



Helping to make an impact

Equality Assessment (EA) Form and Guidance Information

forms for users of the service. This will be in place by the beginning of August.

Step 2 – Involvement and Consultation

PI as usual table below to outline any previous involvement or consultation with the
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Step 3 – Assessing Impact and Strengthening the Policy

6. What will be done to improve access to, and take-up of, or understanding of the policy, strategy, function or service?

NB These are the measures you will take to mitigate against adverse impact.

Refer to Action Plan Point 1,2 &

Work as already been commenced on the compiling of a Service Brochure for service users and professionals that will provide information about the service and what can be expected by recipients. The brochure will be made available to everyone at the point of referral.

Feedback questionnaires are also being devised for parents, children and professionals and will contribute to data gathering regarding User Satisfaction and Complaints & Compliments. The monthly Performance Reports will inform Service Targets and all data will contribute to the overall improvement of quality assurance of the service.

Step 4 – Procurement and Partnerships

Step 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan you must identify how you will go about monitoring the policy/function or the proposals, following the assessment, and including any changes or proposals you are making.

9. What structures are in place to monitor and review the impact and effectiveness of the new policy, strategy, function or service?

The current service structure will be utilised to monitor and review the impact and effectiveness of the service proposal. Line Managers will have responsibility for ensuring that feedback questionnaires are completed, the service manager will have responsibility for monitoring systems and analysing the data and both the Service Manager and the Assistant Director of the service

Step 7 – Action Plan

Any actions identified as an outcome of going through the Steps 1 – 6, should be mapped against the headings within the Action Plan.

NB summaries / video actions taken to mitigate against adverse impact.

10. Taking into consideration the responses outlined in the Initial Screening Stage and Steps 1-6 of the Full Assessment, complete the action plan below.

Ref (if appropriate)	Actions	Target date	Responsible post holder and director	Monitoring post holder and director (if appropriate)
Involvement and Consultation	1 Service user/Professionals	3m to 10. 4 323	3m to 1 2 2(i)- . to 1 3(a)-1.3	1(t)-1

