

EIA STAGE 1

EIA Ref	C/15/69	
Lead Officer	Name	Nicola Hallmark
	Position	Principal Policy Officer
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SECTION 1 –Context & Background

1.1 What is the title of the policy / practice?

Standards of Conduct for Adult Placement Carers

1.2 What is the current status of the policy / practice?

Existing

Changed

New

1.3 What are the principal aims and intended outcomes of the policy / practice?

To ensure a basis is established and communicated in respect of appropriate behaviours, values and conduct expected of Adult Placement Carers.
To determine a course of action should conduct not be upheld to the standards required.

1.4 Who has primary responsibility for delivering the policy / practice?

Staff within the Adult Placement Service as well as Adult Placement Carers themselves

1.5 Who are the main stakeholders?

Adult Placement Service staff, Adult Placement Carers, Service users

1.6 Who is the policy / practice intended to affect?

Residents Staff Specific Group(s) ✓ (add details below)

Aimed at protecting all stakeholders

1.7 Are there any other related policies / practices?

Adult Placement Service – Carers Handbook

Adult Placement Service – PPP

Adult Placement Service – Service User Guide

Adult Placement Service – Statement of Purpose

Halton Borough Council Sexual Health Policy

Halton Borough Council Safer handling Policy

Halton Borough Council Restrictive Physical Interventions Policy

SECTION 2 – Consideration of Impact

2.1 Relevance: – the Public Sector Equality Duty

Does this policy / practice / service have due regard to the need to: -

- (a) Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- (b) Advance equality of opportunity between two persons who share a relevant protected characteristic
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Yes (✓) No ()

State reasons below (please refer Appendix 1)

The purpose of the policy is to assure practice is standardised and that all those involved in delivering and receiving the service are protected against harm, safeguarded against discrimination and exploitation and that their dignity is maintained. The policy sets out specific conduct expectations to secure a service which provides equitable and consistent care and support, and where deviation from those expectations is challenged and remedied.

2.2 Has data and information been used in determining the impact of the policy / procedure under review?

(for example research, surveys, complaints, consultation, , monitoring data)

Equality Group(s)	The policy has been developed as a direct result of incidents of bad practice, which have been investigated and resolved. The policy is based on the principles and standards laid out in codes of practice for health and social care professionals.
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Baseline data and information

HCPC Code of Practice

2.3 On the basis of evidence, has the actual / potential impact of the policy/ practice been judged to be positive (+), neutral (=) or negative (-) for each of the equality groups and in what way? Is the level of impact judged to be high (H), medium ((M), or low (L)?

Protected Characteristic	Impact type +, =, -	Level H, M, L, -	Nature of impact
Age	+		Adherence to this policy should ensure a positive (or neutral) impact on equality, among all individuals involved in the Adult Placement Service.
Disability	+		
Gender	=		
Race / ethnicity	=		

Religion / belief	=		
Sexual Orientation	=		
Transgender	=		
Marital status/ Civil Partnerships	=		
Pregnancy/Maternity	=		
In Halton two further vulnerable groups have been identified: -			
Carers	+		As above
Socio – economic disadvantage	+		

2.4 Does the policy/practice have any potential impact on safeguarding vulnerable people?

Separate Safeguarding Audit Tool completed.

2.5 How will the impact of the policy / practice be monitored?

Conduct of Adult Placement Carers will be monitored through regular supervision, and through feedback from service users and their families. Breach of conduct will be recorded and reported on within the Adult Placement Service.

2.6 Who will be responsible for monitoring?

Adult Placement Service Manager

2.7 If any negative impacts, or potential negative impacts, have been identified what mitigating actions will be put in place, thereby eliminating the need for a further Stage 2 assessment
Where none have been identified insert 'no further action required' in the first column

Action & purpose / outcome	Priority	Timeframe	Lead Officer
No further action is required.	(H, M, L)		

2.8 Summary of stakeholders involved in this review

Name / Job Title	Organisation / representative of
Nicola Hallmark – Principal Policy Officer	Halton Borough Council – Policy, Performance and Customer Care

2.9 Completion Statement

As the identified Lead Officer of this review I confirm that:-
No negative impact has been identified for one or more equality groups and that a Stage 2 Assessment is not required ☒

Signed: Nicola Hallmark

Date: 14 January 2015

Completed EIAs should be sent to Les Unsworth, Corporate and Organisational Policy, to be given a unique reference number and for inclusion on the central register.

Appendix 1

Public Sector Equality Duty – EIA Checklist

The Equality Act s149 (the Public Sector Equality Duty) requires is that HBC has due regard to the need to:-

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are matters that we must show we have taken into the reckoning in making decisions about the Council's functions. We therefore need evidence of the following:

1. We know about the duty
2. We have reflected on the duty
3. We have consulted those affected or likely to be affected
4. We have used relevant information already in the council's possession (surveys etc.)
5. We have allowed adequate time for consultation with those affected and/or those who speak for those affected
6. We have allowed adequate time for earnest and genuine consideration of the information and views received
7. We have identified any adverse effects
8. We have sought to mitigate any adverse effects of decisions
9. We have identified principal options
10. Decision makers have not made up their mind in advance
11. We have considered all material considerations including our own financial situation, policy and strategy documents alongside along views received from consultees but have not applied those policies etc. In a rigid or unthinking way.

EIA –STAGE 2

1.1 Is this stage 2 Assessment being undertaken because:-

There is a specific statutory duty to consult upon this policy / practice	☐
A negative impact has been identified and consideration needs to be given to terminating the proposed policy / identifying mitigating actions	☐

1.2 Where consultation is required please provide details of how this will be managed below.

Nature of consultation	Timeframe	Lead Officer

1.3 What were the principal findings / conclusions of this research / consultation?

1.4 Where a negative impact has been identified for one or more groups please provide details below

Protected Characteristic	Impact type +, =, -	Level H, M, L, -	Nature of impact
Age			
Disability			
Gender			
Race / ethnicity			
Religion / belief			
Sexual Orientation			
Transgender			
Marital status/ Civil Partnerships			
Pregnancy/Maternity			
In Halton two further vulnerable groups have been identified: -			
Carers			
Socio – economic disadvantage			

1.5 What is the nature of this impact?

Group(s)	Nature of impact

1.6 In light of this impact is it considered appropriate to?

EIA –STAGE 2

Discontinue the policy / procedure as unlawful or unjustifiable	☐
Revise the policy / procedure and or take the following action(s) to minimise or remove any negative impact	☐

1.7 Details of policy revision / mitigating actions?

Action	Purpose / outcome	Priority	Timeframe	Lead Officer

1.8 How will the impact of the policy / practice be monitored?

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1.9 Who will be responsible for monitoring and how will this be arranged?

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1.10 Completion Statement

As the identified Lead Officer of this review I confirm that:-

(Please complete only one of the following sections)

- | | | |
|----|--|--------------------------|
| 1. | An unlawful and unjustifiable negative impact has been identified and the policy / practice has been discontinued | ☐ |
| 2. | The policy / practice has been modified / actions identified to mitigate against any negative impact and that details of the assessment and the actions arising from it have been provided to the Directorate Equality Lead Officer for inclusion within the Directorate Register. | ☐ |

Signed	
Dated	

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