

EQUALITY IMPACT ASSESSMENT – STAGE 1

EIA Ref	C/12/58	
Lead Officer	Name	Emma Sutton-Thompson
	Position	Principal Policy Officer
	Contact details	0151 511 7398

SECTION 1 –Context & Background

1.1 What is the title of the policy/practice?

Subject Access Requests (Social Care Records)

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 clarify the responsibilities of the Council in responding to Subject Access Requests and to consolidate policies across both Children's and Adults' Services.

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

The Strategic Directors of the Children & Enterprise and Communities Directorates.

1.5 Who are the main stakeholders?

Members of staff in both the Children & Enterprise and the Communities Directorates and the general public.

1.6 Who is the policy/practice intended to affect?

Residents

Staff

Specific Group(s)

(add details below)

The policy/practice is intended to inform staff, residents and other interested parties (i.e. people making a Subject Access Request).

1.7 Are there any other related policies/practices?

Data Protection Act 1998
Freedom of Information Act 2000

EQUALITY IMPACT ASSESSMENT – STAGE 1

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

(Relevance to service users/staff)

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

Equality Group(s)	N/A
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Baseline data and information

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	=	-	
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	=	-	

EQUALITY IMPACT ASSESSMENT – STAGE 1

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

No

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

Complaints will be monitored by the Representation & Information Services team.

2.6 Who will be responsible for monitoring?

Representation & Information Services 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
N/A	(H, M, L)		

2.8 Summary of stakeholders involved in this review

Job Title or Name	Organisation/representative of
Senior Managers of:-	Children & Enterprise Directorate, HBC Communities Directorate, HBC Policy & Resources Directorate, HBC

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: Emma Sutton-Thompson

Date: 18th September 2012

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.