



## Equality Impact Assessment (EIA)

### Title of policy/process under consideration

**Open suspensions, suspensions over 9 months, closures and re-opening of cases. (Previously known as 'Open suspensions, suspensions over 12 months, closures and re-opening of cases.**

### Lead department

**Corporate Affairs**

Is this policy/process? (Please tick)

New  Existing  Revised

Is this a full EIA? (Please tick)

Yes  No

### Please state the reasons for the above decision.

We have not identified any negative impacts of the revised policy on any of the Protected Characteristics.

### What are the policy/process objectives and aims?

The policy objectives are to ensure that the decisions made regarding keeping cases in open suspension and closing cases are consistent for all users. The policy provides advice to service delivery caseworkers on the actions to take at each stage and ensures that the decisions taken are clearly documented on the user case. The policy will also be published externally to provide transparency on ILF procedures concerning keeping cases open in suspended status and when a case will be closed.

### Please state the reasons why the changes are taking place.

As the ILF moves towards packages of support being transferred to Local Authorities in 2015 it is important to ensure that all case-work is dealt with within suitable time-scales in order that there are no outstanding work areas as the transfer date approaches. Decisions to keep cases in prolonged open suspension need to be made appropriately and in a timely manner as transfer approaches. In order to ensure this happens cases will now be closed after they have been in open suspension for 9 months rather than 12 months unless there are exceptional reasons why the case should be kept open for longer.

This change in policy also increases the likelihood that at transfer a clear and definite decision will have been made on all relevant individual cases to keep them in open suspension or to close where appropriate.

**Key****-2** Significant negative impact**+1** Mild/moderate positive impact**-1** Mild/moderate negative impact**+2** Significant positive impact**0** Neutral impact

Protected Characteristic	Impact	Notes
Age	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Disability	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Gender	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Gender reassignment	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Marriage and civil partnership	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Pregnancy and maternity	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Race	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users
Religion or belief	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments

		simply reduce process time-scales for all users
Sexual orientation	0	This policy should have a neutral impact on this protected characteristic. Clear processes remain in place to ensure all cases are dealt with in a unified fashion and the amendments simply reduce process time-scales for all users

What alternative policy/process options have been considered to reduce or alleviate any identified impact?

Although no impact is identified for any individual Protected Characteristic it is noted that in some circumstances users may find their cases are closed sooner as a result of implementation of this policy. A user who has had a case in open suspension for a period of 9 months but does not have any exceptional reason to request this is extended may find their case is closed whereas under the existing policy it may have been allowed to stay open. This policy change represents less leniency than is allowed by the Trust Deed.

What research has been gathered/considered when making decisions regarding the Protected Characteristics?

The Equality Act has been considered to identify any positive or negative impact of the revised policy with regards to the Protected Characteristics.

The members of the EIAB also provide experience relating to the Protected Characteristics when reviewing the equality impact assessments.

Are any future actions required for example monitoring or review?

This policy is due for a general review in July 2014

EIAB comments/recommendations

The EIAB reviewed the EIA on 28 February 2013 and subject to the minor amendments detailed in the minutes of 28 February 2013 the board agreed to the EIA.

Date form completed 19 February 2013

Signature of EIAB chair



Date 4 March 2013

## Subsequent amendments to policy/process

Date of amendment

Details of amendment

Reason why a new EIA is not required

Date of amendment

Details of amendment

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