

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 12 February 2020	<b>Directorate:</b> People Directorate	<b>Section:</b> Mental Health and Out of Hours
<b>1. Activity to be assessed</b>	Emergency 'Out of Hours' social care provision	
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> <b>Service</b> <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> <b>Existing</b>	
<b>4. Officer responsible for the screening</b>	Claire Garton – Project Manager, Transformation, Chief Executives office	
<b>5. Who are the members of the screening team?</b>	Claire Garton – Project Manager, Transformation, Chief Executives office Dorcas Nyabunze – Head of Service, Emergency Duty team Tony Dwyer – Assistant Director, Mental Health and Out of Hours	
<b>6. What is the purpose of the activity?</b>	<p>The provision of an emergency social care out of hours service to all residents (from birth to death) across Berkshire. A full range of statutory services are provided for all social care needs. The team is on duty from 17:00 to 09:00 on weekdays and 24 hours at weekends and bank holidays.</p> <p>The service is designed to support anyone with eligible social care needs including child protection and mental health assessments.</p>	
<b>7. Who is the activity designed to benefit/target?</b>	<p>There is a general duty of every local authority to safeguard and promote the welfare of children and adults within their area who are in need. Statutory duty extends to out of hours provision.</p> <p>The Emergency Duty team (EDT) service exists to provide an emergency statutory responsive service for children, young people and adults believed to be at risk of significant harm and for whom delay until the next working day would be detrimental to their welfare and safety. The service ensures they continue to be safeguarded in the immediate term.</p> <p>The current EDT service has been delivered by Bracknell Forest Council to our neighbouring Berkshire authorities for the last 8 years as part of an existing joint authority agreement (Bracknell Forest / Reading / Royal Borough of Windsor &amp; Maidenhead / Slough / West Berkshire and Wokingham), however, the current contract arrangements are due to expire in June 2020 and will need to be re-issued.</p> <p>To ensure continuity of this critical service the intention is to re-issue a new contract to commence on 06 June 2020 to partners of the current service.</p>	

	<p>Partners of the service have generally been satisfied with the quality and responsiveness of the EDT service provided by Bracknell Forest Council. The new contract is not anticipated to have any negative impact on service provision. A recent service review has also been undertaken as part of the Adults Transformation programme. This has looked to establish clear operational protocols to ensure that any emerging issues are addressed through regular contract management meetings and monthly submission of performance data.</p> <p>The provision of an Emergency Out of Hours service positively enhances equalities by ensuring that the most vulnerable individuals have access to services out of hours.</p>		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<p><b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</b></p>		<p><b>N</b> No adverse impact identified</p>	<p>The service is non-discriminatory ensuring that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 authorities.</p> <p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Disability will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the</p>

				recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner
<b>9. Racial equality</b>		N	No adverse impact identified	<p>The service is non-discriminatory ensuring that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 authorities.</p> <p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Ethnicity will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>
<b>10. Gender equality</b>		N	No adverse impact identified	<p>The service is non-discriminatory ensuring that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 authorities.</p> <p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p>

				<p>Gender will only be recorded if appropriate or relevant to the referral itself or where it forms part of our statutory duty to report on age / gender / service user group and location</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>
<p><b>11. Sexual orientation equality</b></p>		<p>N</p>	<p>No adverse impact identified</p>	<p>The service is non-discriminatory ensuring that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 authorities.</p> <p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Sexual orientation will only be recorded if appropriate or relevant to the referral itself or where it forms part of our statutory duty to report on age / gender / service user group and location</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>

<p><b>12. Gender re-assignment</b></p>		<p>N</p>	<p>No adverse impact identified</p>	<p>The service is non-discriminatory ensuring that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 authorities.</p> <p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Gender reassignment will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>
<p><b>13. Age equality</b></p>		<p>N</p>	<p>No adverse impact identified</p>	<p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Age will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>The service also has a duty to ensure that the relevant</p>

				<p>local authority is provided with any relevant information relating to the service user as part of the handover back to daytime teams.</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>
<b>14. Religion and belief equality</b>		N	No adverse impact identified	<p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Religion and belief status will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>
<b>15. Pregnancy and maternity equality</b>		N	No adverse impact identified	<p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is</p>

				<p>recorded in each partner database but is not shared across authorities.</p> <p>Pregnancy and maternity status will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>
<p><b>16. Marriage and civil partnership equality</b></p>		<p>N</p>	<p>No adverse impact identified</p>	<p>Staff will either work with service users / carers already known to the relevant local authorities, or they will only take and record basic information. This information is recorded in each partner database but is not shared across authorities.</p> <p>Marriage or Civil Partnership status will only be recorded if appropriate or relevant to the referral itself which would therefore require us to report on age / gender / service user group and location as part of the case notes or handover.</p> <p>Staff within BFC are also required to carry out regular training with regards to equalities and diversity</p> <p>As the staff employed to deliver the service are employees of BFC, we are confident that the recruitment practices in place within the authority (governed by HR) ensure that all employees are treated in a fair and equal manner</p>

<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	The service positively ensures that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 partner authorities.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	The service positively ensures that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 partner authorities.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	The service positively ensures that it is accessible to all residents or individuals requiring emergency intervention from any of the 6 partner authorities.			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N	Provision of an Emergency Out of Hours service actually positively ensures that we continue to meet our Equalities Duty by ensuring that the most vulnerable have access to services out of hours.	
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	Not applicable			
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		N	A recent service review has also been undertaken as part of the Adults Transformation programme. This has looked to establish clear operational protocols to ensure that any emerging issues are addressed through regular contract management meetings and monthly submission of performance data.	
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>				
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>	
Ensure staff receive regular Equalities and Diversity training	Ongoing	Head of Service	Training completed and evidence documented/ recorded	
Embed Key Performance indicators into monthly reporting	June 2020	Head of Service	Monthly reporting template established and agreed	
Ensure access to translator services 'out of hours'	Ongoing	Head of Service	Council contract details for Translation services provided to team	
<b>24. Which service, business or work plan will these actions be included in?</b>	Service plan for Mental Health and Out of Hours			



<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	As above
<b>26. Assistant director's signature.</b>	Signature:  Date: 25/02/2020