

Screening/Scoping Pro Forma

Section	Day Care Services	Officer responsible for the screening/scoping	Jimmy Robinson		
Name of Policy to be assessed	Equal Access Meals on Wheels	Date of Assessment	08.05.08	Is this a proposed new or existing policy/procedure/practice?	Practice
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	<p>The current practice of the Meals on Wheels service is to promote equal access to the service using the eligibility criteria, providing fairness and equality of opportunity through recognising that everyone is different and respond appropriately to his or her individual need/requirement.</p> <p>Setting a low threshold for access to assessment that does not discriminate at any stage of its process on the basis of age, gender, ethnic origin, sexual orientation, or disability.</p> <p>Providing quick and effective responses to referrals based on an evaluation of risks and priority.</p> <p>Publishing user friendly information so that prospective service users and their carers can understand what Community Care Services are about, what charges there might be for services and how to gain access to them, in suitable media including appropriate languages.</p> <p>Developing a training & skilled workforce that reflects the diversity of the local population, information and resources to enable staff to fulfil their role as culturally competent practitioners.</p>				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To ensure that the service is accessible to all vulnerable adults across all wards of the borough, regardless of Age, Sexual Orientation, Race, Religion.				
3. Who is intended to benefit from this policy and in what way?	Older people and others living in the borough of Guildford				

<p>4. What outcomes are wanted from this policy/procedures/practice?</p>	<p>To provide older people and others with support when maintaining a nutritional diet to enhance health & well-being, maximising the independence of an individual whom wishes to remain living in their own homes for as long as it's safe to do so, The service has the ability to respond flexibly to individual dietary needs and preferences.</p>		
<p>5. What factors/forces could contribute/detract from the outcomes?</p>	<p>The factors that detract from the outcomes is lack of awareness of the service and what it has to offer, the eligibility requirements of the service and the variance of the number of different diets that can be catered for.</p>		
<p>6. Who are the main stakeholders in relation to the policy?</p>	<p>Service Users, Members / Councillors, Staff, GBC, Statutory Contracted Partners.</p>	<p>7. Who implements the policy, and who is responsible for the policy?</p>	<p>Central Government initiates requirements and it's the responsibility of Guildford Borough Council and its Officers to implement it.</p>
<p>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</p>	<p>N</p>	<p>Please explain The service is accessible to all. Individual dietary needs can be accommodated</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Examples of the diets available are Kosher Meals, Caribbean West Indian, Asian Halal, and Asian Vegetarian.</p>		
<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>N</p>	<p>The Meals on Wheels service is accessible to both Male & Female users, Gender has no differential impact.</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Meals on Wheels service is delivered to both male and female users daily, Gender does not form part of the eligibility criteria.</p>		
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y N</p>	<p>Meals are provided to users irrelevant of their individual disability assessments are based on individuals need. With the procuring of the contract for food supplies it is essential that the chosen supplier can cater for different diet types.</p>	

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Meals on Wheels service is delivered to all irrespective of the nature of a persons disability, this can be evidenced through the assessment process applied and the purpose and aim of the Meals on Wheels service. More efforts are needed in making the literature available in different Languages, Bigger Text, Braille, Audio styles.</p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>N</p>	<p>Sexual orientation does not form part of the eligibility / assessment process for receiving Meals on Wheels</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Sexual Orientation of an individual is neither considered nor questioned throughout the assessment process; Meals are provided irrelevant of sexuality.</p>	
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>N</p>	<p>The Meals on Wheels service is available to all ages, although primarily is focused on older people as the need dictates.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Service is currently delivered to the following Age Groups</p> <p>18 – 50 Year old = 1 Service User,</p> <p>50 – 90 Years old = 168 Service Users</p>	
<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>	<p>N</p>	<p>In general a person's religion does not have any effect on a person receiving Meals on Wheels.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The impact of religious beliefs may affect the type of diet required; all attempts would be made to cater for the individual's needs and preferences.</p>	
<p>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>	<p>N</p>	<p>To reduce the impact on a carer to enable respite from duties the service would be provided.</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>At the point that a referral is assessed consideration is given to determine if a carer would benefit from the support of Meals on Wheels, this would provide support and eliminate this task from a main carer, giving some respite from the person they are caring for.</p>	
<p>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</p>	<p>N</p>	<p>If a person has an offending past would have no impact on a Service User receiving Meals on Wheels.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>This does not form part of the assessment process for Meals on Wheels.</p>	
<p>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</p>	<p>N</p>	<p>The Meals on Wheels service is accessible to both Male & Female users, Gender has no differential impact.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Meals on Wheels service is delivered to both male and female users daily.</p>	
<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>	<p>N</p>	<p>Please explain 10 More efforts are needed in making the literature available in different Languages, Bigger Text, Braille, Audio styles.</p>
<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>N</p>	<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p>
<p>Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p>Please explain The unmet need that I can determine is the poor way in which we are able to disseminate the information on the service, this needs to be addressed to make us more accessible to all the vulnerable adult groups whom require the service but are not clear on how to access the service, this possibly could be due to reduced communication methods, poor sight, reduced hearing.</p>

			<p>High potential for socially isolated individuals not known to Social Services, Health Authority, and the Third Sector.</p> <p>Profiling (equality monitoring) of the service users may help identify a group(s) who do not use the service.</p>
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N	Please explain
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?		N	Please explain
22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?		N	

				Yes	No
			24. If No, are there any changes required to the policy to improve it around the equality agenda?		

Signed
(completing officer) Jimmy Robinson

Date May 2008

Signed
(Head of Section) Date

Countersigned

(HR representative) Richard Wood

Date October 2008