

Equality Impact Assessment Guidance can be found here; [Viewing Document: Equality Impact Assessment Guidance \(iow.gov.uk\)](#) or, via SharePoint.

Stage 1 Equality Impact Assessment – Initial Screening

Assessor(s) Name(s):	Leanne Kennedy-Mills
Directorate/School name:	Adult Social Care
Date of Completion:	05 th August 2021

Name of Policy/Strategy/Service/Function Proposal

Personal Assistant Policy

The Aims, Objectives and Expected Outcomes:

The Isle of Wight Council's (IWC) Personal Assistant Market Development Team are committed to support people already working as a Personal Assistant (PA) and encourage people who wish to become a PA. The policy also provides information, advice and signposts anyone wishing to employ a PA.

Individuals can choose to have a PA to provide the care and support they require to help them live the life they want to lead. The IWC supports individuals who choose to move away from more traditional commissioned services and to take control over how their care and support needs are met enabling them to live their life as independently as possible.

The IWC recommends that people use the PA Noticeboard to source an accredited PA. People may also source a PA through an agency, another organisation or appoint a family member or representative.

Please delete as appropriate:

- This is a new policy/strategy/service/council/school function proposal
- This is a proposal for a new, changed or removed policy/strategy/service/council/school function (*check whether the original decision was equality impact assessed*)

Key Questions to Consider in Assessing Potential Impact	
Will the policy /strategy/service/council/school 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 explain the council’s position with regard to all aspects of PA’s regardless of any protected characteristic.
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 – people are individuals so each will have differing needs.
Could the aims of these proposals be in conflict with the council’s/school’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, council or schools 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/Headteacher.</p>	

Protected Characteristics	Positive	Negative	No impact	Reasons
Age			X	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 policy regardless of their age.
Disability			X	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			X	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			X	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			X	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			X	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			X	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)			X	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			X	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/No
<p>The Policy explains the way in which the Isle of Wight Council encourages and supports people working as a PA, becoming a PA and provides support to people wishing to employ a PA. The Noticeboard develops, coordinates and promotes the PA market, proactively seeking new entries into the industry. The PA Noticeboard creates a transparent and equal platform that creates an opportunity for PA's to find work. The PA Noticeboard has increased the number of Personal Assistants working with individuals to give people real choice and control over their care and support and how it is delivered.</p> <p>The Isle of Wight PA Noticeboard offers:</p> <ul style="list-style-type: none"><input type="checkbox"/> An alternative approach to supporting vulnerable individuals to meet their assessed social care needs.<input type="checkbox"/> Support and focus on independence for individuals with assessed social care needs, by delivering greater flexibility to meeting their assessed outcomes.<input type="checkbox"/> Greater choice for individuals in meeting their assessed outcomes through a diverse range of services.<input type="checkbox"/> Improved safeguarding process for both the individual and the PA.	

Evidence Considered During Screening
<p>The launch of the Information Event took place at Quay Arts, Newport, on 22nd March 2018. Further events across the island have regularly taken place.</p> <p>An Officer Decision Record (ODR) has been completed during the formation of this Policy.</p>

Head of Service/Headteacher sign off & date:	
Legal sign off & date:	

A signed version is to be kept by your team and also an electronic version can be published on the council's / school's website (follow the link from the EIA page on the intranet) unless it relates to staffing/specific individuals. In which case, it should only be kept by your team.

Stage 2 Full Equality Impact Assessment

Assessor(s)Name(s):	Leanne Kennedy-Mills
Directorate/School name:	Adult Social Care
Date of Completion:	05 th August 2021

Name of Policy/Strategy/Service/Function Proposal

Personal Assistant Policy

The Aims, Objectives and Expected Outcomes:

The Isle of Wight Council (IWC) are committed to support individuals already working as a PA and encourage and support people who wish to become a PA. The policy also provides information, advice and signposts anyone wishing to employ a PA. The council wanted to create a community PA Noticeboard that supports PA's delivering care that helps people in the community.

Developing the PA market enables people requiring assistance and support better access PA's across the island thereby improving choice, control and quality of support.

The Isle of Wight PA Noticeboard ensures people have the information and advice to become PA's who in turn provide quality care and support for the people they service.

The PA Noticeboard can also be used by people who are able to privately fund their own care (self-funders)

Please delete as appropriate:

- This is a new policy/strategy/service/council/school function proposal
- This is a proposed change/review to/removal of an existing policy/strategy/service/council/school function (*check whether the original decision was equality impact assessed*)

Scope of the Equality Impact Assessment

Adult Social Care is committed to developing the PA marketplace for the Isle of Wight and the policy clarifies its position. It has produced a framework (PA Noticeboard) that PA's enter to go through the accreditation process in order to access the Noticeboard and apply for roles. Individual employers can also use the portal to advertise job roles and review PA's online profiles.

The council can provide relevant training for PA's and will work with other providers to explore further training opportunities.

An Information Event took place at Quay Arts, Newport, on 22nd March 2018. Further events have taken place across the island.

Analysis and assessment

This policy has no negative impact on those with protected characteristics. It is expected that improved communication, framework, providing information and advice and signposting to other organisations who can provide more detailed information will have a positive effect on all people who wish to become or are a PA, or those individual employers employing a PA.

Recommendations

It is recommended that this policy is adopted as it will improve the opportunity for equality for people who will require their property, contents or pets to be secured while they are away from home.

- Yearly review of policy.

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 evidence but content of policy and internal process considers it to be a positive impact.			All actions outlined in the policy will happen whichever protected characteristic(s) they have.
Disability	As above.			As above.
Gender Reassignment	As above.			As above.
Marriage & Civil Partnership	As above.			As above.
Pregnancy & Maternity	As above.			As above.

Race	As above.			As above.
Religion / Belief	As above.			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)
Sex (male or female)	As above.			As above.
Sexual Orientation	As above.			As above.
HR & workforce issues	As above.			As above.
Human Rights implications if relevant	As above.			As above.
<p>Please remember - actions should have SMART targets and be reported to the Diversity Board (this should be done via your Directorate representative) or school board and incorporated into your service/team/school Plans and /or objectives of key staff</p>				

Summary	
Date of Assessment:	05 th August 2021
Head of Service/Director/Headteacher sign off & date:	
Legal sign off & date:	
Review date	
Date published	

Publishing checklist	Yes	No
<ul style="list-style-type: none"> • <i>Plain English – will your EIA make sense to the public?</i> • <i>Acronyms – check you have explained any specialist names or terminology</i> • <i>Evidence – will your evidence stand up to scrutiny; can you justify your conclusions?</i> • <i>Stakeholders and verification – have you included a range of views and perspectives to back up you analysis?</i> • <i>Gaps and information – have you identified any gaps in services or information that need to be addressed in the action plan?</i> • <i>Success stories – have you included any positive impacts that have resulted in change for the better?</i> • <i>Action plan – is action plan SMART? Have you informed the relevant people to ensure the action plan is carried out?</i> • <i>Review have you included a review date and a named person to carry it out?</i> • <i>Challenge – has your equality impact assessment been taken to Diversity Board/Call Over/school arenas for challenge?</i> • <i>Signing off – has your Head of Service/Director/Headteacher signed off your EIA?</i> • <i>Basics – have you signed and dated your EIA and named it for publishing?</i> • <i>A signed version to be kept by your team for review and electronic version to be uploaded on to the council’s/school’s website</i> 		