

Helping to make an impact

Community Support Services

Equality Impact Needs Assessment Form and Guidance Information

(Reviewed in January 2013)

INITIAL SCREENING – STAGE 1 (See Guidance information page 5)

As a public authority we need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Full EINA is required.

Name of policy, strategy or function: The implementation of a generic job role and function for community based services, and the equalities implications of bring the services under a generic function	Ref:
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Responsible Officer: Devinder Kalhan Directorate: Adults and Communities- Specialist Care Services	Role: Chairperson of EINA Task Group Assessment Date:
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Is this a: Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Function <input type="checkbox"/>	Service <input checked="" type="checkbox"/>
Is this: New or Proposed <input type="checkbox"/>	Already exists and is being reviewed <input type="checkbox"/>		Changing <input type="checkbox"/>

1. What are the main aims, objectives of the policy, strategy, function or service and the intended outcomes and who is likely to benefit from it

To modernise the community support services managed by Adults and Communities, Specialist Care Service, bringing them together to provide job roles reflective of their role, supported by generic Job Descriptions.

In accordance with the modernisation of Adult Social Care and specifically the need to meet the new agenda of personalisation, prediction, prevention and enablement and also the structural changes within Adult and Communities, it is necessary to review the job descriptions of the following roles in order to ensure a consistent approach across the community services of Learning Disabilities, Older Adults, Physical Disabilities and Mental Health:

- Community Options Officers – Learning Disabilities
- Community Support Workers – Older Adults
- Community Officers – Physical Disabilities
- Intermediate STR workers – Mental Health

At present, each role has a different job description in spite of each “job purpose” being the same or very similar. It is therefore intended to review these to enable one standard job description and to ensure that there is a harmonisation of the roles and responsibilities of these posts which reflects core responsibilities. The job title will be standardised as will the person specification. This approach will also be adopted for the Team Leaders/ Senior STR Workers job role and function.

This proposed change would benefit the staff as they would be able to access a wide range of training opportunities outside their current service area which would in turn expand their knowledge and increase their chances of working in other areas. It will also benefit the organisation in terms of increasing efficiency and effectiveness of the service.

2. Explain how the main aims of the policy, strategy, function or service will support the current Equality Duties?

- | | |
|--|---|
| 1. Promote equality of opportunity? * | 5. Promote positive attitudes towards disabled people? * |
| 2. Eliminate discrimination? * | 6. Encourage participation of disabled people? * |
| 3. Eliminate harassment? * | 7. Consider more favourable treatment of disabled people? * |
| 4. Promote good community relations? * | |

The merger of the Community Support Services and the development of generic job descriptions for all grades will result in a more responsive service and staff team, reflective of the diverse communities that they serve.

- Promote equality of opportunity:** by developing a diverse work force and community team, service users will be more able to work with professional staff who have an understanding of their cultural and ethnic needs and lifestyle choices. In addition, staff skills, life experience, personal interests and developments will be considered when best matching users of the service to staff members
- Eliminate discrimination:** a generic staff role will enable the transfer of skills, knowledge and experience across teams, giving staff the opportunity to work with people with diverse and complex needs. This will serve to reduce discrimination through the compartmentalising of people via disabilities, and open up the service to become more person centred, and focused on the needs of the individual to live a fulfilling life, rather than a set of symptoms or conditions that need to be responded to
- Eliminate harassment:** the focus of all the services within Community Support Services is to enable and empower people with social care needs to fully participate in community activities as an equal citizen. Through the introduction to people to mainstream activities, and providing the on going support and encouragement to maintain engagement, the misguided views of some members of the public and the wider community will be actively challenged. Often prejudice and harassment is born out of ignorance, and the role of CSS is to support the individual to actively engage alongside the wider community
- Promote good community relations:** the community within which CSS is based is the community of people with complex needs living within geographical communities across Birmingham. The project to bring all roles

under a generic job description will ensure that users of the services will be afforded an equitable service irrespective of their social care needs and their location. By having a flexible, skilled staff team, service users will be responded to according to their need, and not the availability of staff. This will ensure the CSS builds on a reputation of being responsive to need and flexible in its approach. Geographical community will benefit in that local people (service users) will be enabled to make better access of localised services and become active citizens in their own neighbourhood

5. **Promote positive attitudes towards disabled people:** The Community Support Services (CSS) pathway draws together the good practice in each service to respond to service users based on their needs and using person centred tools to capture outcomes. The underpinning values of all that each service delivers the positive promotion of disabled people both as users of the services and as members of staff contributing equitably within a diverse work force. In addition recently 10 Community Officers from the PD team, have now moved to grade 4 after their appeal hearing and the 90 days notice following the section 188 already has covered this recent development.
6. **Encourage participation of disabled people:** The model of enabling service users to become volunteers and co-facilitate social support groups within the STaR Service, is married with the role of Community Options teams who have enabled service users to take up volunteering roles outside of the service. Thus a positive attitude to the participation of disabled people is matched by direct action, and practical application of this through the development of volunteering opportunities. A generic job role will ensure that this model of participation is rolled out across the whole of CSS
7. **Consider more favourable treatment of disabled people:** team members actively participate in care plan review meetings with colleagues from across social care and health professions, and are therefore charged with advocating with service users from a strengths based model, rather than a deficit model. CSS staff support the personal development of service users through the identifying and working towards meeting outcomes and personal goals and re focussed on what people can achieve.

3. Does your policy, strategy, function or service affect:

Service users	Yes <input type="checkbox"/>	No *
Employees	Yes *	No <input type="checkbox"/>
Wider community	Yes <input type="checkbox"/>	No *

Please provide an explanation for your 'Yes' or 'No' answer

This function is focussed on bringing all the similar posts together with job descriptions that reflect the person centred nature of their roles. It will not directly affect service users or the way in which they receive a service, however by staff having the knowledge of other service areas would be more effective in providing a service to someone with dual diagnosis.

4. Are there any aspects of the policy, strategy, function or service, including how it is delivered, or accessed, that could contribute to inequality? (including direct or indirect discrimination to service users or employees)

Yes

No *

Please provide an explanation for your 'Yes' or 'No' answer

This proposal of generic JD's would not, in any way, contribute to inequality and by implications it would aid to develop staffs' skills and knowledge in other service areas to put them in a stronger position in the current diminishing job market. Also currently staffs are on different grades doing the similar job roles and this proposal will address the current level of inequalities.

5. Will the policy, strategy, function or service, have a adverse (negative) impact upon the lives of people, including employees and service users?

Yes *

No

Please provide an explanation for your 'Yes' or 'No' answer

The process of developing and implementing generic job descriptions for all the CSS staff who do similar direct work with service users has included a Job Evaluation Questionnaire that has scored the posts at Grade 3. This will have an impact on 20 staff who are currently employed as Community Support Officers within the Community Options Team (Learning Difficulties) and are at a Grade 4 position.

CSS management team is liaising with HR, the Unions and Staff with regard to this and will take direction from HR accordingly.

6. Is an Equality Impact Needs Assessment required?

If your answer to question 2 has identified potential adverse impact and you have answered 'yes' to any of the following questions 3, 4, or 5, then you should carry out a Full EINA.

Does the Policy, Strategy, Function or Service require a Full Equality Impact Needs Assessment (EINA)? **Yes**

If a Full EINA is required, before proceeding you should discuss the scope of the assessment with service managers in your service area as well as the Directorate EINA Contact Officer.

If a Full EINA is Not required, please sign the declaration below and forward a copy of the Initial Screening to your Directorate EINA Contact Officer

DECLARATION

A Full EINA is not required, the Initial Screening has demonstrated that the Policy, Strategy, Function or Service is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Chairperson:

Summary statement:

Sign-off Date:

Quality check: The screening document has been checked using the agreed audit arrangements in the Directorate:

<p>Name: (Officer/Group carrying out the Quality Check)</p> <p>Directorate:</p> <p>Contact number:</p>	<p>Date undertaken:</p>	<p>Screening review statement:</p>
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EINA Task Group Members

<input type="checkbox"/>	<u>Name</u>	<u>Role on Task Group</u>	<u>Contact Number</u>
		(e.g. service user, manager or service specialist)	
1.	Chairperson Devinder Kahlan	Group Manager	07766923412
2.	Fred Clements	Service Manager community options (LD)	0121 675 1722
3.	Iain Andrews	Unison Representative	0121 200 7135
4.	Rachel Craven	Service Manager Community Links Service (older adults)	0121 675 2015
5.	Emma Pugh	Service Manager Community Links Service (older adults) Service Manager STaR- mental health Community PD Service	0121 675 5578
6.	Corol Palmer	Service Manager Community Links Service (older adults)	0121 675 7870
7.	Dawn Flora	Service manager Community Links Service (older adults)	0121 675 0910
8.	Carol Ferguson	Community Options Officer	0121 675 7748
9.	Roy Kimberley	Community officer PD	0121 303 0579

FULL EINA – STAGE 2 (See Guidance information page 6 - 9)

Step 1– Scoping the Equality Impact Needs Assessment (EINA)

Building on the material included at the Initial Screening stage, you should begin the EINA by determining its scope. The EINA should consider the impact or likely impact of the policy, strategy, function or service in relation to all areas of our remit. The EINA should be proportionate to the significance and coverage of the policy, strategy, function or service.

1. What data, research and other evidence or information is available which will be relevant to this EINA? Please tick all that apply					
Service Targets	yes	Performance Targets	yes	Service Take-up	yes
User Satisfaction	<input type="checkbox"/>	Press Coverage	<input type="checkbox"/>	Census Data	<input type="checkbox"/>
Workforce Monitoring	<input type="checkbox"/>	Community Intelligence	<input type="checkbox"/>	Previous EINA	<input type="checkbox"/>
Complaints & Comments	<input type="checkbox"/>	Information from Trade Unions	<input type="checkbox"/>	Staff Survey in pre-consultation	yes
Other (please specify)	Yes <input type="checkbox"/>				
Please provide details on the available evidence/information you have selected?					
<ol style="list-style-type: none"> 1. Minutes of meetings with staff updating them on the direction of travel and why changes are required. 2. Service Level Agreement for the Community Support service 					
2. Have you identified any gaps in relation to the above question? Yes <input type="checkbox"/> No *					
If 'Yes' please detail including what additional research or data is required to fill these gaps? Have you considered commissioning new data or research?					
If 'No' proceed to Step 2.					

Step 2 – Involvement and Consultation (See Guidance information page 7)

Please use the table below to outline any previous involvement or consultation with the **appropriate** target groups of people who are most likely to be affected or interested with this policy, strategy, function or service. (See Appendix 3 - for details on each target group)

Target groups**3. Describe what you did, with a brief summary of the responses gained and links to relevant documents, as well as any actions****Age**

As this function relates solely to job roles within the Community Support Services, all pre-consultation, information sharing and future formal consultation has been, and will be with staff members, union representatives and HR. There is no negative impact on people who receive a service, now or in the future. Therefore, the needs of the diverse workforce have been taken into account when engaging in all aspects of this process.

Disability

Staff members who are registered within the Disability Discrimination Act (DDA) will continue to be supported. Those who may have a disability that impacts on their job role but are not registered will continue to receive support and enablement to carry out their role. This includes continuing to link with Occupational Health and Access to Work if appropriate. One member of staff has been allocated a dedicated parking are at Woodcock. Other staff have been given parking passes at Millennium point. Some staff who have access to work requirements may need further adjustments and measures put in place. Net Motion has been explored for some staff, where practicable and applicable.

Gender

Male and female members of staff will continue to offered support from line managers as we move through this project. Opportunities for staff to meet as peer groups continue, and will be encouraged. Discussions will be had with individuals regarding any change of hours and weekend working. Also staff to be encouraged to use a buddy system when going to car park areas late at night and should follow lone working policy. Staff should discuss and specific issues with their manager. The changes could help to address the gender imbalances within some teams and allow for flexibility.

Race

Staff members who are from a Black or Minority Ethnic background will continue to receive management and leadership from colleagues – and BME managers will continue to draw on the support and leadership of the Group Manager. The Staff team are aware of the Black Workers Support Group, and the Black Managers Forum and are able to avail themselves of these support networks. In some cases it had been identified that staff who speak more than one language would be a benefit to other teams, but this must not replace the possibility of using interpreting services.

Religion or belief

The function of this project- merging the Community Support Services teams into one service will have no negative impact on the religious beliefs of staff members. Although Community Links staff work Saturdays and Sundays which are days of worship for many people. So some considerations may need to be made.

Sexual orientation

The function of this project- merging the Community Support Services teams into one service will have no negative impact on the sexual orientation of staff members, therefore this area is not relevant to be considered for specific consultation or engagement.

4. Who are the main stakeholders and what are their requirements?

The main stakeholders are the staff members who provide an enablement and prevention service to all adults with a social care need across the City of Birmingham. This includes:

Supporting people with a physical or learning disability, older adults and those with mental health conditions.

The staff members who provide this service are required to draw on similar skills, values and experience whilst having a degree of specialist knowledge when working with service user groups. A training and learning matrix has been drawn up that identifies generic skills and knowledge that all CSS staff require, and then more specialist training and knowledge to work with people with diverse and complex needs.

The staff members work flexibly across the city, (STaR and Older Adults – Community Links have teams that cover specific geographical areas, although the boundaries are flexible depending on the needs of individual service users.)

5. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?

There will be no impact on the take up of the service by service users as the core role and function of the staff team will not be adversely affected. The function of bringing all CSS staff together under one generic job description will mean the service provides an equitable service and that staff have a job description that encapsulates their skills and provides the opportunity for professional and personal development if required.

This proposal will afford both service users and staff the opportunities to work in a focussed, individual way to identify social care needs, highlight goals, set action plans and review progress. A flexible and skilled staff team will be able to provide a city wide, equitable service, directing supports, skills and knowledge to where it is needed.

A diverse staff team is able to work with a diverse community.

The community support service team will be able to more able meet the specific needs of the community living within the geographical area they work. Diversity issues will be addressed through training, peer mentoring, shadowing and partnership working

Step 3 – Assessing Impact and Strengthening the Policy

(See Guidance information page 7)

6. What will be done to improve access to, and take-up of, or understanding of the policy, strategy, function or service?

The Community Support Services Management Team, led by the Group Manager and including Team Leaders, Service Managers and a Project Manager have adopted a project planning approach to this function, and have enrolled colleagues with specific knowledge when required. This will continue as the function is implemented.

There will continue to be open communication with staff in the form of regular staff team meetings, briefings with an update on all developments. There is also the opportunity for feedback from staff to the management team.

Step 4 – Procurement and Partnerships

(See Guidance information page 8)

7. Is this project due to be carried out wholly or partly by contractors?

Yes

No *

If 'yes', have you done any work to include equality considerations into the contract already? Specifically you should set out how you will make sure that any partner you work with complies with equality legislation.

Step 5 – Making a Decision (See Guidance information page 8)

8. Summarise your findings and give an overview of whether the policy, strategy, function or service will meet the authority's responsibilities in relation to equality and support the council's strategic outcomes?

Implementation of this proposal would deliver elements of the City Council's corporate transformation agenda: maximising the opportunities for access to universal services, promoting personalisation and choice, reducing dependency on Local Authority services, enhancing employment and volunteering opportunities. It enhances the promotion of enablement and wellbeing and will link with future initiatives under the City's Wellbeing Strategy and :

The Council Plan 2008 -2013

The Vision for Adult Social Care- Capable Communities and Active Citizens, and the 7 P's:

- Prevention
- Personalisation
- Partnership
- Plurality
- Protection
- Productivity
- People

National Agenda, Government White Paper 2006 "Our Health, Our Care, Our Say":

- Promote integration into mainstream life.
- Tackle social exclusion – real engagement with local community.
- Reduce social isolation.
- Meet more diverse groups.
- Wellbeing approach to improving individuals' wellness versus finding remedies to illness.

Local Agenda BCC Scrutiny Committee Report 2006:

- More providers – voluntary/faith/community.
- Develop partnerships and provide opportunities for employment, vocational, educational, leisure activities.
- Clear way for measuring outcomes.
- Transport to be considered for necessity towards independence and mobility.

White Paper, 7 outcomes:

- Improved health and wellbeing.
- Improved quality of life.

- Making a positive contribution.
- Choice and control.
- Freedom from discrimination.
- Economic wellbeing.
- Personal dignity

Step 6 – Monitoring, Evaluating and Reviewing

(See Guidance information page 8 and 9)

Before finalising your action plan you must identify how you will go about monitoring the policy/function or the proposals, following the assessment, and include any changes or proposals you are making.

9. What structures are in place to monitor and review the impact and effectiveness of the new policy, strategy, function or service?

As the proposal has yet to be formally implemented, it is not possible to determine if the function has met all of its desired outcomes. However, the services within the Community Support Services all currently work within a similar role- identifying need, supporting individuals to achieve outcomes by accessing a combination of specialist and universal services, and reviewing the intervention. This is completed in a timely way. The proposed generic job reflects these existing experiences and skills base.

In support, each of the community support service has undergone a modernisation process to different degrees over the past few years. Community Links service developed from the Older Adults Modernisation project, the STaR from the Day Services Modernisation. The community options teams are currently merging having been developed over the last few years as a method of diverting people away from traditional building based services to more community, and universal services.

Analysis of data from each of the existing services indicates that individual outcome and goals are being met, with a high volume of examples of good practice being published on the Birmingham City Council Evidence Bank.

As with all organisational change, the management team has a crucial role in supporting both individuals and teams through the implementation of the merger of the services. Performance and outputs of staff and team will continue to be monitored and opportunities to shadow, co-work and joint work will be evaluated. In accordance to current governance procedures, regular evaluation of the services from service users and other stakeholders will continue.

Step 7 – Action Plan (See Guidance information page 9)

Any actions identified as an outcome of going through the Steps 1 – 6, should be mapped against the headings within the Action Plan.

10. Taking into consideration the responses outlined in the Initial Screening Stage and Steps 1-6 of the Full Assessment, complete the action plan below.

	Ref (if appropriate)	Actions	Target date	Responsible post holder and directorate	Monitoring post holder and directorate (if appropriate)
Involvement and Consultation	Consultation meetings to be held in July/Aug 2012	Views recorded and shared amongst whole team	July/Aug 2012	Devinder Kalhan Adults and Communities SCS	
	Formal consultation to be held approx June-November 2012				
	One to one meetings with staff		Commence 29.11.12 to 20 th December 2012.	Service manager, Union, HR and staff.	

Data Collection		Report on current services and referral figures created. Appendix 1 STaR Review with detailed data collection and analysis Appendix 2	achieved	Devinder Kalhan Adults and Communities SCS	
Assessment and Analysis		On going management and leadership of staff teams, supported by Group Manager		Devinder Kalhan Adults and Communities SCS	
Procurement and Partnership	No procurement or partnerships issues				
Monitoring, Evaluation and Reviewing		Regular reviewing of service through formal and informal procedures-feedback from service users and stakeholders, complaints and complaints, supervision records and regular monitoring data		Devinder Kalhan Adults and Communities SCS	

APPENDIX INFORMATION

Job Title	Location	Grade	Ethnicity	Gender	Disability
Community Support Worker	Community Links- Perry Tree	3	Afro caribbean	F	N
Community Support Worker	Community Links- Perry Tree	3	African	F	Y
Community Support Worker	Community Links - Ann Marie Howes	3	WHITE BRITISH	FEMALE	N
Community Support Worker	Community Links - Ann Marie Howes	3	WHITE BRITISH	FEMALE	N
Community Support Worker	Community Links - Norman Power	3	BLACK- AFRICAN CAR	FEMALE	N
Community Support Worker	Community Links - Ann Marie Howes	3	BLACK- AFRICAN CAR	MALE	N
Community Support Worker	Community Links - Ann Marie Howes	3	WHITE BRITISH	FEMALE	N
Community Support Worker	Community Links - Ann Marie Howes	3	WHITE BRITISH	FEMALE	N
Community Support Worker	Community Links Perry Tree	3	Afro Carribean	F	N
Community Support Worker	Community Links Perry Tree	3	Indian	F	N
Community Support Worker	Community Links Perry Tree	3	Indian	F	N
Community Support Worker	Community Links Perry Tree	3	White - British	F	N
Community Support Worker	Community Links Perry Tree	3	Black British	F	N
Community Support Worker	Community Links Perry Tree	3	Black British	F	N
Intermediate STR Worker	Central Birmingham Locality	3	WHITE BRITISH	MALE	N
Community Projects Officer	Central Birmingham Locality	3	BLACK BRITISH	FEMALE	N
Intermediate STR Worker	Central Birmingham Locality	3	BLACK BRITISH	FEMALE	N
Intermediate STR Worker	Central Birmingham Locality	3	WHITE BRITISH	MALE	N
Intermediate STR Worker	Central Birmingham Locality	3	BLACK BRITISH	MALE	N
Intermediate STR Worker	Central Birmingham Locality	3	WHITE BRITISH	MALE	N
Intermediate STR Worker	Birmingham East & North	3	ASIAN UK	FEMALE	Y
Intermediate STR Worker	Birmingham East & North	3	BLACK BRITISH	MALE	N
Intermediate STR Worker	Birmingham East & North	3	WHITE BRITISH	MALE	N
Intermediate STR Worker	Birmingham East & North	3	WHITE BRITISH	MALE	N
Intermediate STR Worker	Birmingham East & North	3	BLACK BRITISH	FEMALE	Y
Intermediate STR Worker	Birmingham East & North	3	ASIAN UK	MALE	N
Intermediate STR Worker	Birmingham East & North	3	BLACK BRITISH	FEMALE	Y
Intermediate STR Worker	Birmingham South	3	WHITE BRITISH	FEMALE	Y
Intermediate STR Worker	Birmingham South	3	WHITE BRITISH	MALE	N
Intermediate STR Worker	Birmingham South	3	British INDIAN	MALE	N
Intermediate STR Worker	Birmingham South	3	BRITISH INDIAN	MALE	N
Intermediate STR Worker	Birmingham South	3	WHITE BRITISH	MALE	N
Intermediate STR Worker	Birmingham South	3	WHITE BRITISH	FEMALE	Y
Support Worker	Birmingham South	3	WHITE BRITISH	FEMALE	N
Community Support Worker	Norman Power Community Links Team 2	3	Irish	Female	N
Community Support Worker	Norman Power Community Links Team 2	3	White British	MALE	N
Community Support Worker	Norman Power Community Links Team 2	3	Black British	Female	N
Community Support Worker	Norman Power Community Links Team 2	3	Black British	FEMALE	N
Community Support Worker	Norman Power Community Links Team 2	3	Black British	Female	N
Community Support Worker	Kenrick Centre Community Links Team 2	3	white uk	female	N
Community Support Worker	Kenrick Centre Community Links Team 2	3	white uk	female	N
Community Support Worker	Kenrick Centre Community Links Team 1	3	British Pakistani	female	N
Community Support Worker	Kenrick Centre Community Links Team 1	3	white uk	female	N
Community Support Worker	Kenrick Centre Community Links Team 1	3	white uk	female	N

Community Support Worker	Kenrick Centre Community Links Team 1	3	White UK (English)	male	N
Community Support Worker	Kenrick Centre Community Links Team 1	3	Black uk	female	N
Community Support Worker	Kenrick Centre Community Links Team 1	3	white uk	female	N

Job Title	Location	Grade	Ethnicity	Gender	Disability
Community Options Officer	Community Options Team 1	4	white	Female	No
Community Options Officer	Community Options Team 3	4	white	Female	Yes
Community Options Officer	Community Options Team 2	4	Black or Black British	Female	No
Community Options Officer	Community Options Team 1	4	white	Male	Yes
Community Options Officer	Community Options Team 1	4	Black or Black British	Female	Yes
Community Options Officer	Community Options Team 2	4	Black or black British	Male	yes (Dyslexic)
Community Options Officer	Community Options Team 2	4	white	Female	No
Community Options Officer	Community Options Team 1	4	Asian or Asian British	Female	No
Community Options Officer	Community Options Team 2	4	white	Male	No
Community Options Officer	Community Options Team 2	4	Asian or Asian British	Female	No
Community Options Officer	Community Options Team 3	4	white	Male	Yes
Community Options Officer	Community Options Team 2	4	white	Female	No
Community Options Officer	Community Options Team 1	4	white	Female	yes (Dyslexic)
Community Options Officer	Community Options Team 2	4	white	Male	No
Community Options Officer	Community Options Team 3	4	white	Female	No
Community Options Officer	Community Options Team 3	4	white	Female	No
Community Options Officer	Community Options Team 1	4	white	Female	No
Community Options Officer	Community Options Team 1	4	Black or Black British	Female	yes
Community Options Officer	Community Options Team 3	4	white	Female	No
Community Options Officer	Community Options Team 2	4	white	Female	No
Community Officer	Birmingham East & North	4	White British	Male	No
Community Officer	Central Birmingham Locality	4	Asian UK	Female	No
Community Officer	Central Birmingham Locality	4	Asian UK	Female	No
Community Officer	Birmingham East & North	4	Asian UK	Male	No
Community Officer	Birmingham East & North	4	Asian UK	Female	Yes
Community Officer	Birmingham South	4	White British	Male	No
Community Officer	Central Birmingham Locality	4	White British	Female	No
Community Officer	Central Birmingham Locality	4	White British	Male	Yes
Community Officer	Birmingham South	4	White British	Female	No
Community Officer	Birmingham South	4	Black British	Female	No

Step 8 – Sign-Off (See Guidance information page 9)

The final stage of the EINA process is to formally sign off the document as being a complete, rigorous and robust assessment

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Chairperson of EINA Task Group

Name: Devinder Kalhan	Job Title: Group Manager	Directorate Adults and Communities SCS	Sign-off Date:
Concluding statement:			

Quality Check and Review by the Directorate EINA Contact Officer:

Name:	Directorate Team:	Review Date:
Summary of strengths and area(s) for improvement:		

Service Director or Senior Officer (sign-off)

Name:	Job Title:	Date:
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