

## WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT RELEVANCE SCREENING

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

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this screening please refer to the County Council's [EIA Guidance document](#) available on SID.

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

1.1	Directorate and Section/Unit:	Children Families and Communities
1.2	Title of the policy being screened:	Does not related to a policy – SEND Written Statement of Action in Response to OFSTED/CQC Report 16 <sup>th</sup> May 2018
1.3	Screening by:	Katie Collins/Sandy Bannister
1.4	Date of screening:	27 <sup>th</sup> June 2018
1.5	Summary of policy objectives	A wide range of objectives over 5 distinct Work streams
1.6	Related policies/functions:	N/A
1.7	To which section of the Directorate or Corporate "business/service plan" does this policy relate?	SEND Services
1.8	Is this a new or existing policy?	N/A
1.9	Does the policy affect service users, employees, the wider community, or a combination of these?	<i>Service Users</i>

1.10	Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	Assistant Director for Education and Skills is responsible for delivery of the Action Plan
	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	The Action Plan has been prepared in conjunction with the Local Area, with representation from schools, special schools, SENDIASS, Families in Partnership, Our Way and Health colleagues
1.12	Is equality monitoring in place for this policy?	Relevant equality monitoring will be established where it supports monitoring and achievement of objectives

**Part Two:** The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who have one or more of the following "Protected Characteristics":

Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/maternity, Race, Religion/Belief, Sex and Sexual Orientation.

The questions in this section ask you to consider factors you will need to take into account in assessing the relevance of the policy in the lives of people who have one or more of the Protected Characteristics. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people because they have one or more of the Protected Characteristics listed above?	X		For Children and Young People with SEND
2.2	Does the policy involve a significant commitment, or reduction, of resources?			There are no planned reduction of resources as part of this plan
2.3	Does the policy relate to an area where inequalities are already known to exist?	Yes		For Children and Young People with SEND

2.4.1 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups (Existing policies only)?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age			
Disability			
Gender reassignment			
Marriage/Civil Partnership			
Pregnancy/maternity			
Race			
Religion or belief			
Sexual orientation			
Sex			

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance document](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

<b>Yes</b>	X
<b>No</b>	

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

<b>EIA not required: reasons and additional comments</b>
<p>The overarching nature of the action plan means that it contains both numerous and varied objectives and insufficient detail for effective equality analysis. The Council's approach would be to carry out equality analysis for individual work streams as appropriate once they are established and to review these during the life of the Action Plan. The work streams to deliver the Action Plan are:</p> <p>The Local Offer Embedding the Graduated Response Assessment and Planning Joint Commissioning and Leadership Workforce and Engagement</p>

Signed (completing Officer/Manager): .....

Date: .....

Signed (Line Manager): .....

Date: .....