

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

This exercise is not an EIA. It is a desktop exercise designed to establish if you need to carry out a full assessment. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to the screening form.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit	<i>Children's Services/Commissioning and Quality/Performance Development Team.</i>
1.2	Title or brief description of the policy being screened.	<i>Tier 2 Information Sharing Protocol for Worcestershire Children's Trust, The purpose of this Protocol is to provide the framework, and to facilitate, the sharing of information between CT agencies, who have responsibility for delivering services to children and young people in Worcestershire.</i>
1.3	Screening by:	<i>Luke Willetts, Operational Manager, Performance Development Team (author of protocol).</i> <i>Lyndon Thomas, Project Manager, Performance Development Team (Equalities and Diversity rep for ChS)</i>
1.4	Date of screening	<i>23/03/10</i>
1.5	Related policies/functions:	<i>This Tier 2 protocol sits within an information sharing framework for Worcestershire, as agreed by the Worcestershire Partnership. The Worcestershire Partnership brings together local government, public services such as health, learning providers, police and probation, voluntary and community organisations and local businesses within Worcestershire. Their purpose is to tackle the issues that affect Worcestershire residents' quality of life - such as crime, health, jobs,</i>

		<p><i>education and transport. These issues are connected and the Worcestershire Partnership believes that they can be better addressed by working together, sharing ideas and pooling resources.</i></p> <p><i>The 'Worcestershire Standard for Sharing Personal Data' is a commitment by partner agencies to use a common approach to sharing personal data, based on the Data Protection Act 1998. This Tier One protocol consists of 8 key principles, a toolkit for producing Tier 2 and 3 protocols, a web-based protocol register along with templates and reference documents. The most commonly recognised Information Sharing Protocol model consists of three tiers:</i></p> <p><i>Tier 1 – At the highest level, all agencies agree a common set of principles under which they will share information with each other. This agreement, or overarching protocol, commits those who sign it to sharing information lawfully and effectively at all levels of their organisation.</i></p> <p><i>Tier 2 – The middle tier begins to define a greater level of detail, with a focus on the purposes underlying the sharing of specific sets of information.</i></p> <p><i>Tier 3 – This consists of detailed, specific information sharing agreements between the individual agencies. They will identify the routes through which requests for information may be made, the methods of auditing who has had access to what and the details of the information to be shared.¹</i></p>
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¹ Definitions of 3 tier Information Sharing Protocol model derived from www.allwalesunit.gov.uk

1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	<p><i>Linked to Tier 1 – Worcestershire Standard for Sharing Personal Data.</i></p> <p><i>Children's Trust commissioned this work and it will be reviewed via WCC Information Governance Group.</i></p> <p><i>Not linked to Directorate/Corporate plans but is best practice as advised by National Government Guidance and Statutory Legislation.</i></p>
1.7	Is this a new or existing policy?	<p><i>Newly Developed 2010.</i></p>
1.8	What is the policy trying to achieve?	<p><i>The purpose of this Protocol is to provide the framework, and to facilitate, the sharing of information between agencies, groups and individuals having responsibility for delivering services for children and young people in Worcestershire.</i></p> <p><i>Partner organisations in the Children's Trust demonstrate that by signing this Protocol, they are committed to fair and lawful data sharing in relation to children and young people across Worcestershire.</i></p> <p><i>Organisations involved in providing services to children and young people have a legal responsibility to ensure that their use of personal information is lawful, and that individual's rights are respected.</i></p>
1.9	What are the planned outcomes for this policy?	<p><i>Reasons for sharing personal information under this protocol will be limited to one or more of the following:</i></p> <ul style="list-style-type: none"> <i>• Delivery of effective services for children, young people and their families</i> <i>• Safeguarding vulnerable children and young people</i> <i>• Assuring and improving the quality of services</i> <i>• Risk management</i>

		<ul style="list-style-type: none"> • <i>To avoid duplication of information gathering</i> • <i>To map information required for monitoring, creating or updating the Children and Young People’s Plan, the Joint Strategic Needs Assessment, or any statutory return required by law.</i> <p><i>Reasons for sharing non-personal information under this protocol will be limited to one or more of the following:</i></p> <ul style="list-style-type: none"> • <i>Managing and planning services</i> • <i>Business planning</i> • <i>Contracting and commissioning the provision of services</i> • <i>Performance management</i> • <i>Statistical analysis</i> • <i>Data cleansing exercises</i> • <i>Research</i>
1.10	Who will benefit from the policy? How will they benefit?	<i>Any partners that sign up to the information sharing protocol (e.g. Worcestershire County Council, Worcestershire Primary Care Trust, West Mercia Police, Youth Offending Service, Worcestershire Safeguarding Children Board), in the hope that information shared will help safeguard children & young people, improve services and increase life chances.</i>
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	<i>Chair of the Children's Trust – Marcus Hart (Lead Member with responsibility for Children and Young People)</i>
1.12	What (if any) are the key priorities within this policy?	<p><i>Reasons for sharing personal information under this protocol will be limited to one or more of the following:</i></p> <ul style="list-style-type: none"> • <i>Delivery of effective services for children, young people and their families</i>

		<ul style="list-style-type: none"> • <i>Safeguarding vulnerable children and young people</i> • <i>Assuring and improving the quality of services</i> • <i>Risk management</i> • <i>To avoid duplication of information gathering</i> • <i>To map information required for monitoring, creating or updating the Children and Young People's Plan, the Joint Strategic Needs Assessment, or any statutory return required by law.</i>
1.13	What (if any) previous consultation has been done on this policy? Who was consulted and when?	<p><i>Senior Leadership Team advised that due to nature of document, consultation with the public was not necessary due to advice and guidance being shaped nationally and through statutory legislation.</i></p> <p><i>Once document is completed, all partner agencies within Children's Trust will be consulted before final draft is agreed and published into the public domain.</i></p>
1.14	Is equality monitoring in place for this policy?	<i>N/A – full EIA not required</i>

Part Two: this is the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing age, gender, disability, race/ethnicity, religion or belief and sexual orientation.

		Y	N	Details including what information you have based your decision on.
2.1	Is there any way in which the policy is directly discriminatory or in breach of the County Council's Equality and Diversity Policy? (see Annex E)		x	<i>Content of document is derived from national best practice and statutory legislation.</i>

2.2	Are there any barriers to people from minority groups getting the full benefit of this policy which have not been resolved as part of the policy?		x	<i>Content of document is derived from national best practice and statutory legislation.</i>
2.3	Are there any other ways the policy could unintentionally deliver poorer quality outcomes for individuals because they belong to a minority group or groups?(they may belong to more than one)		x	<i>Content of document is derived from national best practice and statutory legislation.</i>
2.4	Could minority groups reasonably believe they would be likely to get poorer benefits from the policy?		x	<i>Content of document is derived from national best practice and statutory legislation.</i>
2.5	In what ways could this policy make a positive contribution to equality or to relations between groups?			<i>All six strands of E&D will be party to the same rules and regulations (included within the ISP Tier 2 document) as one another so will ultimately, hopefully, benefit from improved service delivery.</i>

If the answer to questions 2.1 to 2.4 is yes or "could be yes" then you **must** take action. If the issue is straightforward then remedy this **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you must continue on to a full EIA. Where you have decided a full EIA is not required but have identified actions which must be taken then please record these below:

Specific Action	How will you know when this is completed?	Resources/cost	Person Responsible	Completion date

