

COUNTY COUNCIL FULL EQUALITY IMPACT ASSESSMENT TEMPLATE

ADULT SOCIAL CARE – PERSONAL ASSESSMENT POLICY – AUGUST 2011

Stage of EIA	Description of Step	Checklist	Checklist
	Is this a new or an existing policy? Replacement of existing policy		
Stage 1	Defining policy objectives and how they will be achieved	Please summarise the planned outcomes for the policy: <ul style="list-style-type: none"> • Ensure that Adult and Community Services staff meet the requirements of the NHS and Community Care Act 1990 to carry out an assessment of the needs of each presenting individual who appears to have a requirement for community care services • Achieve an appropriate depth and scale of assessment to support the needs of individual service users, and to enable the development of an effective 	How will the outcomes be achieved? <ul style="list-style-type: none"> • Statutory requirement to complete CC Assessments for all service user groups. Assessment will be carried out in person centred manner involving the person and, where appropriate, their carers fully in the process. • Policy and procedure available in staff e-guide to ensure consistent implementation

		<p>outcome focussed personal support plan</p> <ul style="list-style-type: none"> • Avoid screening individuals out of the assessment process before sufficient information is known about them, in accordance with the Fair Access to Care Services (FACS) 2010 policy guidance. 	
<p>Stage 2</p>	<p>Information gathering/consultation Detail existing data/research/consultation sources you will use.</p> <p>In drafting the revised policy the services of an external consultant were used. National policy guidance was referenced. The draft was then screened by staff at senior manager and operational levels and amendments made. The emphasis was on ensuring the new policy was in line with the changing requirements of the personalisation agenda. The draft was also screened by Legal Services to ensure</p>	<p>Existing Sources</p> <p>Staff at all levels were involved in the drafting of the Assessment pathway and the Assessment document which form part of the overall policy</p>	<p>What do these sources show you?</p> <p>Amendments were made to the process to ensure it was effective and accessible for all group. Attention was paid to keeping language simple and straightforward in all documents.</p> <p>.</p>

	<p>statutory duties were properly represented in the policy.</p> <p>In terms of the Self Assessment section of the policy – this was screened and amended through a service user and carer reference group</p>		
	<p>Do you consider these sources to be sufficient? Y/N</p> <p>Yes</p>	<p>If data is insufficient, what will you do to gather the data you need?</p>	
	<p>What further user engagement (if any) do you need to undertake?</p> <p>As this is a statutory requirement it is not appropriate to consult on whether or not to have a policy, but the policy aims to be inclusive and ensure no groups are specifically disadvantaged</p> <p>The County Council's Consultation Strategy will assist you in identifying the appropriate methods to use for your consultation.</p> <p>*Person, group or organisation that has a</p>	<p>Further consultation Who will you consult?</p> <p>➤</p> <p>How will you consult? (method)</p> <p>➤</p>	<p>How will you communicate the consultation results;</p> <ul style="list-style-type: none"> • To the public? <p>The policy along with other policies is available on the public website</p> <ul style="list-style-type: none"> • Within the organisation? • To *stake holders?

	<p>direct or indirect stake in the policy because it can affect or be affected by the policy's actions or objectives.</p>		
<p>Stage 3</p>	<p>Assessing the equality impact of your policy from evidence gathered.</p> <p>Decision should be based on 4 factors:</p> <ul style="list-style-type: none"> • Aims of the policy • Evidence collected • Results of both formal/informal consultation • Pros and cons of alternative approaches to delivering policy objectives <p>*See 'what should be done if adverse impact is identified?' to help with your decision.</p>	<p>From the information gathered, could the policy unlawfully discriminate or have a less favourable impact?</p> <p>Very unlikely as all service users receive the same form of assessment. In considering the accessibility of the process the consultation group ensured that the language was simple and straightforward and that the workers conducting the assessment would ensure full understanding of the process. Information can be made available in alternative formats and languages. Assessments are carried out consistently allowing for adjustments (eg in respect of language used or information provided) to take account of individual need)</p>	<p>If there is adverse impact could it be justified? Y/N</p> <p>If 'yes', what are your reasons and what evidence did you base this decision on?(for example: positive action to target particular parts of community)</p> <p>If adverse impact cannot be justified, what will you do to rectify the position? (for example - what alternative ways could you achieve the aims of your policy?)</p>

		<p>If discrimination is unlawful, what will you do?</p> <p>If adverse impact is found to exist, Please describe what this impact is:</p> <p>What groups could potentially be disadvantaged?</p> <p>Describe the degree of negative impact and the number of people likely to be affected*:</p>	
		<p>Will the policy have any positive impacts for particular groups?</p>	

<p>Stage 4</p>	<p>Action Planning and Time Frames</p> <p>Please complete your EIA Action Plan template (Annex E)</p>	<p>What equality objectives and targets have you developed?</p> <p>Have you attached a timescale to your targets? If yes, what?</p> <p>Have the equality objectives and targets been included in your service plan? Y/N</p>	<p>Have these objectives/ targets been incorporated into your monitoring and performance management system? Y/N</p> <p>How often will they be monitored and by whom?</p> <p>Who will sign this off?</p>
<p>Stage 5</p>	<p>Publication</p> <p>This is a legal requirement so you MUST send your EIA results for publishing.</p> <p>*This is for accessibility purposes for lengthy EIA's.</p>	<p>Have you sent a copy of this assessment to the Corporate Equality and Diversity Team for publication on the website?</p> <p>Have you logged your EIA onto the Listening to our communities - consultation and community engagement webpage?</p>	<p>Have you sent a copy of this assessment to your Directorate Equalities Lead? Y/N</p> <p>Has an executive summary been prepared*? Y/N</p>
<p>Stage 6</p>	<p>Monitoring and Review</p>	<p>How will you monitor/evaluate the policy?</p> <p>Have you planned policy reviews?</p>	<p>Who will be responsible for monitoring?</p> <p>How will you use the monitoring results?</p>

		If so, how often?	
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Signed (Completing Officer).....Annie Dickson.....

Date 2nd November 2011.....

Signed (Lead Officer) Anne Clarke

Date...2nd November 2011.....