> Summary of data about your service-users and/or staff</p>	<p><b>What do people tell you?</b> Summary of service-user and/or staff feedback</p>	<p><b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)</p>	<p><b>What can you do?</b> All potential actions to:</p> <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
				<p>this will continue to be maintained appropriately.</p> <p>Stock layout will be reviewed to ensure that it meets the needs where possible, however as per previous statement it must be noted that this is limited as the design of the building prohibits potential use. The cost to rectify these design issues would exceed the library capital budget for this library.</p> <p>Front access will become Equality Act compliant with ramp, bridge, handtail and main entrance. There is also a lift at the rear of the building with access to the lower floor</p>



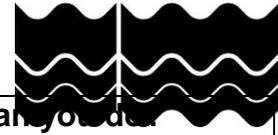
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				The request for quote documentation has also included accessibility requirements in the design considerations which prospective contractors will need to articulate in any possible schemes.
<b>Gender reassignment</b>	No data available from previous surveys.	No feedback received from service users or staff.	The LIS is committed to making trans-inclusive spaces. Given lack of current information, the service will explore this characteristic further and take this into account with any proposed capital works going forward.	The LIS will continue to work with local and national partners to ensure the service provides a welcoming environment for transgender and non-binary people.  The LIS team support the corporate LGBTQ+ group with team members within the group and staff in libraries wearing lanyards where possible. We will



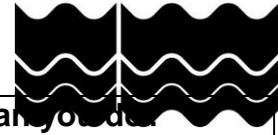
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				showcase events that are inclusive and continually review how we operate to support these groups within our communities.
<b>Pregnancy and maternity</b>	No data available from previous surveys.	For individuals in this category, the access and use of the lift within Hollington library is extremely helpful to improve access to the lower ground floor where the children’s library is located.	Lifts, easy access to seating to rest/ feed babies is important to provide throughout library buildings.  Additionally any mother/ parent or guardian can feed their baby in a library at any time.	We will continue to work with colleagues in Property to ensure that lifts are serviced in accordance with the term maintenance program and endeavour to fix issues promptly as and when they arise. The revised library layout will aim to improve access to new and expectant mothers to access literature and events (such as Rhymetime and Storytime) for young children.



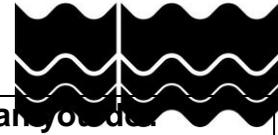
<p><b>Protected characteristics groups under the Equality Act 2010</b></p>	<p><b>What do you know?</b> Summary of data about your service-users and/or staff</p>	<p><b>What do people tell you?</b> Summary of service-user and/or staff feedback</p>	<p><b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)</p>	<p><b>What can you do?</b> All potential actions to:</p> <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<p><b>Race/ethnicity</b> Including migrants, refugees and asylum seekers</p>	<p>The response rate from all white respondents to 2018's PULSE survey was 96%. This is identical to the most recent census data from 2011 and mirrors the Oct 2021 Plus survey results.</p> <p>During the development of the Libraries Strategic Commissioning Strategy in 2018, a need was identified to support reading and literacy among refugee families in some communities. The service is aware of an increasing requirement to work with people of different races and ethnicities.</p> <p>Adequate agile spaces in buildings will continue to</p>	<p>Feedback from schemes the LIS have initiated, including the work with Syrian refugees based at Hastings Library, has been overwhelmingly positive.</p> <p>Hastings and Eastbourne have higher pockets of residents with English as an Additional Language (EAL). These are our busiest libraries, so we will endeavour to facilitate sessions in our buildings for this cohort. (dual language Storytime etc). Hollington is only a short distance from Hastings library, so customers will be signposted to the nearest local offer.</p>	<p>The LIS Capital Program is not considered to have an impact for library users from different ethnic backgrounds as buildings will continue to offer flexibility of space for any planned library initiatives.</p>	<p>Consider future possible activities in the delivery of LSCS and ensure that buildings are fit for purpose. This is limited at Hollington as per previous statement regarding the design of the building and limited floorspace available. Customers of Hollington would be encouraged to attend events taking place at Hastings library which is two miles away and can be accessed by a number of bus routes, taking on average 18 minutes (buses are available every 10 minutes). . Recently the Service has hosted events by BAME and refugee authors to enable all sections of the local population to feel</p>



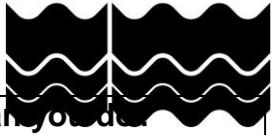
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	be important to deliver key outcomes of the LSCS.			included and represented. These were available at Hastings library, with over 100 attendees for both events. (June 2022).
<b>Religion or belief</b>	From 2018's PULSE survey, 56% of those who stated a religion or faith indicated they were a Christian. In the Plus survey (Oct 21) the number of individuals stating they were Christian increased by 2%.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users with different religions.	N/A for capital works. We aim to ensure that the service provides reading material for all groups, which can be ordered and delivered for free across the county. The Service remains neutral to ensure that it does not promote one religion over any other to remain inclusive.
<b>Sex/Gender</b>	The results of the 2018 consultation showed that 68% of respondents were female. Similarly, data from other user surveys indicates that on average 62% of library users are female. Women therefore have the potential to be	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users of different sex/gender.	Stock will be reviewed as part of the refurbishment works, but current layout prohibits larger events. Customers again would be signposted to Hastings to take part in activities there.



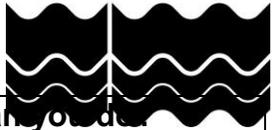
<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
	disproportionately affected by changes as they represent a higher number of our customers. Plus survey results mirror these historic trends.			
<b>Sexual orientation</b>	The statistics for current library users, collected in 2018, match the most recent census data for East Sussex.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users of different sexual orientations.	The building will be effectively maintained as part of the works to support partnership activity where possible.
<b>Marriage and civil partnership</b>	There are no disproportionate impacts upon people sharing this characteristic.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users.	No actions have been identified as necessary at this stage.



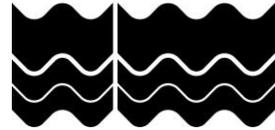
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<b>Impacts on community cohesion</b>	N/A	<p>Staff have advised that events such as Rhymetime and Storytime in library buildings have a positive effect in terms of community cohesion by presenting an opportunity for families to meet.</p> <p>The Plus survey also asked a question about loneliness after Covid 19 and numerous lockdowns. On average 36% of Hollington respondents felt occasionally lonely. (weighted E Sussex average was 22%)</p>	<p>The maintenance and upkeep of library buildings provides the physical safe environment for the activities for local community groups to access.</p> <p>The average number of Hollington respondents feeling lonely is higher than the E Sussex average.</p>	<p>Hollington serves the local community. There are Highrise flats, pockets of high deprivation and additional need. This increased need therefore requires support from the LIS to help mitigate barriers to education and help support increased opportunity. As part of the review of need the refurbishment will aim to supply additional study desks and better showcase the free public computer use available. The Service is keen to promote the free use of these resources to support and help combat loneliness. The computers are also upgraded as part of a wider ESCC ICT project,</p>



<p><b>Protected characteristics groups under the Equality Act 2010</b></p>	<p><b>What do you know?</b> Summary of data about your service-users and/or staff</p>	<p><b>What do people tell you?</b> Summary of service-user and/or staff feedback</p>	<p><b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)</p>	<p><b>What can you do?</b> All potential actions to:</p> <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
				<p>so the additional software available should better support users with learning and study. We will review offers available at Hollington and see if there is any engagement to run or support local events that aim to reduce loneliness and improve feelings of connectivity. This is outside of scope for this program of works but is something that the service can seek to address as part of the Library Strategy and our annual business plan.</p> <p>Finally the request for quote documentation for the internal fit out of the library asks potential suppliers how they will</p>



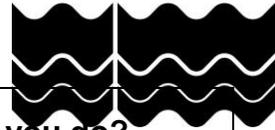
<p><b>Protected characteristics groups under the Equality Act 2010</b></p>	<p><b>What do you know?</b> Summary of data about your service-users and/or staff</p>	<p><b>What do people tell you?</b> Summary of service-user and/or staff feedback</p>	<p><b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)</p>	<p><b>What can you do?</b> All potential actions to:</p> <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
				<p>demonstrate social value as part of the proposed works. The key areas that have been cited to prospective contractors are children’s literacy, reading and wellbeing, loneliness and supporting refugees. This will account for 5% of the total weighted score when awarding the contract.</p>



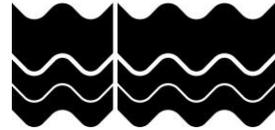
**Additional categories**

(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p><b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)</p>	<p>No specific data about other groups available from previous surveys</p>	<p>Partners in health care and social services have identified the library buildings as important spaces for the wellbeing of homeless and rough sleepers. Clients do not want to be identified but can be supported if needed. It is a warm, safe and welcoming space for individuals to have as much or as little interaction as they choose.</p> <p>They are a diverse range of ages and backgrounds.</p>	<p>The organisations working in this area see the creation of relaxed drop in areas as a way of supporting homeless and rough sleepers.</p> <p>Library buildings are centrally located, warm and can easily facilitate this when working in partnership.</p>	<p>As above, the maintenance of library buildings is key to continuing to deliver the LSCS priorities in supporting these groups within the wider community. Facilitating them at Hollington is challenging because it is a small site, however proactive engagement with partners to help support the signposting of our services will continue.</p>
<p><b>Assessment of overall impacts and any further recommendations</b> - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)</p>				

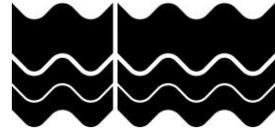


Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p><a href="https://services.escc.gov.uk/sites/LIB/Statistics/Hollington%20PLUS%20comments.pdf">https://services.escc.gov.uk/sites/LIB/Statistics/Hollington%20PLUS%20comments.pdf</a></p> <p>Comments recently received as part of the PLUS survey have been reviewed as part of this EQIA and the internal fit out proposals for the library. This survey takes place every three years and allows the LIS to review operational activity and make changes where possible. This data has been analysed and is available for review here:</p> <p><a href="https://services.escc.gov.uk/sites/LIB/Statistics/EastSussex_Headline%20Report%20PLUS.xlsx?Web=1">https://services.escc.gov.uk/sites/LIB/Statistics/EastSussex_Headline%20Report%20PLUS.xlsx?Web=1</a></p>				



### 3. List detailed data and/or community feedback that informed your EqIA

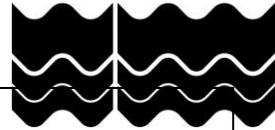
Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
PLUS survey	2018	This survey did not ask questions about all protected characteristics.	A service-specific assessment of 2021 Census data completed when the data is published in 2022.
Public Consultation – Libraries Strategy	2018	This survey did not ask questions about all protected characteristics.	A service-specific assessment of 2021 Census data completed when the data is published in 2022.
Consultation with LIS staff	Aug – Sep 2021	There were some protected characteristics that no verbatim, anecdotal feedback was provided about.	It was identified that staff did not regularly log issues, both positive and negative, regarding the use of LIS by people who share varying protected characteristics. From 2022, staff will be encouraged to do this.
PLUS Survey	2021	This survey now has questions regarding protected characteristics and the responses and analysis have been embedded and considered in this document.	We will continue to undertake the improved survey methodology to aim to capture more detailed information regarding our customers.



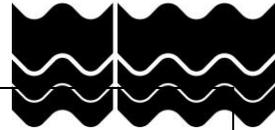
#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
<p><b>Age</b></p> <p>Older people may find changes to the library layout difficult to navigate</p>	<p>Ensure that access audit considers age of customer. Also work with library design specialists who understand the profile of library users in East Sussex to create a design that works for residents.</p>	<p>Improved layout of library as a result of refurbishment</p>	<p>No complaints/ issues raised by public as a result of changes in library layout.</p>	<p>Annually in accordance with the program.</p>
<p><b>Age:</b> younger people less likely to use the library <b>Pregnancy &amp; maternity:</b> access to books and resources</p>	<p>We will redecorate the children's area to make it more attractive to young people.</p>	<p>Make this library more attractive for younger customers aiming to support the underrepresentation of this age group Increase provision of literature for those who are pregnant/new parents. We are limited by space, but the service will look to improve where possible.</p>	<p>Increased numbers of younger users and access by new/expectant parents.</p>	<p>As part of refurb, then ongoing monitoring.</p>
<p><b>Disability</b></p>	<p>Libraries to commission accessibility audits as part of capital program</p>	<p>Buildings are compliant with required standards where possible.</p>	<p>Completed access audit</p>	<p>Annually in accordance with the program.</p>



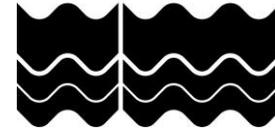
Access audits are on a rolling program undertaken by Property. These are not always available in conjunction with the Capital Program	and recharge Property, to ensure works are compliant and needs assessed.			
<b>Disability: provision for deaf and hearing impaired people</b>	All libraries will be fitted with hearing loops at the counter to support those with hearing impairments	Better access and support for deaf and hearing impaired people	Works completed and in operation	In 2022
<b>Sexual orientation Gender reassignment</b>  A lack of information regarding those who use the LIS and whether this group has a barrier to the service as a result of the building.	Analyse the findings of the LGBTQ+ Joint Strategic Needs Assessment by the management team.	Any findings within the report that highlight there are barriers to certain public venues could be reviewed as part of forthcoming capital works.	Any proposed changes made to buildings as a result to be considered in line with the delivery of the program and incorporated where possible (in line with Capital Program parameters)	2022 - 2027
<b>All:</b> ensuring stock meets diverse needs	Stock will be assessed by the librarian team as part of the refurbishment	Opportunity to check stock reflects all library users's needs and choices as well as possible .	Completion of review and responding to gaps	As part of refurbishment
<b>Pregnancy and maternity:</b> access and breastfeeding	We will design our spaces so that pregnant/new mothers have adequate spaces to sit/	Better support and spaces for breastfeeding and seating.	Spaces installed and in use	As part of refurbishment



	stay/ feed within the library.			
<b>All:</b> encouraging use of whole range of library facilities	Aim to position the library as available to all through marketing campaigns	Wider range of people aware of what libraries offer and confident to access	Library users and equality monitoring / feedback	From library opening and ongoing
<b>Community cohesion:</b> combatting loneliness	The internal fit out for Hollington will aim to improve library layout where possible (within the constraints of the building) to promote spending time in the library.	Aims to support/ combat loneliness within the community	Make the building more appealing to visit	As part of refurbishment

**EqlA sign-off:** (for the EqlA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

<b>Staff member competing Equality Impact Analysis:</b>	Sam McManus	<b>(last updated date)</b> <b>Date: 09/08/2022</b>
<b>Directorate Management Team rep or Head of Service:</b>	Natalie Anderson	<b>Date: 11/08/2022</b>
<b>Equality lead:</b>	Sarah Tighe-Ford	<b>Date: 08/11/2022</b>



## Equality Impact Analysis Template

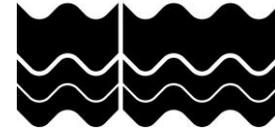
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Libraries Capital Program 2022-23 Newhaven Library
<b>Team/Department</b>	Library and Information Service
<b>Directorate</b>	Communities, Economy & Transport
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p>In 2022-23 the service will undertake three refurbishment of Newhaven library. The proposed works will be undertaken in accordance with the Council's Capital Strategy which states investment will be undertaken in order to maintain libraries in a safe and suitable condition from which to deliver the outcomes of the Libraries Strategic Commissioning Strategy (LSCS).</p> <p>For further information on the analysis undertaken please refer to <a href="#">Technical Appendix 1 of the Strategy– Needs Assessment in the new strategy</a>.</p>



## Initial assessment of whether your project requires an EqlA

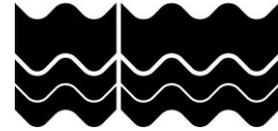
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	Yes		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?	Yes		
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	Yes		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		No	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents?		No	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		No	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	Yes		

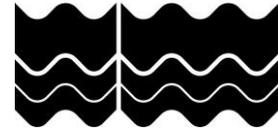
If you have answered “YES” or “DON'T KNOW” to any of the questions above, then the completion of an EqlA is necessary.



The need for an EqIA will depend on:

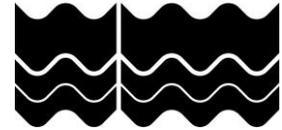
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
x		



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

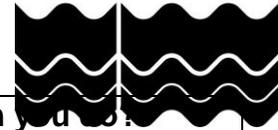
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
Not applicable: no previous EqlA on these proposals		



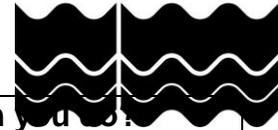
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

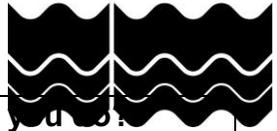
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Age	<p>Data from our latest strategy states that 45% of regular adult visitors to libraries in East Sussex are aged 65 and half are retired.</p> <p>We also have results from the Oct 2021 Plus survey (undertaken every three years). Please note this survey is undertaken with all those physically visiting a library, therefore does not take into account those accessing e-offers and resources. 23% of visitors to the library during the</p>	<p>For some older residents, visiting the library and engaging with staff may be one of a few, if not the only, interaction during their day. The role of the library building and overall service is to provide an inclusive environment and provide services that encourages older residents to continue visiting.</p> <p>Older residents have advised that the library service is one of few places they can receive the advice and assistance they require to</p>	<p>Given that almost half of frequent users of libraries are aged 65 and over, those in this age category have the potential to be disproportionately affected by the changes to the building as a result of delivering the capital program. However older people (aged 75+), are likely to be most affected by the changes due to the increased likelihood of reduced mobility. Changes to the internal layout of the library building must take this into account when</p>	<p>Accessibility – an access audit will be undertaken as part of assessing the proposed works. This will include a review of physical accessibility to the library space. Areas already identified include the walkway (which is a gentle slope on the front access to the library, the handrail and the exit at the rear of the building.</p> <p>Stock will be assessed by the librarian team as part of the refurbishment. The request for quotes undertaking the internal fit out of the library will</p>



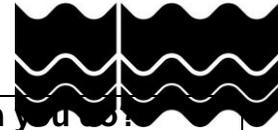
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	surveying period were aged 65-74. With 18% aged 35-44 and 19% aged 55-64 respectively.	access materials or services that are solely available online. Therefore access to our public computers remains key to customers in this age group.  Young adults (16 – 24-year-olds) disproportionately underuse the library. Having sought feedback from younger stakeholders, they would like to see the LIS provide wider range of materials regarding mental health support as well materials relating to environmental concerns. This is an issue recognised nationally by library services.	planning and designing the space.  Those aged 75+ are also known to be less likely to use the internet, and therefore the eLibrary, due to a lack of skills. Age is a key factor in people’s level of digital skills and therefore use of the internet. Buildings must therefore continue to access public computers as well as facilitate space for training (e.g. IT for You) to enable older residents to access resources provided within the building.	ensure that stock is not placed too low (or too high) meaning that certain age groups would struggle to access stock. stock editing will take place of unused or out of date material and replaced with stock suited to the reader base of the area. Stock reports will be undertaken to carry out this work effectively and aim to better meet the needs of customers.  Please refer to Plus data excel sheet for detailed age breakdown of users.



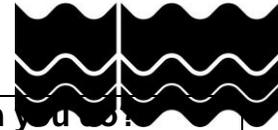
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<b>Disability</b>	<p>The results of the Libraries Strategic Commissioning Strategy consultation, held in 2017, showed that 15% of respondents identified themselves as having a disability, compared to 20.3% of residents of East Sussex who have a long-term health condition or disability.</p> <p>For comparison the Plus survey highlighted that 36% of respondents stated that they had a disability.</p>	<p>Library staff have highlighted that some customers who have mobility issues have indicated accessing some buildings is difficult and enough to put some off from using the facilities.</p>	<p>The needs assessment has identified that there are health and wellbeing needs which the Library And Information Service can meet by running a number of initiatives within the building.</p> <p>We are keen to work and build upon relationships with partners to offer a variety of initiatives within the building that will go some way to improving lives of individuals within the area with disability issues. The team already have good connections with Children’s Services and other local volunteer organisation groups that use the space, but the Service is committed to increasing this where</p>	<p>The service will continue to work with Property Services to consider and/or address any building amendments required to provide or ease access to our buildings to ensure that Newhaven is compliant with accessibility where possible. There is a lift to the rear of the building and sloped access to the front.</p> <p>Any capital work will be reviewed with an accompanying access audit to ensure that individuals with disabilities are able to easily access library spaces.</p>



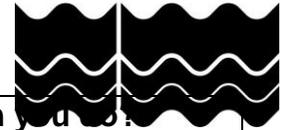
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			possible to improve and support local customers where we can.	We will support children and adults with disabilities and long-term health conditions, such as visual impairments, to be confident using adapted reading materials and technology. The LIS will continue to establish partnerships with local groups in view of improving the experience of those with certain disabilities when using our service. In 2022 all libraries will be fitted with hearing loops at the counter to support those with hearing impairments. The request for quote documentation has also included accessibility requirements in the design considerations



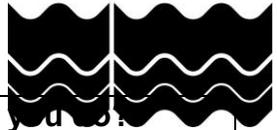
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				which prospective contractors will need to articulate in any possible schemes.
<b>Gender reassignment</b>	No data available from previous surveys.	No feedback received from service users or staff.	The LIS is committed to making trans-inclusive spaces. Given lack of current information, the service will explore this characteristic further and take this into account with any proposed capital works going forward.	The LIS will continue to work with local and national partners to ensure the service provides a welcoming environment for transgender and non-binary people.  The LIS team support the corporate LGBTQ+ group with team members within the group and staff in libraries wearing lanyards where possible. We will showcase events that are inclusive and continually review how we operate to support



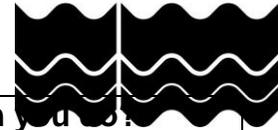
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				these groups within our communities.  Newhaven Library has 2 public toilets and 1 staff toilet. All facilities are gender neutral and will continue to be so after the refurbishment
<b>Pregnancy and maternity</b>	No data available from previous surveys.	For individuals in this category, the access and use of lifts within library buildings is critical. For Newhaven the open plan floor will be retained to ensure easy access with buggies/ pushchairs.	Easy access to seating to rest/ feed babies is important to provide throughout.  Any mother/ parent or guardian can feed their baby in a library at any time.  Newhaven library is all on one floor, so there is no requirement to provide access to additional floors via lifts.	We will continue to work with colleagues in Property to ensure that lifts are serviced in accordance with the term maintenance program and endeavour to fix issues promptly as and when they arise.  The revised library layout will include a complete re-design of the children's area of the library and aim to improve access to new



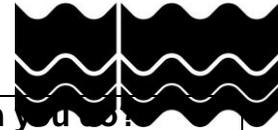
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				and expectant mothers to access literature and events (such as Rhymetime and Storytime) for young children.
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	<p>The response rate from all white respondents to 2018's PULSE survey was 96%. This is identical to the most recent census data from 2011. The Plus Survey in Oct 2021 found that 93% of respondents were White British. These three datasets are helpful in understanding the changing landscape within Newhaven.</p> <p>During the development of the Libraries Strategic Commissioning Strategy in 2018, a need was</p>	<p>Feedback from schemes the LIS have initiated, including the work with Syrian refugees based at Hastings Library, has been overwhelmingly positive.</p> <p>Hastings and Eastbourne have higher pockets of residents with English as an Additional Language (EAL). These are our busiest libraries, so we will endeavour to facilitate sessions in our buildings for this cohort. The service is also very responsive to emerging</p>	<p>The LIS Capital Program is not considered to have an impact for library users from different ethnic backgrounds as buildings will continue to offer flexibility of space for any planned library initiatives.</p>	<p>Consider future possible activities in the delivery of LSCS and ensure that buildings are fit for purpose.</p> <p>At Newhaven the aim is to reconfigure seating areas to better support community groups by redefining uses of space. The Service is keen to re-establish local connections to the Newhaven Festival and other community groups to broaden local connections.</p>



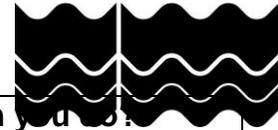
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	identified to support reading and literacy among refugee families in some communities. The service is aware of an increasing requirement to work with people of different races and ethnicities.  Adequate agile spaces in buildings will continue to be important to deliver key outcomes of the LSCS.	needs and can flexibly deliver services as needed. EAL book stock can be delivered and colleagues in Audience Development are keen to support emerging groups as needed. E.g. Libraries are supporting Ukrainian refugees with books, resources responding to the sponsoring scheme.		
<b>Religion or belief</b>	From 2018's PULSE survey, 56% of those who stated a religion or faith indicated they were a Christian. The next most selected answer was 'No religion' which was selected by 38% of those who completed the	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users with different religions.	Staff will continue to promote an inclusive environment for people of all faiths and beliefs.



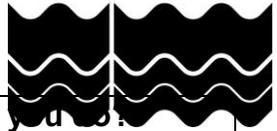
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	survey. In the Oct 2021 Plus survey this increased to 59% Christian with 37% stating they had no religious affiliation.			
<b>Sex/Gender</b>	The results of the 2018 consultation showed that 68% of respondents were female. Similarly, data from other user surveys indicates that on average 62% of library users are female. Women therefore have the potential to be disproportionately affected by changes as they represent a higher number of our customers.	No feedback received from service users or staff. We survey regularly looking at varying areas of satisfaction with the service. We have had no comments in relation to the offer/ building in relation to gender to date	The LIS Capital Program is not considered to have an impact for library users of different sex/gender.	Buildings that are maintained to a good standard will allow events to be hosted throughout the year including Men's Health Week and Women's History Month.
<b>Sexual orientation</b>	The statistics for current library users, collected in 2018, match the most	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library	The LIS will continue to work with local partners to ensure a safe and accessible environment



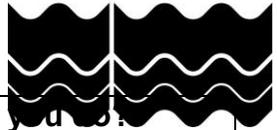
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	recent census data for East Sussex.		users of different sexual orientations.	is open to the LGBTQ+ community. Again, buildings that are maintained to an acceptable standard will continue to operate as safe spaces which can host events and activities. Link to gender reassignment statement – LIS team working on corporate LGBTQ+ working group to support and promote this group’s needs where possible.
<b>Marriage and civil partnership</b>	There are no disproportionate impacts upon people sharing this characteristic.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users of different relationship statuses including those married or in a civil partnership.	No actions have been identified as necessary at this stage.



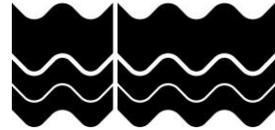
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<b>Impacts on community cohesion</b>	N/A	<p>Staff have advised that events such as Rhymetime and Storytime in library buildings have a positive effect in terms of community cohesion by presenting an opportunity for families to meet. The Plus survey also asked a question about loneliness after Covid 19 and numerous lockdowns. On average 24% of Newhaven respondents felt occasionally lonely. (weighted E Sussex average was 22%)</p>	<p>The maintenance and upkeep of library buildings provides the physical safe environment for the activities for local community groups to access.</p>	<p>Undertake annual maintenance on LIS property and ensure the Capital Program is delivered in a timely manner.</p> <p>The facilities offered within a library help combat loneliness by providing a meeting point, events and activities to take part and meet people, as well as a safe space to connect with others via the public computers with friends/relatives or a meeting opportunity within the library itself.</p> <p>The internal fit out for Newhaven will include a soft furnishings, to support areas where</p>



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				people can meet and relax. This will support events and activities which the Service is keen to promote to combat loneliness within the community.  The request for quote documentation for the internal fit out of the library asks potential suppliers how they will demonstrate social value as part of the proposed works. The key areas that have been cited to prospective contractors are children’s literacy, reading and wellbeing, loneliness and supporting refugees. This will account for 5% of the total weighted score



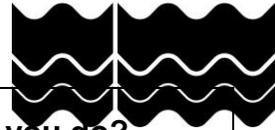
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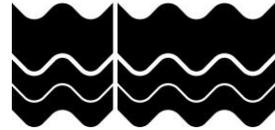
**Additional categories**

(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p><b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)</p>	<p>No specific data about other groups available from previous surveys</p>	<p>Partners in health care and social services have identified the library buildings as important spaces for the wellbeing of homeless and rough sleepers. Clients do not want to be identified but can be supported if needed. It is a warm, safe and welcoming space for individuals to have as much or as little interaction as they choose.</p> <p>They are a diverse range of ages and backgrounds.</p>	<p>The organisations working in this area see the creation of relaxed drop in areas as a way of supporting homeless and rough sleepers.</p> <p>Library buildings are centrally located, warm and can easily facilitate this when working in partnership.</p>	<p>As above, the maintenance of library buildings is key to continuing to deliver the LSCS priorities in supporting these groups within the wider community.</p>
<p><b>Assessment of overall impacts and any further recommendations</b> - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)</p>				

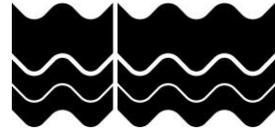


Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p data-bbox="203 292 1435 323"> <a href="https://services.escc.gov.uk/sites/LIB/Statistics/Newhaven%20PLUS%20comments.pdf">https://services.escc.gov.uk/sites/LIB/Statistics/Newhaven%20PLUS%20comments.pdf</a> </p> <p data-bbox="203 363 2145 472">                     Comments recently received as part of the PLUS survey have been reviewed as part of this EQIA and the internal fit out proposals for the library. This survey takes place every three years and allows the LIS to review operational activity and make changes where possible. This data has been analysed and is available for review here:                 </p> <p data-bbox="203 475 1675 507"> <a href="https://services.escc.gov.uk/sites/LIB/Statistics/EastSussex_Headline%20Report%20PLUS.xlsx?Web=1">https://services.escc.gov.uk/sites/LIB/Statistics/EastSussex_Headline%20Report%20PLUS.xlsx?Web=1</a> </p>				



### 3. List detailed data and/or community feedback that informed your EqIA

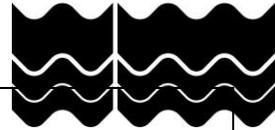
Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
PLUS survey	2018	This survey did not ask questions about all protected characteristics.	A service-specific assessment of 2021 Census data completed when the data is published in 2022.
Public Consultation – Libraries Strategy	2018	This survey did not ask questions about all protected characteristics.	A service-specific assessment of 2021 Census data completed when the data is published in 2022.
Consultation with LIS staff	Aug – Sep 2021	There were some protected characteristics that no verbatim, anecdotal feedback was provided about.	It was identified that staff did not regularly log issues, both positive and negative, regarding the use of LIS by people who share varying protected characteristics. From 2022, staff will be encouraged to do this.
Plus survey	2021	This survey did not ask questions about all protected characteristics.	This has been a helpful comparison to the 2018 dataset. We will review when latest Census statistics are available.



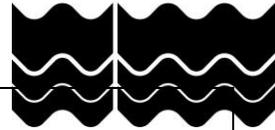
#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
<p><b>Age</b></p> <p>Older people may find changes to the library layout difficult to navigate</p>	<p>Ensure that access audit considers age of customer. Also work with library design specialists who understand the profile of library users in East Sussex to create a design that works for residents.</p>	<p>Improved layout of library as a result of refurbishment</p>	<p>No complaints/ issues raised by public as a result of changes in library layout.</p>	<p>Annually in accordance with the program.</p>
<p><b>Age:</b> younger people less likely to use the library <b>Pregnancy &amp; maternity:</b> access to books and resources</p>	<p>This refurbishment attracts a small contribution of Section 106 funds from developments within the local area. This will be used to re-create the childrens/ teen section of the library</p>	<p>Make this library more attractive for younger customers aiming to support the underrepresentation of this age group Increase provision of literature for those who are pregnant/new parents</p>	<p>Increased numbers of younger users and access by new/expectant parents.</p>	<p>As part of refurb, then ongoing monitoring.</p>
<p><b>Disability</b></p> <p>Access audits are on a rolling program undertaken by Property. These are not always</p>	<p>Libraries to commission accessibility audits as part of capital program and recharge Property, to ensure works are compliant and needs assessed.</p>	<p>Buildings are compliant with required standards where possible.</p>	<p>Completed access audit</p>	<p>Annually in accordance with the program.</p>



available in conjunction with the Capital Program				
<b>Disability: provision for deaf and hearing impaired people</b>	All libraries will be fitted with hearing loops at the counter to support those with hearing impairments	Better access and support for deaf and hearing impaired people	Works completed and in operation	In 2022
<b>Sexual orientation Gender reassignment</b>  A lack of information regarding those who use the LIS and whether this group has a barrier to the service as a result of the building.	Analyse the findings of the LGBTQ+ Joint Strategic Needs Assessment by the management team.	Any findings within the report that highlight there are barriers to certain public venues could be reviewed as part of forthcoming capital works.	Any proposed changes made to buildings as a result to be considered in line with the delivery of the program and incorporated where possible (in line with Capital Program parameters)	2022 - 2027
<b>All:</b> ensuring stock meets diverse needs	Stock will be assessed by the librarian team as part of the refurbishment	Opportunity to check stock reflects all library users' needs and choices as well as possible .	Completion of review and responding to gaps	As part of refurbishment
<b>Pregnancy and maternity:</b> access and breastfeeding	We will design our spaces so that pregnant/new mothers have adequate spaces to sit/ stay/ feed within the library.	Better support and spaces for breastfeeding and seating.	Spaces installed and in use	As part of refurbishment
<b>All:</b> encouraging use of whole range of library facilities	Aim to position the library as available to all through marketing campaigns	Wider range of people aware of what libraries offer and confident to access	Library users and equality monitoring / feedback	From library opening and ongoing



<p><b>Community cohesion:</b> combatting loneliness</p>	<p>The internal fit out for Rye will include a soft furnishings, to support areas where people can meet and relax.</p>	<p>Support events and activities to combat loneliness within the community</p>	<p>New space in place and being used; activities and events being held and attracting wide range of people</p>	<p>As part of refurbishment</p>
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**EqlA sign-off:** (for the EqlA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

**Staff member competing Equality Impact Analysis:**

Sam McManus

**(last updated date)**

**Date: 09/08/2022**

**Directorate Management Team rep or Head of Service:**

Natalie Anderson

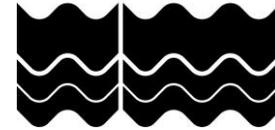
**Date: 11/08/2022**

**Equality lead:**

Sarah Tighe-Ford

**Date: 09/11/2022**

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## Equality Impact Analysis Template

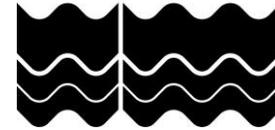
**Equality Impact Analysis (EqIA) (or Equality Impact Assessment) aims to make services and public policy better for all service-users and staff and supports value for money by getting council services right first time.**

We use EqIAs to enable us to consider all relevant information from an Equality requirements perspective when procuring or restructuring a service or introducing a new policy or strategy. This analysis of impacts is then reflected in the relevant action plan to get the best outcomes for the Council, its staff and service-users.

EqIAs are used to analyse and assess how the Council's work might impact differently on different groups of people. EqIAs help the Council to make good decisions for its service-users, staff and residents and provide evidence that those decision conform with the Council's obligations under the Equality Act 2010.

This template sets out the steps you need to take to complete an EqIA for your project. If you have any questions about your EqIA and/or how to complete this form, please use the contact details at the end of this form.

<b>Title of Project/Service/Policy</b>	Libraries Capital Program 2022-23 Rye Library
<b>Team/Department</b>	Library and Information Service
<b>Directorate</b>	Communities, Economy & Transport
<b>Provide a comprehensive description of your Project (Service/Policy, etc.) including its Purpose and Scope</b>	<p>In 2022-23 the service will undertake the refurbishment of Rye library. The proposed works will be undertaken in accordance with the Council's Capital Strategy which states investment will be undertaken in order to maintain libraries in a safe and suitable condition from which to deliver the outcomes of the Libraries Strategic Commissioning Strategy (LSCS).</p> <p>For further information on the analysis undertaken please refer to <a href="#">Technical Appendix 1 of the Strategy– Needs Assessment in the new strategy</a>.</p>



## Initial assessment of whether your project requires an EqlA

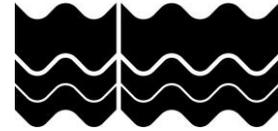
When answering these questions, please keep in mind all legally protected equality characteristics (sex/gender, gender reassignment, religion or belief, age, disability, ethnicity/race, sexual orientation, marriage/civil partnership, pregnancy and maternity) of the people actually or potentially receiving and benefiting from the services or the policy.

In particular consider whether there are any potential equality related barriers that people may experience when getting to know about, accessing or receiving the service or the policy to be introduced or changed.

Discuss the results of your Equality assessment with the Equality Lead for your department and agree whether improvements or changes need to be made to any aspect of your Project.

	Question	Yes	No	Don't Know
1	Is there evidence of different needs, experiences, issues or priorities on the basis of the equality characteristics (listed below) in relation to the service or policy/strategy area?	Yes		
2	Are there any proposed changes in the service/policy that may affect how services are run and/or used or the ways the policy will impact different groups?	Yes		
3	Are there any proposed changes in the service/policy that may affect service-users/staff/residents directly?	Yes		
4	Is there potential for, or evidence that, the service/policy may adversely affect inclusiveness or harm good relations between different groups of people?		No	
5	Is there any potential for, or evidence that any part of the service/aspects of the policy could have a direct or indirect discriminatory effect on service-users/staff/residents?		No	
6	Is there any stakeholder (Council staff, residents, trade unions, service-users, VCSE organisations) concerned about actual, potential, or perceived discrimination/unequal treatment in the service or the Policy on the basis of the equality characteristics set out above that may lead to taking legal action against the Council?		No	
7	Is there any evidence or indication of higher or lower uptake of the service by, or the impact of the policy on, people who share the equality characteristics set out above?	Yes		

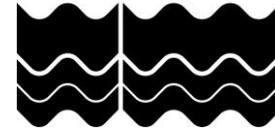
If you have answered "YES" or "DON'T KNOW" to any of the questions above, then the completion of an EqlA is necessary.



The need for an EqIA will depend on:

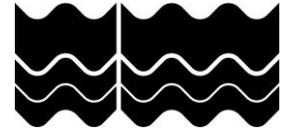
- How many questions you have answered “yes”, or “don’t know” to;
- The likelihood of the Council facing legal action in relation to the effects of service or the policy may have on groups sharing protected characteristics; and
- The likelihood of adverse publicity and reputational damage for the Council.

Low risk	Medium risk	High risk
x		



**1. Update on previous EqlAs and outcomes of previous actions (if applicable)**

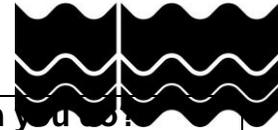
<b>What actions did you plan last time?</b> (List them from the previous EqlA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action Plan below)
Not applicable: no previous EqlA on these proposals		



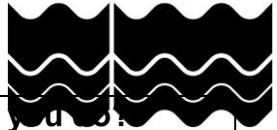
## 2. Review of information, equality analysis and potential actions

Consider the actual or potential impact of your project (service, or policy) against each of the equality characteristics.

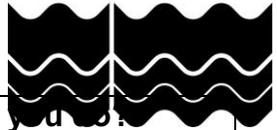
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Age	<p>Data from our latest strategy states that 45% of regular adult visitors to libraries in East Sussex are aged 65 and half are retired.</p> <p>We also have results from the Oct 2021 Plus survey (undertaken every three years). Please note this survey is undertaken with all those physically visiting a library, therefore does not take into account those accessing e-offers and resources. 36% of visitors to the library during the</p>	<p>For some older residents, visiting the library and engaging with staff may be one of a few, if not the only, interaction during their day. The role of the library building and overall service is to provide an inclusive environment and provide services that encourages older residents to continue visiting.</p> <p>Older residents have advised that the library service is one of few places they can receive the advice and assistance they require to</p>	<p>Given that almost half of frequent users of libraries are aged 65 and over, those in this age category have the potential to be disproportionately affected by the changes to the building as a result of delivering the capital program. However older people (aged 75+), are likely to be most affected by the changes due to the increased likelihood of reduced mobility. Changes to the internal layout of the library building must take this into account when</p>	<p>Accessibility – an access audit has been undertaken as part of assessing the proposed works. This will include a review of physical accessibility to the library space. Corporate Property teams will then review in conjunction with the LIS to ascertain what works can be brought into scope.</p> <p>NB: It is worth noting that this building is leasehold and situated in a conservation area which may restrict changes available.</p>



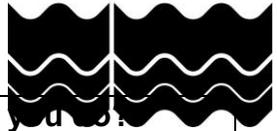
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	surveying period were aged 65-74. This is 10% higher than the weighted E Sussex average for all respondents. 11% were aged 35-44 and 15% aged 55-64 respectively.	access materials or services that are solely available online. Therefore access to our public computers remains key to customers in this age group.  Young adults (16 – 24-year-olds) disproportionately underuse the library. Having sought feedback from younger stakeholders, they would like to see the LIS provide wider range of materials regarding mental health support as well materials relating to environmental concerns. This is an issue recognised nationally by library services.	planning and designing the space.  Those aged 75+ are also known to be less likely to use the internet, and therefore the eLibrary, due to a lack of skills. Age is a key factor in people’s level of digital skills and therefore use of the internet. Buildings must therefore continue to access public computers as well as facilitate space for training (e.g. IT for You) to enable older residents to access resources provided within the building.	Stock will be assessed by the librarian team as part of the refurbishment (see action plan). The request for quotes undertaking the internal fit out of the library will ensure that stock is not placed too low (or too high) meaning that certain age groups would struggle to access stock. Weeding will take place of unsued or ou of date material and replaced with stock suited to the reader base of the area. Stock reports will be undertaken to carry out this work effectively and aim to better meet the needs of customers.  This refurbishment attracts a small



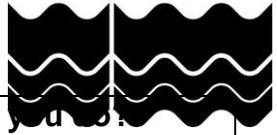
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				contribution of Section 106 funds from developments within the local area. This will be used to re-create the childrens/ teen section of the library and aim to make this more attractive for younger customers aiming to support the underrepresentation of this age group using the service. Please refer to Plus data excel sheet (link at the end of this document) for detailed age breakdown of users. The service will hold a launch event once the works are completed to encourage active membership from young people.



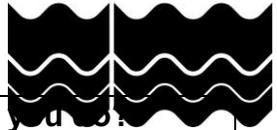
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				Separately as part of BAU LIS activity the service is working with relationships with schools/ colleges to encourage work experience placements, hoping to raise the profile of the service with this cohort to support possible volunteers, recruitment of library assistants and general engagement in what the service has to offer. Recent communications campaigns have also focussed on the library as being a good place to connect (with devices and people) making the library a good place to study.



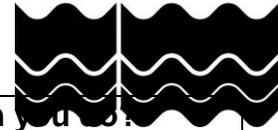
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<b>Disability</b>	<p>The results of the Libraries Strategic Commissioning Strategy consultation, held in 2017, showed that 15% of respondents identified themselves as having a disability, compared to 20.3% of residents of East Sussex who have a long-term health condition or disability.</p> <p>For comparison the Plus survey highlighted that 26% of respondents stated that they had a disability which is higher than previous surveys have reported.</p>	<p>Rye has level access on one floor. There is a lift which is used by staff to access the workroom, this will be upgraded as part of the works as it is at the end of its life, so will support teams to deliver the service efficiently.</p>	<p>The needs assessment has identified that there are health and wellbeing needs which the Library and Information Service can meet by running a number of initiatives within the building. For example IT for You partners with NHS to signpost users in need to library activities/ getting people online to reduce digital exclusion, improve connectivity with friends and family and add digital skills to administer appointments online where needed.</p>	<p>The service will continue to work with Property Services to consider and/or address any building amendments required to provide or ease access to our buildings to ensure that the program ensures that Rye compliant where possible, making reasonable adjustments to support customers accessing the service where possible.</p> <p>Decorations will take into account accessibility and specifications have been written into the works for main contractor to ensure there is variance between colour palettes to support this.</p>



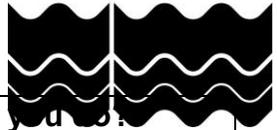
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				<p>The Property Maintenance team have assessed Rye lift, and have agreed that it is at the end of life and requires replacement. This will ensure that frequent issues with the lift failing are mitigated.</p> <p>The request for quote documentation has also included accessibility requirements in the design considerations which prospective contractors will need to articulate in any possible schemes.</p> <p>Finally in 2022 all libraries will be fitted with hearing loops at the counter to support those with hearing impairments.</p>



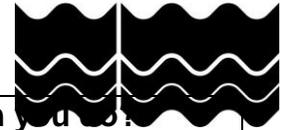
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<b>Gender reassignment</b>	No data available from previous surveys.	No feedback received from service users or staff.	The LIS is committed to making trans-inclusive spaces. Given lack of current information, the service will explore this characteristic further and take this into account with any proposed capital works going forward.	The LIS will continue to work with local and national partners to ensure the service provides a welcoming environment for transgender and non-binary people. The LIS will continue to work with local and national partners to ensure the service provides a welcoming environment for transgender and non-binary people  Rye has two public and three staff toilets. All toilets are separate, lockable cubicles and are



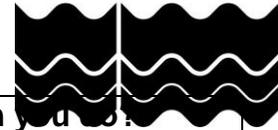
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				unisex. We will ensure that as part of the redecoration, there is clear signage which will continue to reflect this.  The LIS team support the corporate LGBTQ+ group with team members within the group and staff in libraries wearing lanyards where possible. We will showcase events that are inclusive and continually review how we operate to support these groups within our communities.
<b>Pregnancy and maternity</b>	No data available from previous surveys.	For individuals in this category, the access and use of lifts within library buildings is critical. For Rye the open plan floor will be retained to ensure	Lifts, easy access to seating to rest/ feed babies is important to provide throughout library buildings.	We will design our spaces so that pregnant/new mothers have adequate spaces to sit/ stay/ feed within the library.



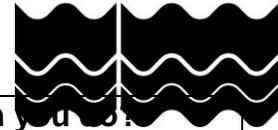
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		easy access with buggies/ pushchairs.	Additionally any mother/parent or guardian can feed their baby in a library at any time.	The revised library layout will include a complete re-design of the children's area, utilising the S106 funding and aim to improve access to new and expectant mothers to access literature and events (such as Rhymetime and Storytime) for young children.
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	The response rate from all white respondents to 2018's PULSE survey was 94%. This is identical to the most recent census data from 2011. The Plus Survey in Oct 2021 found that 94% of respondents were White British. These three datasets are helpful in understanding an	EAL book stock can be delivered and colleagues in Audience Development are keen to support emerging groups as needed. E.g. Libraries are supporting Ukrainian refugees with books, resources responding to the sponsoring scheme.	The LIS Capital Program is not considered to have an impact for library users from different ethnic backgrounds as buildings will continue to offer flexibility of space for any planned library initiatives.	Consider future possible activities in the delivery of LSCS and ensure that buildings are fit for purpose.  Aim to position the library as available to all through marketing campaigns. Ensure marketing is representative.



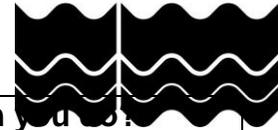
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	<p>overall average from three surveys taken place during different periods.</p> <p>During the development of the Libraries Strategic Commissioning Strategy in 2018, a need was identified to support reading and literacy among refugee families in some communities. The service is aware of an increasing requirement to work with people of different races and ethnicities.</p> <p>Adequate agile spaces in buildings will continue to be important to deliver key outcomes of the LSCS.</p>			(June 2022 E Sussex campaign recently had BAME models to showcase diversity within the campaign).



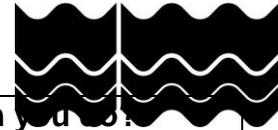
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<b>Religion or belief</b>	From 2018's PULSE survey, 56% of those who stated a religion or faith indicated they were a Christian. The next most selected answer was 'No religion' which was selected by 38% of those who completed the survey. In the Oct 2021 Plus survey this increased to 57% Christian with 40% stating they had no religious affiliation.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users with different religions.	Staff will continue to promote an inclusive environment for people of all faiths and beliefs.
<b>Sex/Gender</b>	The results of the 2018 consultation showed that 68% of respondents were female. Similarly, data from other user surveys indicates that on average 62% of library users are female. Women therefore have the potential to be	No feedback received from service users or staff. We survey regularly looking at varying areas of satisfaction with the service. We have had no comments in relation to the offer/ building in relation to gender to date	The LIS Capital Program is not considered to have an impact for library users of different sex/gender.	Buildings that are maintained to a good standard will allow events to be hosted throughout the year including Men's Health Week and Women's History Month.



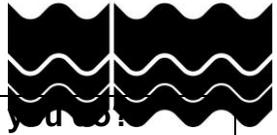
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	disproportionately affected by changes as they represent a higher number of our customers.			
<b>Sexual orientation</b>	The statistics for current library users, collected in 2018, match the most recent data for East Sussex.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users of different sexual orientations.	The LIS will continue to work with local partners to ensure a safe and accessible environment is open to the LGBTQ+ community. Again, buildings that are maintained to an acceptable standard will continue to operate as safe spaces which can host events and activities. Link to gender reassignment statement – LIS team working on corporate LGBTQ+ working group to support and promote this group’s needs where possible.



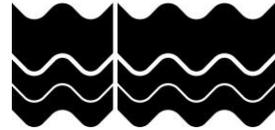
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				Events are being considered at multiple locations to ensure they are as inclusive as possible. E.g. individual risk assessment taken place at Hastings to ensure event was accessible and participants/ leads not subjected to discrimination.
<b>Marriage and civil partnership</b>	There are no disproportionate impacts upon people sharing this characteristic.	No feedback received from service users or staff.	The LIS Capital Program is not considered to have an impact for library users of different relationship statuses including those married or in a civil partnership.	No actions have been identified as necessary at this stage.
<b>Impacts on community cohesion</b>	N/A	Staff have advised that events such as Rhymetime and Storytime in library buildings have a positive effect in terms of	The maintenance and upkeep of library buildings provides the physical safe environment for the activities for local	Undertake annual maintenance on LIS property and ensure the Capital Program is delivered in a timely manner.



<b>Protected characteristics groups under the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
		community cohesion by presenting an opportunity for families to meet. The Plus survey also asked a question about loneliness after Covid 19 and numerous lockdowns. On average 19% of Rye respondents felt occasionally lonely. (weighted E Sussex average was 22%)	community groups to access.	<p>The facilities offered within a library help combat loneliness by providing a meeting point, events and activities to take part and meet people, as well as a safe space to connect with others via the public computers with friends/relatives or a meeting opportunity within the library itself.</p> <p>The internal fit out for Rye will include a soft furnishings, to support areas where people can meet and relax. This will support events and activities which the Service is keen to promote to combat</p>



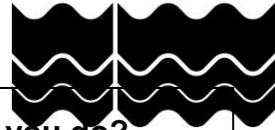
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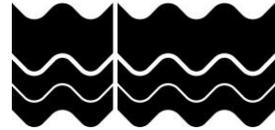
**Additional categories**

(identified locally as potentially causing / worsening inequality)

Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p><b>Other groups that may be differently affected</b> (including but not only: homeless people, substance users, care leavers)</p>	<p>No specific data about other groups available from previous surveys</p>	<p>Partners in health care and social services have identified the library buildings as important spaces for the wellbeing of homeless and rough sleepers. Clients do not want to be identified but can be supported if needed. It is a warm, safe and welcoming space for individuals to have as much or as little interaction as they choose.</p> <p>They are a diverse range of ages and backgrounds.</p>	<p>The organisations working in this area see the creation of relaxed drop in areas as a way of supporting homeless and rough sleepers.</p> <p>Library buildings are centrally located, warm and can easily facilitate this when working in partnership.</p>	<p>As above, the maintenance of library buildings is key to continuing to deliver the LSCS priorities in supporting these groups within the wider community.</p>
<p><b>Assessment of overall impacts and any further recommendations</b> - include assessment of cumulative impacts (where a change in one service/policy/project may have an impact on another)</p>				

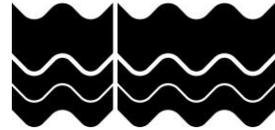


Characteristic	What do you know?	What do people tell you?	What does this mean?	What can you do?
<p data-bbox="203 292 1344 323"> <a href="https://services.escc.gov.uk/sites/LIB/Statistics/Rye%20PLUS%20comments.pdf">https://services.escc.gov.uk/sites/LIB/Statistics/Rye%20PLUS%20comments.pdf</a> </p> <p data-bbox="203 363 2145 435">                     Comments recently received as part of the PLUS survey have been reviewed as part of this EQIA and the internal fit out proposals for the library. This survey takes place every three years and allows the LIS to review operational activity and make changes where possible. This data has been analysed and is available for review here:                 </p> <p data-bbox="203 475 1675 507"> <a href="https://services.escc.gov.uk/sites/LIB/Statistics/EastSussex_Headline%20Report%20PLUS.xlsx?Web=1">https://services.escc.gov.uk/sites/LIB/Statistics/EastSussex_Headline%20Report%20PLUS.xlsx?Web=1</a> </p>				



### 3. List detailed data and/or community feedback that informed your EqIA

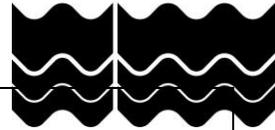
Source and type of data (e.g. research, or direct engagement (interviews), responses to questionnaires, etc.)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
PLUS survey	2018	This survey did not ask questions about all protected characteristics.	A service-specific assessment of 2021 Census data completed when the data is published in 2022.
Public Consultation – Libraries Strategy	2018	This survey did not ask questions about all protected characteristics.	A service-specific assessment of 2021 Census data completed when the data is published in 2022.
Consultation with LIS staff	Aug – Sep 2021	There were some protected characteristics that no verbatim, anecdotal feedback was provided about.	It was identified that staff did not regularly log issues, both positive and negative, regarding the use of LIS by people who share varying protected characteristics. From 2022, staff will be encouraged to do this.
Plus Survey	2021	This survey did not ask questions about all protected characteristics.	This has been a helpful comparison to the 2018 dataset. We will review when latest Census statistics are available.



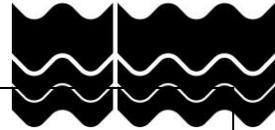
#### 4. Prioritised Action Plan

NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
<p><b>Age</b></p> <p>Older people may find changes to the library layout difficult to navigate</p>	<p>Ensure that access audit considers age of customer. Also work with library design specialists who understand the profile of library users in East Sussex to create a design that works for residents.</p>	<p>Improved layout of library as a result of refurbishment</p>	<p>No complaints/ issues raised by public as a result of changes in library layout.</p>	<p>Annually in accordance with the program.</p>
<p><b>Age:</b> younger people less likely to use the library</p> <p><b>Pregnancy &amp; maternity:</b> access to books and resources</p>	<p>This refurbishment attracts a small contribution of Section 106 funds from developments within the local area. This will be used to re-create the children's/ teen section of the library</p>	<p>Make this library more attractive for younger customers aiming to support the underrepresentation of this age group Increase provision of literature for those who are pregnant/new parents</p>	<p>Increased numbers of younger users and access by new/expectant parents.</p>	<p>As part of refurb, then ongoing monitoring.</p>
<p><b>Disability</b></p> <p>Access audits are on a rolling program undertaken by Property. These are not always</p>	<p>Libraries to commission accessibility audits as part of capital program and recharge Property, to ensure works are compliant and needs assessed.</p>	<p>Buildings are compliant with required standards where possible.</p>	<p>Completed access audit</p>	<p>Annually in accordance with the program.</p>



available in conjunction with the Capital Program				
<b>Disability: provision for deaf and hearing impaired people</b>	All libraries will be fitted with hearing loops at the counter to support those with hearing impairments	Better access and support for deaf and hearing impaired people	Works completed and in operation	In 2022
<b>Sexual orientation Gender reassignment</b>  A lack of information regarding those who use the LIS and whether this group has a barrier to the service as a result of the building.	Analyse the findings of the LGBTQ+ Joint Strategic Needs Assessment by the management team.	Any findings within the report that highlight there are barriers to certain public venues could be reviewed as part of forthcoming capital works.	Any proposed changes made to buildings as a result to be considered in line with the delivery of the program and incorporated where possible (in line with Capital Program parameters)	2022 – 2027
<b>All:</b> ensuring stock meets diverse needs	Stock will be assessed by the librarian team as part of the refurbishment	Opportunity to check stock reflects all library users's needs and choices as well as possible .	Completion of review and responding to gaps	As part of refurbishment
<b>Pregnancy and maternity:</b> access and breastfeeding	We will design our spaces so that pregnant/ new mothers have adequate spaces to sit/ stay/ feed within the library.	Better support and spaces for breastfeeding and seating.	Spaces installed and in use	As part of refurbishment
<b>All:</b> encouraging use of whole range of library facilities	Aim to position the library as available to all through marketing campaigns	Wider range of people aware of what libraries	Library users and equality monitoring / feedback	From library opening and ongoing



		offer and confident to access		
<b>Community cohesion:</b> combating loneliness	The internal fit out for Rye will include a soft furnishings, to support areas where people can meet and relax.	Support events and activities to combat loneliness within the community	New space in place and being used; activities and events being held and attracting wide range of people	As part of refurbishment

**EqlA sign-off:** (for the EqlA to be final an email must be sent from the relevant people agreeing it, or this section must be signed)

<b>Staff member competing Equality Impact Analysis:</b>	Sam McManus	<b>(last updated date)</b> <b>Date: 09/08/2022</b>
<b>Directorate Management Team rep or Head of Service:</b>	Natalie Anderson	<b>Date: 11/08/2022</b>
<b>Equality lead:</b>	Sarah Tighe-Ford	<b>Date: 08/11/2022</b>

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