

Equality Impact Assessment (EqIA) Screening Record

Proposal / Brief Title:	Launch of the CRW :Case Recording Form online for completion by Community Resource Workers
Date:	14/08/2019

Type of Strategy, Policy, Project or Service:

What is this Screening Record in relation to? (please put a cross in the relevant box)

Existing:	<input type="checkbox"/>	Changing, update or revision:	<input checked="" type="checkbox"/>
New or proposed:	<input type="checkbox"/>	Other (please explain):	<input type="checkbox"/>

Report Created By:

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Job Title:	Technical Officer
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1. Briefly describe the aims and objectives of the proposal:

The existing form 'CRW : Case Recording Form' is currently handwritten or typed by Community Resource Workers (CRW's) and posted to Dorset Council for review by Office workers who then scan the document and upload it to the clients document store in Social Care case management system(Mosaic).

The aim is to present this form on an online portal for CRW's to complete, which when submitted will automatically populate into the case management system. This will then be matched to the client by the Office staff.

The intention is to roll out to CRW's in batches as they receive appropriate training.

2. What outcomes are you seeking to achieve?

Outcomes sought are to reduce time and effort taken to manually transfer the data from a submitted form into the case management system and associated postage costs and risk of losing the posted forms in transit.

The advantage of an online form is that fields can be made mandatory so that vital data is not missed and remove the issues currently experienced decoding bad handwriting.

3. Screening Questions	Yes	No	Please explain you answer.
Does this proposal plan to withdraw a service, activity or presence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The proposal will supplement the existing service. CRW's will still have the option to post the form if required.
Does this proposal plan to reduce a service, activity or presence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No, instead CRW's will have instant access to the online form as opposed to having to be supplied with a stock of forms

			and pre-paid postage envelopes for completion
Does this proposal plan to introduce, review or change a policy, strategy or procedure that will have new or different impact on people?		X	The online form will be trialled with a small group of CRW's then rolled out for use for all CRW's, however the option to use the original posted service will still be available if required.
Does this proposal affect service users and/or customers, or the wider community?		X	Any affect would only be a positive one by reducing the time taken to complete, send then transfer the information. Online and Posted forms will be processed according to the date received. CRW's will receive training on the new process by being provided step by step notes with further in person training on hand if required through their contact officers. The people completing the form are already familiar with the postal form, so it is just a new medium for capturing the information.
Does this proposal affect employees?		X	This will reduce the need to manually transfer data from a received form to the case management system, so reduce inefficiency
Will employees require training to deliver this proposal?	X		Minimal training will be required – a training manual is in place which will be updated to cover the new way of receiving information, supported by a short training video
Has any engagement/consultation been carried out?	X		One CRW has had access to the prototype of the online form and has responded that they are keen to start using it.
Are there any concerns at this stage which indicate that this proposal could have negative or unclear impacts on any of the protected characteristic group(s) below?		X	

4. Protected Characteristic	Yes	No	Comments
Age		X	
Disability		X	
Gender Reassignment & Gender Identity		X	
Pregnancy & maternity		X	
Race & Ethnicity		X	
Religion & Belief		X	
Sex		X	
Sexual Orientation		X	
Marriage & Civil Partnership		X	
Carers		X	

Rural isolation		X	
Single parent families		X	
Poverty (social & economic deprivation)		X	
Military families /veterans		X	

5. Please indicate any actions arising from completing this screening form		
Proposed action	Lead person	Timescale

<p>6. EqlA Screening and Declaration</p> <p>If you have answered yes to any of the screening questions or any of the protected characteristic group(s), a full EqlA should be undertaken.</p> <p>Please refer to the Equality Impact Assessment guidance and requirement flow chart before completing this section. If you decide that your 'policy' does not require an EqlA, it is important to show that you have given this decision due regard.</p> <p>Complete the relevant declaration depending on your outcome:</p>	
EQIA Required	Yes-/ No
	If yes, please complete a full EqlA template
If no, please explain how you have given this decision due regard:	The change is an enhancement to an existing process and has no negative impact on service user's, community or staff. Activity is not affected by the protected characteristic groups.

Officer completing this Screening Template	David James Michelle Pursall	Date	14/08/2019 14/08/2019
Equality Lead	Susan Ward-Rice	Date	16/09/2019
Directorate Board Chair:	Rick Perry	Date	24/09/2019