



Your Homes  
Newcastle

## Equality Impact and Needs Assessments (EINA) Form

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### Form One

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#### Stage One - Basic Equalities Impact and Needs Assessment

##### General Information

###### Directorate:

Tenancy Services

###### Business Service:

###### Lead Officers Name:

Martyn Burn

###### Members of the Equality Impact Assessment Team:

- Helena Hammock (Performance Management and Policy Officer)
- Martyn Burn (Head of Support and Care)
- Kim McMaster (YPS Manager)
- Geof Ellingham (Head of IT)
- Karen Adamson (YPS)

###### Name of Policy, Procedure or Function being assessed:

Support and Care Record Keeping Policy and Guidelines

###### Is this a New or Existing Policy, Procedure or Function?

- New Policy, Procedure or Function
- Existing Policy, Procedure or Function
- Don't Know

**What is the main aim of the policy, procedure or function? (include any priorities that may be applicable)**

This policy has been written to ensure that all Support and Care staff are provided with the required support to carry out their responsibilities and practice good record keeping. This will enable the use of recorded information to effectively inform practice and decision making in the interests of all Support and Care customers.

**What are the main policies, legislation or procedures that this policy, procedure or function complies with?**

- Data Protection Act 1998
- Freedom of Information Act 2005
- Working together to Safeguard Children - HM Government (2006/2010)
- Recording with Care; What people say and what needs to be done - Department of Health (1999)
- YHN Access to Information Policy

**Who is / would be affected by the policy or function, or by the way it is / will be carried out? who are the internal and external customers, group communities or any other stakeholders?**

- All Support and Care staff
- All Support and Care managers
- All Support and Care customers
- Third parties
- Partnering agencies

**What outcomes do you want to achieve, why and for whom? i.e. what are the changes, improvements or benefits for customers groups or communities?**

- All Support and Care staff are aware of their responsibilities in regards to record keeping.
- The correct support and training is provided to Support and Care staff to ensure that these responsibilities can be carried out.
- All internal and external Support and Care customers are satisfied with the information we record.
- Our record keeping effectively supports information sharing procedures with partnering agencies.

**Has the policy, procedure, or function been explained to those it might be affecting or currently affect, either directly or indirectly? if so, to whom?**

- The policy has been disseminated to all Support and Care staff by managers.
- The policy is available on the staff intranet.

**Have you consulted anyone on the policy, procedure or function? if so, with whom?**

- Service managers - who were asked to discuss the policy with any managers they felt it may impact upon.
- Information Governance lead officers (Head of IT and Paul Hickey)

**What information and data have you been able to use for Stage One? Have you identified any gaps? if so, what are these**

**gaps?**

- Examples of Record Keeping Policies from other organisations.
- Statutory guidance on obligations to record and share information.





**STEP ONE**

**Identify the members of the Equality Impact and Needs Assessment Team - include any external advisors (Name, Organisation, Service User).**

**STEP TWO**

**Review the Main aim or purpose of the policy, procedure or function?**

**STEP THREE**

**Conduct Stage Two Equality Impact and Needs Assessment**

**What previous consultation was conducted and with whom?**

<b>Topics of Consultation Conducted:</b>	<b>Consultation Conducted with:</b>
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**Identify who will now be involved and why you have chosen these particular individuals or groups?**

<b>Who is now involved in the process?</b>	<b>Reasons why is this person involved?</b>
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**What previous information and data was used throughout the process in Stage One?**

**What additional information and data have you now collected through your use of Stage Two?**

**Please provide any other methods you have used for making your decisions on how to eliminate adverse or negative impacts.**



# Form Three - Improvement Plan

## AGE

Identified Actions	Impact Type	Equality Area	Lead Officer	Completion Date	Resource Implications
There have been no negative impacts identified across the equality strands when conducting this EINA. Therefore completion of the improvement plan is not a requirement.					

Date EINA Form Completed

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Proposed Date of Next Review

\_\_\_\_\_

Identified Person for the Next Review

\_\_\_\_\_

\_\_\_\_\_  
Signed and Agreed - Responsible Lead Officer

\_\_\_\_\_  
Signed and Agreed - Diversity Manager

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Reviewed Signed and Agreed - Director

Date Agreed and Published

22 Feb 2011.