# A yellow and grey logo  Description automatically generatedEquality Analysis Form

# The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as ‘policy’) on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

## 1. Responsibility

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| **Department**  | Communities and Wellbeing  |
| **Service** | Personalisation and Support Business Team |
| **Proposed policy** | Residential Care Top-Up Policy  |
| **Date** | 19/05/2025 |
| **Officer responsible for the ‘policy’ and for completing the equality analysis** | **Name** | Mary O’Sullivan |
| **Post Title** | Team Leader Financial Assessment and Welfare Benefits Service |
| **Contact Number** | 0161 253 6061 |
| **Signature** | M.O’Sullivan |
| **Date** | 19/05/2025 |

## 2. Aims

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| **What is the purpose of the policy/service and what is it intended to achieve?** | Based on Care and Support Statutory Guidance issued under Care Act 2014, the purpose of the policy is to; * Explain the top up payment agreement processes when an individual chooses care and support which is more expensive than agreed rates
* Clarify when a top up should be made, by whom and who to
* Ensure financial sustainability of top up payments
 |
| **Who are the main stakeholders?** | Financial Assessment and Welfare Benefits Service staff.Community Commissioning Team staff.Communities and Wellbeing Assessment and Care Management staff.Residential Care Services ProvidersCustomers receiving residential care services.Residents of the borough, i.e. Council Taxpayers, potential customers.Family/Relatives/Representatives of customers.Council Revenues & Benefits staff.Council Legal Services staff.Department of Health. |

## 3. Establishing relevance to equality

**3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics.**

**If you answer yes to any question, please also explain why and how that group of people will be affected.**

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| **Protected equality characteristic** | **Positive** **effect****(Yes/No)** | **Negative** **effect****(Yes/No)** | **Explanation** |
| Race |  |  |       |
| Disability |  |  | The Care Top up policy has a positive impact as it formalises and clarifies the procedure for top ups being agreed. It will assist the cared for person or their representative in ensuring that they are not entering into an unsustainable agreement and that they understand the implications of any agreement they do enter into. It ensures greater freedom of choice for where people wish to live |
| Gender |  |  |       |
| Gender reassignment |  |  |       |
| Age | Yes |  | The Care Top up policy has a positive impact as it formalises and clarifies the procedure for top ups being agreed. It will assist the cared for person or their representative in ensuring that they are not entering into an unsustainable agreement and that they understand the implications of any agreement they do enter into. It ensures greater freedom of choice for where people wish to live. Most top up agreements are entered in to by or on behalf of elderly persons in residential care |
| Sexual orientation |  |  |       |
| Religion or belief |  |  |       |
| Caring responsibilities |  |  |       |
| Pregnancy or maternity |  |  |       |
| Marriage or civil partnership | No | No |  |

**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty.**

**If you answer yes to any question, please explain why.**

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| **General Public Sector Equality Duties** | **Relevance****(Yes/No)** | **Reason for the relevance** |
| Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 |  | To ensure that the Care Top up policy is applied equally and fairly to all persons wanting to enter into a Care Top up agreement |
| Need to advance equality of opportunity between people who share a protected characteristic and those who do not (e.g. by removing or minimising disadvantages or meeting needs) | No |  |
| Need to foster good relations between people who share a protected characteristic and those who do not (e.g. by tackling prejudice or promoting understanding) |  |       |

**If you answered ‘YES’ to any of the questions in 3a and 3b**

**Go straight to Question 4**

**If you answered ‘NO’ to all of the questions in 3a and 3b**

**Go to Question 3c and do not answer questions 4-6**

**3c. If you have answered ‘No’ to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.**

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## 4. Equality information and engagement

**4a.** For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

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| **Details of the equality information or engagement** | **Internet link if published**  | **Date last updated** |
| The Care Top Up Policy is based on Department of Health guidelines under the Care Act 2014. | <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance> | May 2025 |
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**4b.** Are there any information gaps, and if so how do you plan to tackle them?

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| Consultation required with stakeholders |

## 5. Conclusions of the equality analysis

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| **What will the likely overall effect of your policy/service plan be on equality?** | The Policy is likely to have positive effects on equality in terms of freedom of choice on where a person lives and ensuring that it is affordable  |
| **If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?** | n/a |
| **Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.** | None |
| **What steps do you intend to take now in respect of the implementation of your policy/service plan?** | Formulation of processes for implementation and training |

## 6. Monitoring and Review

**If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.**

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| The Care Top up Policy will be subject to an annual review in accordance with Care Act updates issued by the Department of Health |

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| **Copies of this Equality Analysis Form should be attached to any reports/service plans and also sent to the equality inbox (****equality@bury.gov.uk****) for publication.** |