

APPENDIX 1 PRO-FORMA FOR THE INITIAL ASSESSMENT

Department Social Services		Section Performance Policy & Quality	Person responsible for the assessment Trevor Kavanagh/ Debbie McBride	
Name of the Policy to be assessed	Management of the Safe (Property & Cash) Policy. (FP22)	Date of Assessment	09/05/05	Is this a new or existing policy New
1. Describe the aims, objectives and purpose of the policy	To ensure the effective use of the safe, and protection of property placed in the safe for short-term safe keeping, while maintaining the required level of control.			
2. Are there any associated objectives of the policy, please explain	To protect staff.			
3. Who is intended to benefit from the policy and in what way	Staff and Service Users.			
4. What outcomes are wanted from this policy?	<ul style="list-style-type: none"> • Safe protection of property and cash held on behalf of Service Users. • Staff are following robust policy when handling Service Users property and cash. 			
5. What factors/forces could contribute/detract from the outcomes?	Theft of property or cash if policy is not adhered to due to inappropriate actions by staff.			

6. Who are the main stakeholders in relation to the policy	<ul style="list-style-type: none"> • Staff • Service Users 	7. Who implements the policy and who is responsible for the policy?	All Staff. Departmental policy. Therefore, Executive Director responsible for policy.
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups.	Y	<input type="radio"/> N	Please explain .
What existing evidence (either presumed or otherwise) do you have for this?			
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have a differential impact due disability	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there concerns that the policy <u>could</u> have a differential impact on people due to sexual orientation	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			

12. Are there concerns that the policy <u>could</u> have a differential impact on people due to their age	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact on people due to their religious belief	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <u>could</u> have a differential impact on people due to them having dependants/caring responsibilities	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact on people due to their offending past	Y	<input type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact on people due to them being transgendered or transsexual	Y	<input type="radio"/> N	

What existing evidence (either presumed or otherwise) do you have for this?					
17. Are there concerns that the policy <u>could</u> have a differential impact on people due issues surrounding poverty		Y	<input checked="" type="radio"/> N		
What existing evidence (either presumed or otherwise) do you have for this?					
18. Could the differential impact identified in 8-17 amount to there being the potential for adverse impact in this policy	YES	<input checked="" type="radio"/> NO	Please explain		
19. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	YES	<input checked="" type="radio"/> NO	Please explain for each equality heading (question 8-16) on a separate piece of paper		
20. Should the policy proceed to a partial impact assessment	YES	<input checked="" type="radio"/> NO	21. If Yes, is there enough evidence to proceed to a full EIA	YES	NO
			22. Date on which Partial or Full impact assessment to be completed by		

Signed (completing officer) _____

Signed (Lead Officer) _____