

Screening/Scoping Pro Forma

Section	Day Care Services	Officer responsible for the screening/scoping	Trevor Deane		
Name of Policy to be assessed	Equal Access - Complex Needs Service	Date of Assessment	02.07.08	Is this a proposed new or existing policy/procedure/practice?	Practice
<p>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</p>	<p>The current practice of the Complex Needs service is to promote equal access to the service using the eligibility criteria, referral process, assessment of individual needs and equality of opportunity through recognising that everyone is different.</p> <p>Setting a threshold for access to assessment that does not discriminate at any stage of its process on the basis of age, gender, ethnic origin, sexual orientation, or disability.</p> <p>Providing quick and effective responses to referrals based on an evaluation of risks and priority.</p> <p>Publishing user friendly information so that prospective service users and their carers can understand what Community Care Services are about. These will include details of any charges there might be for services and how to gain access to them in a variety of suitable media including appropriate languages.</p> <p>Developing a trained & skilled workforce that reflects the diversity of the local population, the individual needs of the service users and information/resources to enable staff to fulfil their role as culturally competent practitioners.</p>				
<p>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</p>	<p>To ensure that the service is accessible to all vulnerable adults across all wards of the borough, regardless of Age, Sexual Orientation, Race, Religion.</p>				
<p>3. Who is intended to benefit from this policy and in what way?</p>	<p>Older people that have care needs that can not be met in generic day centres and living in the borough of Guildford</p>				
<p>4. What outcomes are wanted from this</p>	<p>To provide older people and others with support to maintain their social skills,</p>				

<p>policy/procedures/practice?</p>	<p>their health & well-being and give them opportunities to participate in their local community. To maximise the independence of all individuals who wish to remain living in their own homes for as long as it's safe to do so. To build a service that has the ability to respond flexibly to individual care needs and preferences of its users.</p>		
<p>5. What factors/forces could contribute/detract from the outcomes?</p>	<p>The factors that detract from the outcomes are primarily the balance between capacity and demand. With more and more people living in their own homes for longer and the growing numbers of people with all forms of Dementia and increased care needs, the service needs to accommodate an ever increasing demand for places.</p>		
<p>6. Who are the main stakeholders in relation to the policy?</p>	<p>Service Users, Members / Councillors, Staff, GBC, Statutory Contracted Partners.</p>	<p>7. Who implements the policy, and who is responsible for the policy?</p>	<p>Central Government initiates the requirements and Guildford Borough Council and its Officers have the responsibility to implement it.</p>
<p>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</p>	<p>N</p>	<p>Please explain The service is accessible to all Individuals whose needs can be accommodated and do not pose an identified or unacceptable risk to the other users of the service.</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>People from various ethnic and gender groups use the existing service and their cultural needs are met within the activities that are offered. Examples would be the celebration of culturally diverse festivals, use of different languages to explain details of activities where appropriate (German, Spanish, French etc.)</p>		
<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>N</p>	<p>The Complex Needs service is accessible to both Male & Female users. Gender has no differential impact.</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Complex Needs service is delivered to both male and female users daily. Gender does not form part of the eligibility criteria.</p>		

<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y N</p>	<p>The Complex Needs Service is provided to users irrespective of their individual disability. Their assessments are based entirely on their individual needs.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Complex Needs service is delivered to all users irrespective of the nature of a persons disability. This can be evidenced through the assessment process, the annual review of the service user and the adaptations and equipment that is available. These include hearing amplification systems, adapted facilities, level access, chair lift and specifically purchased high seat chairs.</p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>N</p>	<p>Sexual orientation does not form part of the eligibility / assessment process for the Complex Needs Service.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Sexual Orientation of an individual is neither considered nor questioned throughout the assessment process; The service is provided irrelevant of sexuality.</p>	
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>N</p>	<p>The Complex Needs service is available to all adults, although primarily it is focused on older people as they represent the majority of the demographic need for people with Dementia/care needs.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The service is not registered to meet the needs of children below the age of 19 years.</p>	
<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>	<p>N</p>	<p>A person's religion does not have any effect on them attending the Complex Needs Service.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The impact of religious beliefs can be accommodated in the activities program that is offered.</p>	

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?		N	Although not overtly a 'respite' service, the carers and or dependents benefit from a break in their caring duties whilst someone is attending the service.
What existing evidence (either presumed or otherwise) do you have for this?		The service users attend the service for approximately 6 hours per day (including transport) during which time the carers are not required to provide support.	
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?		Y	Because of the vulnerability of the other service users – careful consideration would have to be given to their protection. People with a history of targeting or exploiting vulnerable people would be subject to an individual risk assessment in consultation with the supporting partners an/or statutory agents. This however, would be undertaken without prejudice and each individual would be given an equal opportunity to access the service.
What existing evidence (either presumed or otherwise) do you have for this?		Individual risk assessments are attached to the assessment of any person who may place themselves or others at risk.	
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		N	The Complex Needs service is accessible to both Male & Female users, Gender has no differential impact.
What existing evidence (either presumed or otherwise) do you have for this?		The Complex Needs service is delivered to both male and female users daily.	
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?		N	Please explain
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N	Please explain for each heading (questions 8-16) on a separate piece of paper.

<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>		N	Please explain
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>		N	Please explain
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>		N	Please explain
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>		N	Equality monitoring of the users of the complex needs service would help identify whether any equality groups may be disenfranchised' from these services.

				Yes	No
			24. If No, are there any changes required to the policy to improve it around the equality agenda?		

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Signed
(completing officer)

Date July 2008

Signed
(Head of Section) **Date**

Countersigned

(HR Representative)

Date October 2008