

Equality Impact Assessment (EqIA) Screening Record

Proposal / Brief Title:	Launch of the Adult Safeguarding Notification form online for completion by Adult Social Care providers
Date:	25/06/2019

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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1. Briefly describe the aims and objectives of the proposal:

The existing SA25 form 'Adult and Community Services Concerns notified to the Safeguarding Adults Triage Team' is currently emailed to social care providers for completion and returned then copied and pasted into the Adult Social Care case management system. The aim is to present this form on an online portal for providers to complete, which when submitted will automatically populate into the case management system.

The intention is to roll out to providers on the basis of the numbers of referrals we have from them, starting with the largest number of referrals.

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. The advantage of an online form is that fields can be made mandatory so that vital data is not missed.

3. Screening Questions	Yes	No	Please explain your 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. Providers will still have the option to email the form if preferred.
Does this proposal plan to reduce a service, activity or presence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No, instead providers will have instant access to the online form as opposed to having to request a form and wait for an email to receive the form for completion
Does this proposal plan to introduce, review or change a policy, strategy or procedure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The online form will be trialled with a couple of providers then rolled out for use for all providers, however the option to use

that will have new or different impact on people?			the original emailed form 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 emailed referrals will be prioritised according to risk regardless of their source. There are no plans to provide training on how to complete the online form. The people completing the form are already familiar with the emailed 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 an emailed 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 provider has been sent 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	The form does not specifically ask for the person's age, although it does ask for the date of birth, which would be used to match the person with any existing record on Mosaic.
Disability		X	The form doesn't specifically ask about any disability, but does ask for details of any health conditions and where known for the person's primary support reason.
Gender Reassignment & Gender Identity		X	Gender is asked on the form as this is a statutory reporting requirement. Guidance for completion of the DoH SAC return is that gender should be recorded as the gender the individual considers themselves to be. For transgender people, it should be recorded as the preference of the individual concerned. For individuals who do not wish to have their gender categorised, individuals recorded as

			'indeterminate' on the local system or when no gender has been recorded on the system, please use the Not Known column of this table.
Pregnancy & maternity		X	
Race & Ethnicity		X	Ethnicity is asked on the form as this is a statutory reporting requirement
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	Katrina Westlake	Date	25/06/2019
Equality Lead	Susan Ward-Rice	Date	29/07/2019
Relevant Focus Groups:*	Sharon Kirkpatrick	Date:	29/07/2019
Directorate Board Chair:		Date	

* To include Diversity Action Groups