

Equality Impact Assessment Form

Please ensure that you refer to the '[Equality Impact Assessment Guidance](#)' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

Details

Name of Initiative to be assessed: [Annual Report on Social Services 2014 / 2015](#)

Name of responsible officer: [Lisa Curtis-Jones \(Anne Powell\)](#)

Group/Directorate: [Social Services Department](#)

Service Area: [N/A](#)

Date: [11th June 2015](#)

(a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) Please name and describe below

[Annual Report on Social Services 2014 / 2015.](#)

The Annual Report outlines progress and performance across all areas of social services during 2014 / 2015; and sets out key priorities for improvement over the next 12mths (2015 / 2016). Delivery of all priorities and associated activity set out in the Annual Report will be contained in separate plans and EQIA's will be completed as necessary for the individual developments.

(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?

If so, please identify what and how?

No, however; the implementation of the Social Services and Well-Being (Wales) Act and associated developments / activity is a key priority in the Annual Report for the forthcoming year.

(d) Does the initiative directly affect service users, employees or the wider community?

Yes Continue assessment

No No need to continue screening or carry out an EqIA

Screening/Relevance Test: Is an equality impact assessment required?

Screening is used to decide whether the initiative you are responsible for has a high or medium negative impact on any of the protected groups and will require a full EqIA. Please highlight the positive impact the decision will have on the protected characteristics.

Equality Impact Assessment Form

What will be the effect on :-

Protected Characteristic	Impact? <i>Include Positive and Negative</i>
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy and Maternity	
Race	
Religion or Belief	
Sex	
Sexual orientation	
Carers	
Welsh Language	

If after completing the EqlA screening/relevance test you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below (Please use additional pages if necessary).

Are you happy that you have sufficient evidence to justify your decision?

Yes No

Signed _____ Position _____

N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you **MUST carry out a full EqlA.**

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact, including positive impact, and clearly identify which protected groups are affected.

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact

Equality Impact Assessment Form

for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Please highlight positive impacts and actions that have been identified as a result of the assessment process.

Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.

(ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality duties?

Decision Log – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made))

Review

Date of Next Review:

If review is not required, explain why.

Approved by:

Signature:

Equality Impact Assessment Form

Job Title:
Approval date:

Date of Update:
Update recording