Equality Impact Assessment (EIA) Tool

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

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

Document Control

Control Details:	DRAFT
Title of EIA/ Decision (DDM): Budget booklet code (if applicable): **If this is a budget EIA, please ensure the title and budget booklet code is the same as the title used within the budget booklet**	Respite Policy
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Strategic Budget EIA:	Yes
Exempt from publication:	No
Date decision due to be taken:	21/10/25

Document Amendment Record

Version	Author	Date
1	Alison Donaldson	03/10/2025
2	Chris Atherton	03/10/2025

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Glossary of Terms

Term	**Description**
Respite	Overnight provision for a short period of time (weekend, midweek or whole week) to give the citizen, carer and family members a break.

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Planned Respite	Is planned in advance and is not the result of an emergency or crisis in the home, or because of illness, e.g. hospitalisation of the carer.
WLD	Whole Life Disability
NCC	Nottingham City Council
EIA	Equality Impact Assessment
ASC	Adult Social Care
PANSI	Projecting Adult Needs and Service Information
JSNA	Joint Strategic Needs Assessment

Section 1 – Equality Impact

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

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

Under the Care Act 2014 Nottingham City Council (NCC) has a statutory duty to meet assessed eligible needs. Respite provision is a service that can be used to meet this duty. In Nottingham City, a number of citizens currently have an assessed eligible need for regular planned respite. Respite services are an essential part of the overall support provided to unpaid carers and to people with care needs, to help to sustain the caring situation at home.

Currently, respite allocations are determined by individual practitioners, leading to variation and inefficiency. Introducing a consistent policy would ensure equitable access, appropriate allocation based on need, and best value for money.

The scope of the Respite Policy applies to Residential Respite only. Eligibility for, and access to short-term care (including emergency breaks) is not covered by this policy.

To ensure that respite care services are accessible and equitable for all eligible citizens, the maximum allocation of respite care will be 28 nights. This is on a rolling annual basis from point of implementation or review.

Citizens with a lower level of needs may be offered 12 nights per year depending on their assessed circumstances.

The provision of planned respite, and allocation of sessions, will be reviewed annually. Previous usage of the allocation will be taken into account at point of review.

A reduction in respite allocation will only apply where assessment supports this.

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

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

To assess the equalities implications of the Planned Respite Allocation Policy, the following sources of information will be used:

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

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

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

As part of ongoing monitoring, consultation will be carried out with citizens and their families who have been offered respite provision. Feedback from these consultations will directly inform the decision making process and ensure that the service continues to meet the needs of diverse groups. For further information on Consultation and engagement: Why and when we consult

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

1. c. Who will be affected and how?

Equality group/ individual	Impact type	Positive	Negative	None
People from different ethnic groups	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs			

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	assessments as part of the care planning process with no identified negative impact on people from different ethnic groups.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Men	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on men.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			

Equality group/ individual	Impact type	Positive	Negative	None

DRAFT

Women	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on women.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			
Equality group/ individual	Impact type	Positive	Negative	None
Trans	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on Trans.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact	Not applicable			

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(Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Disabled people/ Carers	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The service will support citizens with a learning disability and/or autism. The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on disabled people.			
Details of mitigation/ actions taken to advance equality	The policy will release some occupancy both with contracted and internal provision supporting easier accessibility of the service. This will also support a reduction in the use of respite spot arrangements, often outside of the City boundaries, bringing care closer to home. Regular monitoring meetings will ensure that citizens who require this service are able to access it. If as a result of this, any equality impacts arise, this EIA will be updated to reflect this, along with any mitigations			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Equality impacts will be monitored as part of the contract management of provision, with attention to service accessibility and outcomes across different service groups.			
Equality group/ individual	Impact type	Positive	Negative	None
Pregnancy and maternity	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on pregnancy and maternity.			

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

Equality group/ individual	Impact type	Positive	Negative	None
Marriage/ Civil Partnership	☐ NCC staff ☐ Service users ☒ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on marriage and civil partnership.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			

Equality group/ individual	Impact type	Positive	Negative	None
People of different faiths/ beliefs and those with none	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐

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Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on people of different faiths/beliefs and those with none.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

Equality group/ individual	Impact type	Positive	Negative	None
Lesbian/ Gay/ Bisexual people	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on LGB people.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			

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Equality group/ individual	Impact type	Positive	Negative	None
Older	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on older people.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			
Equality group/ individual	Impact type	Positive	Negative	None
Younger	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on younger people.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for	Not applicable			

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future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Care Experience (Please refer to the guidance notes for further information)	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐
Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on care experienced.			
Details of mitigation/ actions taken to advance equality	None required			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable			
Equality group/ individual	Impact type	Positive	Negative	None
Other (E.g. Cohesion/ good relations, Health status, vulnerable children/ adults), Childs Rights/interest of the child, socio-economic background (e.g. financial vulnerable) What considerations have been made to understand the impact of stigma within your decision? (link to the guidance)	☐ NCC staff ☒ Service users ☐ Citizens ☐ Community	☒	☐	☐

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Reasons for your assessment (Including evidence)	The proposal is to introduce a Planned Respite Allocation Policy that will guide social work practitioners and enable a consistent and equitable access to provision. The policy allows flexibility based on individual needs assessments as part of the care planning process with no identified negative impact on other groups.
Details of mitigation/ actions taken to advance equality	None required
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Not applicable

1. d. Summary of any other potential impact
(Including cumulative impact/ human rights implications):

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

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

There are no anticipated broader implications at this stage. Should any equality or human rights implications emerge during the course of service delivery, this Equality Impact Assessment will be updated accordingly, and appropriate mitigations will be put in place.

Section 2 – Equality outcome

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

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Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.	No mitigation required at this point. Potential concerns will be identified through monitoring which is already in place and further measurea which are yet to be confirmed	Chris Atherton	01/10/26	
Advance equality of opportunity between those who share a protected characteristic and those who don't	No mitigation required at this point. Potential concerns will be identified through monitoring which is already in place and further measurea which are yet to be confirmed	Chris Atherton	01/10/26	
Foster good relations between those who share a protected characteristic and those who don't	No mitigation required at this point. Potential concerns will be identified through monitoring which is already in place and further measurea which are yet to be confirmed	Chris Atherton	01/10/26	
(Please add other equality outcomes as required – e.g., mitigate adverse impact identified for people with a disability)				

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Outcome(s) of equality impact assessment:

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

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

Section 3 – Approval and publishing

The assessment must be approved by the manager responsible for the service /proposal. **Approving Director details** Chris Atherton, Director of Adult Social Care Chris.atherton@nottinghamcity.gov.uk **Approving Director Signature:** ***C.Atherton***	**Date sent for advice: 03.10.25**
Author Signature: ***A.Donaldson***	
Equality Team Signature:	**Date of final approval:**

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

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

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

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