

## Section 4 Integrated Impact Assessment

### Summary Report Template

Each of the numbered sections below must be completed

Interim report		Final report	x	(Tick as appropriate)
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#### 1. Title of plan, policy or strategy being assessed

##### **Moving and Handling Service – contracted from NHS through Service Level Agreement**

Moving and Handling refers to children requiring assistance with their movement or transfers as a result of a care need. Moving and handling, or manual handling, is the transporting or supporting of a load by hand or by bodily force (including lifting, pushing, pulling, putting down, carrying or moving). In relation to children with additional support needs, it is a task that involves hands on physical assistance by an adult to facilitate a change in position. It does not just refer to manual lifting, and it can also include the use of equipment, hoists and wheelchairs. The Moving and Handling team are managed by NHS staff and work as part of the Additional Support for Learning Service. This partnership agreement with the NHS allows Communities and Families to access specialist knowledge and training for staff.

The Moving and Handling Team comprise a 0.6FTE Moving and Handling Area Co-ordinator working Tue, Wed and Thurs sessional and a 0.6 Moving and Handling Area Co-ordinator working Mon, Tue, Wed.

#### 2. What will change as a result of this proposal?

- Moving and Handling training will be delivered by a provider already commissioned by City of Edinburgh Council's Health and Social Care service area via their framework.
- Core Moving and Handling training, which forms part of the Essential Training matrix, will be delivered to Communities and Families staff on set dates. These core dates will be agreed with the provider prior to the start of each academic session, shared with all establishments and booked via a central system. Currently, the dates/times for M&H Training is agreed in an ad hoc manner throughout the session with individual establishments.

- We will retain flexibility to provide bespoke Moving and Handling training to staff working with children/ young people with more complex needs.
- Continuing this service with a different provider will help ensure that our staff can assist children and young people to move as safely as possible with dignity through the delivery of a service which can be monitored through agreed KPIs. The proposed change will also ensure that we fulfil our duty to provide Best Value.

**3. Briefly describe public involvement in this proposal to date and planned**

- Evaluation of impact of Moving and Handling Team input in terms of number of children/staff supported and evaluation of progress has been undertaken
- Consultation with Moving and Handling Team manager – Lee MacKay
- Feedback from sample of schools and respite centre.

**4. Date of IIA**

19.01.21

**5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)**

<b>Name</b>	<b>Job Title</b>	<b>Date of IIA training</b>	<b>Email</b>
Anna Gray	Acting Senior Manager, Children with Additional Support Needs	8 <sup>th</sup> December 2020	<a href="mailto:anna.gray@edinburgh.gov.uk">anna.gray@edinburgh.gov.uk</a>
Laura Zanotti	Grants and Commissioning Officer		<a href="mailto:laura.zanotti@edinburgh.gov.uk">laura.zanotti@edinburgh.gov.uk</a>
Iona Brockway	Acting Quality Improvement Manager		<a href="mailto:iona.brockway@ea.edin.sch.uk">iona.brockway@ea.edin.sch.uk</a>

Fran Platt	Acting Depute Headteacher		<a href="mailto:fran.platt@ea.edin.sch.uk">fran.platt@ea.edin.sch.uk</a>
Kerry Millar	Planning & Commissioning Officer		<a href="mailto:Kerry.millar@edinburgh.gov.uk">Kerry.millar@edinburgh.gov.uk</a>

## 6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Y	<p>Data from SEEMiS indicates the number of children with additional support needs. This data suggests that there is an increase in the overall number of children with additional support needs, however this is a broad measure.</p> <p>The data from the City of Edinburgh Council SHE portal provides information on the number and types of staff injuries relating to moving and handling, indicating where additional training is required.</p>
Data on service uptake/access	Y	<p>Session 20/21</p> <ul style="list-style-type: none"> <li>The data for M&amp;H training delivery for session 20/21 does not reflect usual practice, due to impact of coronavirus and periods of school closure.</li> <li>Virtual training package – LearnPro module – covering the theoretical aspects of M&amp;H training has been shared with relevant staff in multiple establishments. This training reduced the requirement for face-to-face M&amp;H theory training. <b>The current provider does not monitor uptake of this training.</b></li> <li>M&amp;H team engaged in screening, signposting and follow up for circa 20-25 pupils, some of whom were deemed to have Moving and Handling needs. This caseload could be covered by the proposed procured service.</li> </ul>

Evidence	Available?	Comments: what does the evidence tell you?														
		<ul style="list-style-type: none"> <li>The other pupils who were supported by trained staff have complex care needs and attended either our special or mainstream schools and/or our residential respite unit. These pupils will continue to be supported by the Allied Health professionals, our ASL Service and the new Moving &amp; Handling training provider.</li> </ul> <p>Data from Jan 2019 – March 2020</p> <p>There has been a decrease in uptake of training over the last two years. This may be due to greater understanding of the role of the Moving &amp; Handling Service &amp; the improved systems of work within Additional Support for Learning Service and establishments such as the introduction of flowcharts and pathways created to signpost for early &amp; timely intervention.</p> <p><b><u>Training: Jan 2019 – March 2020</u></b></p> <table border="1" data-bbox="738 1261 1474 1659"> <thead> <tr> <th>Course</th> <th>Number Courses Delivered</th> </tr> </thead> <tbody> <tr> <td>Introduction</td> <td>7</td> </tr> <tr> <td>Early Years/Small Child</td> <td>13</td> </tr> <tr> <td>Bespoke</td> <td>24</td> </tr> <tr> <td>Total number of staff trained</td> <td>258</td> </tr> </tbody> </table> <p><b><u>Competency Assessment</u></b></p> <table border="1" data-bbox="738 1798 1474 1980"> <thead> <tr> <th>Competency Assessment Outcome</th> <th>Number of staff</th> </tr> </thead> <tbody> <tr> <td>Green</td> <td>18</td> </tr> </tbody> </table>	Course	Number Courses Delivered	Introduction	7	Early Years/Small Child	13	Bespoke	24	Total number of staff trained	258	Competency Assessment Outcome	Number of staff	Green	18
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Evidence	Available?	Comments: what does the evidence tell you?	
		Yellow	11
		Orange	0
		Red	0
		Total number of staff assessed	29
Data on equality outcomes	N	Data on equality outcomes has not been provided by the Moving and Handling Service.	
Research/literature evidence	Yes	Presumption to Provide Education in a Mainstream Setting (2019); Equality Act (2010); ASL Act (2004); (as amended 2009). Research literature and national guidance emphasises the importance of children with additional support needs being supported by skilled staff within their school. The forthcoming report from the recent ASL Review guidance indicates that effective training for school staff is the best means to provide sustained and effective support, suggesting that procuring training for staff as required, in line with wider school improvement planning priorities, would be the most effective model of support.	
Public/patient/client experience information	Y	<p>We held focus groups with four settings – primary school, secondary school, specialist provision school, residential. Feedback on training from the M&amp;H Team was positive. The LearnPro was welcomed by staff in schools as it is accessible and covers the theory, meaning the ‘live’ training can focus on the practicalities of Moving and Handling.</p> <p>Colleagues in H&amp;SC currently use the proposed new provider and have found them to be professional, flexible with the ability to scale up their delivery, adaptable to different settings and establishments and positive in their communication. They also found them to be very reasonably priced thus securing Best Value.</p>	
Evidence of inclusive engagement of service	Y	Records of training, competency assessments, Moving and Handling Risk Assessments and	

Evidence	Available?	Comments: what does the evidence tell you?
users and involvement findings		<p>Handling Plans, Form 10a, Healthcare plans, written records within Additional Support for Learning Service, Moving and Handling Service management feedback given and received. This shows the extent to which staff have engaged in training and allows for identification of ongoing training requirements.</p> <p>Data showing anticipated need indicates that these requirements could be met by the procured service.</p>
Evidence of unmet need	N	<p>The team has responded to all of the requests for support and the needs of schools requiring Moving and Handling training have been met. They have at times gone beyond their remit to support schools with more complex cases while the ASL School Nurse has been on maternity leave; this task will be undertaken by the ASL School Nurse when she returns in March.</p>
Good practice guidelines	Y	<p>Presumption to Provide Education in a Mainstream Setting (2019); Equality Act (2010); ASL Act (2004) (as amended 2009). These guidelines indicate that effective partnership working is required to effectively support children and young people with additional support needs.</p> <p>Scottish Manual Handling Passport Scheme</p> <p>Health &amp; Safety at Work Act 1974 (HASAWA)</p> <p>The Manual Handling Operations Regulations 1992</p> <p>Public Contracts Regulations 2015</p> <p>Procurement Reform (Scotland) Act 2014</p> <p>This legislation informs CEC procurement processes which are an essential requirement for all procured services.</p>
Environmental data	N	
Risk from cumulative impacts	Y	<p>City of Edinburgh Council doesn't have assurance that the service being delivered is efficient. City of</p>

Evidence	Available?	Comments: what does the evidence tell you?
		<p>Edinburgh Council does not have control over delivery of service or Quality Assurance processes. This impacts on the following areas:</p> <ul style="list-style-type: none"> <li>• Budget – CEC not meeting principles of Best Value</li> <li>• Quality Assurance – lack of ability for CEC to measure performance against KPIs.</li> <li>• Changing educational landscape – availability of Moving and Handling staff during school holidays and weekends is vital and this is not provided at present.</li> <li>• The current provider has indicated concerns about their ability to provide efficient service to meet our future requirements as the purchaser.</li> </ul>
Other (please specify)	N	
Additional evidence required	N	

**7. In summary, what impacts were identified and which groups will they affect?**

<p><b>Equality, Health and Wellbeing and Human Rights</b></p> <p><b>Positive</b></p> <p>Funding currently used for Moving and Handling service can be used more widely across our establishments to ensure a greater number of children and young people are supported.</p> <p>Using same provider as the one used by H&amp;SC means that there will be greater continuity of provision when young people with Moving and Handling needs move into Adult Services.</p>	<p><b>Affected Populations</b></p> <p>Children and young people with additional support needs.</p> <p>Headteachers/school/establishments Senior Leadership Teams.</p>
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<p><b>Negative</b></p> <p>Possible disruption to service resulting from change to new service provider – addressed through thorough handover of case files.</p> <p>Moving &amp; Handling staff monitor the general Additional Support for Learning Service Healthcare mailbox. This task will be assigned to Fran Platt (acting DHT with remit for AHPs).</p>	<p>Council Staff and potentially children and young people with specific moving and handling support needs</p>
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<p><b>Environment and Sustainability</b></p> <p>N/A</p>	<p><b>Affected populations</b></p>
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**8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children’s rights , environmental and sustainability issues be addressed?**

Although the training will be delivered by an external provider, Council managers will be responsible for ensuring staff who require this training are given time to attend thus ensuring their safety at work as well as meeting the intended learning outcomes, care needs, safety and welfare of the child or young person themselves.

It is important for the child or young person’s physical and emotional health and inclusion that they remain as mobile as possible. All of our planning to improve the wellbeing of children and young people, including the provision of movement opportunities for children and young people with physical disabilities, is built upon a rights-based approach in line with the [United Nations Convention on the Rights of the Child](#) (UNCRC). This is fundamental to Getting it right for every child (GIRFEC) and will be made clear in all of our communication with the new provider.

**9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.**



A clear communication would be issued to all establishments, noting the new system and provider for M&H training. This would be communicated in plain English, in a format that can be made accessible to those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language e.g. a word document that can be translated/

**10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use?** If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

No

**11. Additional Information and Evidence Required**

No

**If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.**

**12. Recommendations (these should be drawn from 6 – 11 above)**

The recommendation is to move to the proposed alternative provider, which will be procured in line with CEC policy.

**13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:**

<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and contact details)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
Liaise with Commissioning and Procurement colleagues to inform current provider that contract will be ending. A three month notice period to be considered.	Kerry Millar/Laura Zanotti	Upon completion of this document and no later than 12 <sup>th</sup> February 2021	
Liaise with Commissioning and	Kerry Millar/Laura	28 <sup>th</sup> Feb	

<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and contact details)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
Procurement colleagues to procure new provider	Zanotti	2021	
Collate all files for current M&H Caseload	Fran Platt	31 <sup>st</sup> March 2021	
Meet with ASL School Nurse regarding Complex Case Management	Fran Platt/Iona Brockway/Anna Gray	March 2021 (currently on maternity leave)	

**14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?**

- Ultimately this procedure is designed to improve provision and outcomes for children and young people with ASN. Therefore the main relevant protected characteristic is disability. To achieve this the service area will work closely with Head teachers and establishment managers to ensure the ongoing training of relevant staff in appropriate Moving & Handling procedures. The ASL service will ensure all children and young people who require support with moving and handling will be supported by appropriately trained staff. Using the new provider will enable performance to be benchmarked against agreed KPIs to enable more robust monitoring of the service.
- The service area will ensure compliance with the Communities & Families; Moving and Handling Procedure as agreed May 2020.

**15. Sign off by Head of Service/ Project Lead**

**Name** Anna Gray

**Date** 29<sup>th</sup> January 2021

**16. Publication**

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

## Section 5    Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to [equalities@eastlothian.gov.uk](mailto:equalities@eastlothian.gov.uk) and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.eastlothian.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/835/equality\\_and\\_diversity](http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity)

- **Midlothian Council**

Please send a completed copy of the IIA to [zoe.graham@midlothian.gov.uk](mailto:zoe.graham@midlothian.gov.uk) and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.midlothian.gov.uk/downloads/751/equality\\_and\\_diversity](http://www.midlothian.gov.uk/downloads/751/equality_and_diversity)

- **NHS Lothian**

Completed IIAs should be forwarded to [impactassessments@nhslothian.scot.nhs.uk](mailto:impactassessments@nhslothian.scot.nhs.uk) to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to [Strategyandbusinessplanning@edinburgh.gov.uk](mailto:Strategyandbusinessplanning@edinburgh.gov.uk) to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at [sarah.bryson@edinburgh.gov.uk](mailto:sarah.bryson@edinburgh.gov.uk)

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at [sarah.bryson@edinburgh.gov.uk](mailto:sarah.bryson@edinburgh.gov.uk)

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.