

Equality Impact Assessment [version 2.12]



Title: Co-Production Policy and Process – Adult Social Care	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Adults and Communities	Lead Officer name: Catherine Martin
Service Area: Transformation and Commissioning	Lead Officer role: Transformation and Commissioning Lead

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Aim of the work:

There are a number of established aims for this piece of work:

- Adult Social Care (ASC) aims to bring about cultural change about the participation of People with Lived Expertise in decision making within the directorate through the development of the Co-production policy and process
- Adult Social Care (ASC) aims to bring co-production into practice in line with strategic aims as stated in the Corporate strategy 2022-2027
- Adult Social Care (ASC) aims to embed recommendations made by the Care Quality Commission (CQC) about the participation of People with Lived Expertise in decision making*

*People with Lived Expertise is the term used within this work to demonstrate both the lived experience of people who draw upon Adult Social Services and support and to establish their expertise alongside other members of the meetings who are joining as part of their role in a community led organisation. This is made up of Disabled people and Carers among others.

Background:

Starting in July 2023, an additional dedicated fixed term officer with specific skills relating to community development and Disability equality and equity was recruited into the Adult Commissioning team. A [Co-production](#) working group was set up involving People with Lived Expertise* and representatives from community user led organisations. The purpose of the working group is to [co-design](#) a co-production policy and process through a series of dedicated meetings. This policy and process will then be used in the future by Adult Social Care when they want to co-produce with people who draw upon their services and support. This work is being done as a joint venture between Adult Social Care at Bristol City Council and Bristol Disability Equality Commission. This work and the methods of participation follow the established practices of Think Local Act Personal:

<https://www.thinklocalactpersonal.org.uk/assets/TLAP-Ladder-of-Coproducton-Landscape-Poster-A3.pdf>

There are two dedicated meetings being run alongside each other. The first is the ‘Lived Expertise Group’ meetings which is made up only of the individuals with Lived Expertise and the dedicated Co-Production officer. This group was established on the recommendation of a Disabled people organisation to establish a ‘safe space’ where individuals can highlight and resolve any barriers to participation they might be facing and to meet any access needs such as longer preparation times. It has also been used as a space to build confidence, voice concerns and resolve interpersonal conflict. The second meeting is the ‘Co-Production Working Group’ which is made up of People with Lived Expertise (9 people), organisation representatives (4 people, originally 6 people), and co-facilitators (3 people). This is the group where the co-designing of the co-production policy and process is being undertaken. There have currently been 7 sessions of this working group with more planned until May 2024.

Whilst the organisation representatives and co-facilitators are joining the group as part of their work roles, to ensure equity across the working group and to compensate the expertise they are bringing, the individuals with Lived Expertise are being paid for their involvement (this is not employment). The rate of pay is £15 per hour. Due to the acknowledgement of barriers that People with Lived Expertise face, transport costs to the meetings are paid for by Adult Social Care as are any access needs such as personal assistance services and accessible transport costs among others. Access needs were mapped initially and as a result, all information is produced in [Easy Read](#) with scope for other adjustments to be made if wanted.

Funding:

Resources for the development of the Co-Production policy and process are funded through various budgets. The dedicated co-production officer role is fixed term and currently budgeted until Summer 2024. Resources to fund the activity and people with lived expertise time are paid through an internal wellbeing budget held by ASC Commissioners. Current expenditure to date is anticipated to be £12k by the end of the project.

People involved:

The organisations who have been and are involved in this work are all community led organisations i.e. Bristol Disability Equality Commission, Disabled People Organisation Forum, Carers Support Centre, Bristol Older People Forum, Chinese Community Wellbeing Society, Independent Mental Health Network and Bristol Black Carers.

For the People with Lived Expertise, recruitment was done through word of mouth, recommendations by community organisations and networking. The demographics of the working group aimed to reflect the diversity of Bristol’s population.

Timescales involved:

The co-production policy and process aims to be finalised in the Summer of 2024 and will provide a guiding set of principles for co-production and a framework for how ASC does co-production with people.

A further report will come back to cabinet in September 2024 providing detail of the final Co-Production policy and process, how the policy will be adopted in ASC and provide an update on the progress of aligning co-production principles across the system.

Purpose of the EqIA:

This report (and associated EqIA) serves to update cabinet on the dedication within ASC to fulfil this corporate objective and shine a light on the good practice taking place as we start our journey to embark on co-production. There is not an ask for a decision to be made on this work but as a basis for discussion.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
------------------------------	--	-----------------

The reason for the selection of 'No' is due to this EqIA being generated to support a discussion at cabinet and for cabinet members to be briefed on the work being undertaken, rather than a decision being made.

If a decision is to be made in future, this EqIA will be amended accordingly.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: <i>Richard Hills</i>
Date: 5/1/2024	Date: 8 th Jan 2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.