

Stage 1 Equality Impact Assessment – Initial Screening

Assessor(s) Name(s):	Catherine Smith-Ivory
Directorate:	Community Wellbeing and Social Care Directorate
Date of Completion:	7 th January 2019

Name of Policy/Strategy/Service/Function Proposal

Direct Payment Support Service Policy

The Aims, Objectives and Expected Outcomes:

The Isle of Wight Council (IWC) wanted to have a policy that explained how Adult Social Care manages direct payments on behalf of individuals. Council business and practice refers to Managed Accounts as a Direct Payment Support Service.

This policy sets out how the Isle of Wight Council will meet its statutory obligations in relation to direct payments as set out in the Care Act 2014 and the Care and Support (Direct Payments) Regulations 2014. It also clearly sets out what direct payment money can and cannot be spent on and defines what will constitute fraudulent use, clarifying these points for those in receipt of direct payments.

The Direct Payment Support Service Team are an in-house account manager service. They administer payments to the providers of care and support on behalf of any adult in receipt of a Direct Payment Personal Budget and in accordance with their agreed Wellbeing Agreement (identifies what outcomes the individual wants to achieve and the support they may need as a result).

The Policy signposts individuals to a variety of information and advice that explains the service and process in more detail.

Please delete as appropriate:

- This is a proposal for a new policy.

Key Questions to Consider in Assessing Potential Impact

Will the policy, strategy, service or council function proposal have a negative impact on any of the protected characteristics or other reasons that are relevant issues for the local community and/or staff?	No – the intention is to provide information, signpost and explain how the Direct Payment Support Service can help individuals.
Has previous consultation identified this issue as important or highlighted negative impact and/or we have created a “legitimate expectation” for consultation to take place? A legitimate expectation may be created when we have consulted on similar issues in the past or if we have ever given an indication that we would consult in such situations	No
Do different groups of people within the local community have different needs or experiences in the area this issue relates to?	Yes – each individual has their own unique set of circumstances and needs.
Could the aims of these proposals be in conflict with the council’s general duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and to foster good relations between people who share a protected characteristic and people who do not?	No
Will the proposal have a significant effect on how services or a council function/s is/are delivered?	No
Will the proposal have a significant effect on how other organisations operate?	No
Does the proposal involve a significant commitment of resources?	No
Does the proposal relate to an area where there are known inequalities?	No
<p>If you answer Yes to any of these questions, it will be necessary for you to proceed to a full Equality Impact Assessment after you have completed the rest of this initial screening form.</p> <p>If you answer No to all of these questions, please provide appropriate evidence using the table below and complete the evidence considerations box and obtain sign off from your Head of Service.</p>	

Protected Characteristics	Positive	Negative	No impact	Reasons
Age			✓	The process will be applied equitably to ensure that we meet the needs of the diverse range of people aged over 18 years of age who meet the criteria for this particular policy regardless of their age.
Disability			✓	The process will be applied equitably to ensure that we meet the needs of the diverse range of people who meet the criteria regardless of their disability.
Gender Reassignment			✓	The policy will ensure that procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's status with regard to gender reassignment.
Marriage & Civil Partnership			✓	The policy will ensure that the procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's marriage or civil partnership status.
Pregnancy & Maternity			✓	The policy will ensure that the procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's pregnancy or maternity status.
Race			✓	The policy will ensure that the procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's race or ethnic background.
Religion / Belief			✓	The policy will ensure that the procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's religion or belief.
Sex (male / female)			✓	The policy will ensure that the procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's gender.
Sexual Orientation			✓	The policy will ensure that procedures followed and decision made are carried out in a consistent and transparent manner and applied with equity irrespective of a person's sexual orientation.

Are there aspects of the proposal that contribute to or improve the opportunity for equality?	Yes
<p>Due to the policy explaining how the Direct Payment Support Service supports any individual, this contributes to the opportunity for equality.</p>	
Evidence Considered During Screening	
<p>The policy has been formulated using guidance under the Care Act 2014. Care and Support (Direct Payments) Regulations 2014. The Equality Act 2010.</p>	
Head of Service Sign off:	Carol Tozer
Advice sought from Legal Services (Name)	Garion Bird
Date	7 th January 2019

Stage 2 Full Equality Impact Assessment

Assessor(s)Name(s):	Catherine Smith-Ivory
Directorate:	Community Wellbeing and Social Care Directorate
Date of Completion:	7 th January 2019

Name of Policy/Strategy/Service/Function Proposal

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Scope of the Equality Impact Assessment

The Direct Payment Support Service Policy sets out the criteria and explains how the council's direct Payment Support Service Team administers payments to providers for anyone in receipt of a Direct Payment Personal Budget. This is a free service.

As the IWC is under a duty to protect the public funds it administers. The policy explains what the direct payment money can and cannot be spent on and the process to be followed if the council suspects the money has been used fraudulently.

Analysis and assessment

This policy supports individuals and staff in the Direct Payment Support Service process in a way that is demonstrably consistent and fair.

This policy has no negative impact on those with protected characteristics. It is expected that improved communication and support and by providing information will have a positive effect on all individuals involved in the process.

Recommendations

It is recommended this new policy is adopted as it will improve the opportunity for equality for people who require help and support.

- Policy to be reviewed yearly.

Action/Improvement Plan

The table below should be completed using the information from your equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Remove or lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Area of impact	Is there evidence of negative positive or no impact?	Could this lead to adverse impact and if so why?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or any other reason?	Please detail what measures or changes you will put in place to remedy any identified impact (NB: please make sure that you include actions to improve all areas of impact whether negative, neutral or positive)
Age	No			<p>The council has robust internal processes followed by social care workers.</p> <p>The Policy will be published on the www.iwight.com and paper copies will also be available, where necessary, in large print.</p> <p>All of the above actions outlined will happen whichever protected characteristic(s) they have.</p>
Disability	No			As above
Gender Reassignment	No			As above
Marriage & Civil Partnership	No			As above

Area of impact	Is there evidence of negative positive or no impact?	Could this lead to adverse impact and if so why?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or any other reason?	Please detail what measures or changes you will put in place to remedy any identified impact (NB: please make sure that you include actions to improve all areas of impact whether negative, neutral or positive)
Pregnancy & Maternity	No			As above
Race	No			As above
Religion / Belief	No			As above
Sex (male or female)	No			As above
Sexual Orientation	No			As above

Summary	
Date of Assessment:	12 th December 2018
Signed off by Head of Service/Director	Carol Tozer
Review date	January 2020
Date published	7 th January 2019

The Policy can be located on <https://www.iow.gov.uk/documentlibrary/letter/d> under the documents library A-Z and named Direct Payment Support Service Policy.