

COUNTY COUNCIL FULL EQUALITY IMPACT ASSESSMENT TEMPLATE

ADULT SOCIAL CARE – PERSONAL REVIEW POLICY – AUGUST 2011

Stage of EIA	Description of Step	Checklist	Checklist
	<p>Is this a new or an existing policy?</p> <p>Replacement of existing policy</p>	<p>Revised</p>	
<p>Stage 1</p>	<p>Defining policy objectives and how they will be achieved</p>	<p>Please summarise the planned outcomes for the policy:</p> <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 a statutory annual review of service users support plan for individuals in receipt of purchased services from the local authority. • To ensure that purchased services are still appropriate to meet the needs of the individual and to enable any changes in need to be identified 	<p>How will the outcomes be achieved?</p> <ul style="list-style-type: none"> • Statutory requirement to complete annual reviews for all service user groups. Reviews will be undertaken using a person centred approach involving the person and, where appropriate, their carers fully in the process. • Policy and procedure available in staff e-guide to ensure consistent implementation

		<ul style="list-style-type: none"> • To ensure that adult protection concerns are raised as appropriate • To identify if individuals are still eligible for services 	
<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 statutory duties were properly represented in the policy.</p>	<p>Existing Sources</p> <p>Staff at all levels were involved in the drafting of the review pathway and the Review 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 groups. Attention was paid to keeping language simple and straightforward in all documents.</p> <p>.</p>

	<p>Do you consider these sources to be sufficient?</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? None at present.</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 direct or indirect stake in the policy because it can affect or be affected by the policy's actions or objectives.</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? <p>The policy is available on the Adult Social care e guide</p> <ul style="list-style-type: none"> • To *stake holders?
<p>Stage 3</p>	<p>Assessing the equality impact of your policy from evidence gathered.</p>	<p>From the information gathered, could the policy unlawfully discriminate or have a less favourable impact?</p>	<p>If there is adverse impact could it be justified? No</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>Very unlikely as all service users receive the same form of review. Reviews are carried out consistently allowing for adjustments (EG in respect of language used or information provided) to take account of individual need.</p> <p>Staff ensure that individuals are included in the process and the outcome of the review is presented in a format which is appropriate to the individuals needs.</p> <p>In considering the accessibility of the process the consultation group ensured that the language was simple and straightforward and that the workers conducting the review would ensure full understanding of the process. Information can be made available in alternative formats and languages.</p> <p>Staff within the Central Reviewing Team have been consulted about any amendments required to the process and have been given guidance about this.</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>
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		Will the policy have any positive impacts for particular groups? No	
Stage 4	Action Planning and Time Frames Please complete your EIA Action Plan template (Annex E)	What equality objectives and targets have you developed? Have you attached a timescale to your targets? If yes, what? Have the equality objectives and targets been included in your service plan? Y/N	Have these objectives/ targets been incorporated into your monitoring and performance management system? Y/N How often will they be monitored and by whom? Who will sign this off?
Stage 5	Publication This is a legal requirement so you MUST send your EIA results for publishing. *This is for accessibility purposes for lengthy EIA's.	Have you sent a copy of this assessment to the Corporate Equality and Diversity Team for publication on the website? Have you logged your EIA onto the Listening to our communities -	Have you sent a copy of this assessment to your Directorate Equalities Lead? Y/N Has an executive summary been prepared*? Y/N

		consultation and community engagement webpage?	
Stage 6	Monitoring and Review	<p>How will you monitor/evaluate the policy? The policy will be monitored by feedback from staff and service users about the process</p> <p>Have you planned policy reviews? If so, how often? Annual review</p>	<p>Who will be responsible for monitoring? Safeguarding services</p> <p>How will you use the monitoring results? By making any necessary changes to ensure that the requirements of all individuals are met</p>

Signed (Completing Officer).....

A. Coote

Date...03.11.2011

Signed (Lead Officer)service manager?.....

A. Coote

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Date 03.11.2011