

Appendix 1

EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details

A **PFD** is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.

Name of PFD:	Social Care (Self Directed Support) (Scotland) Bill
Lead Department & other departments/ partners involved:	Learning Disability Services
Responsible Officer	David Elliott, Head of Learning Disability Services
Impact Assessment Team	<p>Development Group Jacquie Cassels, SDS Officer from, West Dunbartonshire Council Joan Fraser, SDS Advocacy Worker from Lomond and Argyle Advocacy Services Furrah Arshad, SDS Officer from RNIB Joanne McGinley, Carers of West Dunbartonshire</p> <p>Responsible to: (David Elliott& Linda B Meehan) and Steering Group.</p> <p>Steering Group David Elliot, Head of Learning Disability Services Linda B Meehan, RNIB Jacquie Cassels, SDS Officer West Dunbartonshire Council / SDS Team Furrah Arshad, SDS Officer RNIB Joan Fraser, Lomond and Argyle Advocacy Services Margaret Reid, ILF Coordinator / SDS Team Alison Scott, Direct Payment Worker / SDS Team Victoria McKenzie, Direct Payment worker / SDS Team</p> <p>Terry Wall, SDS Finance officer / SDS Team Sarah Perry, SDS Care Manager / SDS Team Linda Hunter, Learning Disabilities Services Finance officer / SDS Team</p>

	Adrian McBride, Operations Manager Learning Disabilities Services Anne Marie McDonald, Area Manager Roseberry (Children's Services) Scott Rorison, Manager, Lomond and Argyle Advocacy Services Sharon Elliot, Quality and Assurance Lynne McKnight, Integrated Operations Manager Kilbowie Peter Duffy, Integrated Operations Manager Kilbowie Angela Sprott, Mental health and Acquired brain injury Caroline Doherty, Adult protection Co-coordinator Elaine Kelly, Children with Disabilities (Team Leader) Kim Tindle, Senior Social Worker Mary Angela McKenna, Integrated Operations Manager Hardgate clinic	
Is this a new or existing PFD?	Addition to existing policy	
Start date:	End date:	
Who are the main target groups/ who will be affected by the PFD ?	The Social Care (Self-Directed Support) (Scotland) act covers people in receipt of services under Section 12A of the Social Work (Scotland) Act 1968 ("the 1968 Act"), Section 22 -24 of the Children (Scotland) Act 1995 and people who receive support as unpaid carers under this Bill. This includes (but is not exclusive to) children and adults with disabilities, people with mental ill health and older people.	
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail		YES
Yes:	If yes, complete all sections, 2-9	
No:	If no, complete only sections 8-9	
	If don't know, complete sections 2& 3 to help assess relevance	

Section 2: Evidence Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	This project has used formal and informal co-production and consultation, the policy and process are locally tested and are in line with Scottish Government Guidance. The local community, staff, carers and partner organisations were significantly involved in events delivered in partnership with but not exclusively with the RNIB SDS pilot project and Children's pilot.
Research and relevant information	RNIB undertook a review of current Direct Payment process and delivery in West Dunbartonshire. Questionnaires were distributed and interviews took place to Care Managers and service users with a learning disability who are in receipt of a Direct Payments. In addition there has been a wide range of events relating to SDS <ul style="list-style-type: none"> • There was a series of public SDS awareness/engagement sessions for professionals, providers, service users and carers during 2013 • SDS & making choices run in partnership with the carers of west Dunbartonshire and local providers • Staff surveys • SUN group • Carers Consultation • Children in Transition • Children with Disabilities • Support Planning training • Monthly providers forums
Officer knowledge	Officer knowledge of the requirements and aims of SDS has been used to ensure that West Dunbartonshire approach meets with Scottish Government guidelines complies with all laws and addresses equality issues.
Equality Monitoring information – including	The overarching principles of the Social Care (Self-Directed Support) (Scotland) act is about choice and control and giving a person as much involvement as the person wishes in relation to

service and employee monitoring	their care. The Act is inclusive to everyone without any form of discrimination and is based on assessing the support needs of an individual. Support is offered to anyone who meets the set eligibility criteria within the Act without considering any protected characteristics.
Feedback from service users, partner or other organisation as relevant	<p>Service Users, their families and partners have been included in a range of events and training days where they have been encouraged to provide feedback on SDS. Staff, carers and partner organisations have undertaken Support Plan training sessions at the request of the families who took part on the Children's pilot program.</p> <ul style="list-style-type: none"> • Children feedback session held by Jacquie Cassels 25th of Sept 2013 • Children's pilot Support plan training sessions • Carers consultation day
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	The Social Care (Self-Directed Support) (Scotland) act encompasses everyone who has an assessed need for support. This means West Dunbartonshire council does not collect data on protected characteristics from its service users.
Measure to address these	The SDS act encompasses all individuals; West Dunbartonshire Council will continue to provide support and advice to any member of the community on any aspect of SDS. We will monitor and review our processes with the aim to provide continuing improvements where necessary & provide robust data collection.
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>	

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
See below	Dec 2012 until present	See below	
<p>It is recognised that as West Dunbartonshire Council did not collecting data on the different protected characteristics some protected groups may have been more engaged than others. Involvement and Consultation has been carried out formal and informally without biases and was open to everyone who felt they might have the need for support.</p> <p>This work includes:</p> <ul style="list-style-type: none"> • Direct Payment survey (total of west Dunbartonshire service users) • Carers consultation day • Carers forum 4th of Sept 2013 • Children's Pilot (InControl Scotland feedback session) • SEN Transition forum by Jacquie Cassels 4th of Oct 2013 • SUN group meeting 7th of Oct 2013 • Meeting with Home Care Team by Jacquie Cassels 11th of Nov 2013 • Learning Disabilities Consultation day 21st of November 2013 • Meeting with Mental Health Team by Jacquie Cassels 28th Jan 2014 • Parents Peer Support Group • Service Providers Forum 			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
			Cross cutting

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts			
Protected Characteristic	Positive Impact	Negative Impact	No impact
Race	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		.
Sex	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		
Gender Re-assignment	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		
Disability	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		

Age	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services across all age groups. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		
Religion/ Belief	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		
Sexual Orientation	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		
Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.	There is evidence which suggests that this act will impact positively and promote equality of opportunity for all people in receipt of Social Care Services. The SDS Act should enhance quality of life by giving people greater choice, control and independence.		
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	
2. Continue the PFD	West Dunbartonshire council will continue with its plan for comprehensive training and guidance for those involved with Self-directed support. We will also conduct detailed reviews into our processes and seek feedback both positive and negative.
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:

Note: Link to Section 6 below Action Plan

Section 6: Action Plan				
describe action which will be taken following the assessment in order to;reduce or remove any negative impacts, promote any positive impacts, orgather further information or evidence or further consultation				
Action	Responsible person	Intended outcome	Date	Protected Characteristic
				Disability
				Gender
				Gender Reassignment
				Race
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Cross cutting
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD				

Section 7: Monitoring and review		
Please detail the arrangements for review and monitoring of the policy		
How will the PFD be monitored? What equalities monitoring will be put in place?	Monitored in line with West Dunbartonshire Council CHCP policies.	
When will the PFD be reviewed?		
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement		
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature:	Date:
EIA Trained Officer:	Signature:	Date:
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details, insert name and number of covalent action and or related PI:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team	Signature:	Date: