

APPENDIX 1 PRO-FORMA FOR THE INITIAL ASSESSMENT

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| Directorate Adult and Community Services | | Section Adults and Older People Social Care | Person responsible for the assessment | Zaida Hussain June Rainford Lesley Bullen, Cath Gannon | |
| Name of the Policy to be assessed | Missing Persons policy and procedure | Date of Assessment 14/06/07 28/06/07 (admin procedures) | | Is this a new or existing policy | New |
| 1. Describe the aims, objectives and purpose of the policy | | <ul style="list-style-type: none"> • To provide staff with written guidance on procedures to be followed on discovering that a service user has gone missing • To trace individuals who may be in need of services and become known to adults and older people social care from another local authority • To highlight service users who have gone missing | | | |
| 2. Are there any associated objectives of the policy, please explain | | No | | | |
| 3. Who is intended to benefit from the policy and in what way | | <ul style="list-style-type: none"> • Staff will benefit by following a standardised policy and procedure in an orderly manner • Staff will have written protocol for highlighting missing persons • Service users and their next of kin will benefit as the procedure will ensure we have a systematic approach to finding the missing person | | | |

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| 4. What outcomes are wanted from this policy? | <ul style="list-style-type: none"> • That staff follow the correct procedures to ensure that the missing person is found quickly • Service users and their next of kin will be supported by the existence of a policy and procedure to find the missing person • To ensure that all missing persons within our care are entered onto SWIFT and to assist other local authorities in finding people who have gone missing | | |
| 5. What factors/forces could contribute/detract from the outcomes? | Staff not knowing about the policy, not having access to it, not understanding it, not following it. | | |
| 6. Who are the main stakeholders in relation to the policy | Adults and older people social care, service users and their next of kin | 7. Who implements the policy and who is responsible for the policy? | Managers and staff |
| 8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups. | Y | <input checked="" type="radio"/> N | |
| 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 checked="" type="radio"/> N | |
| What existing evidence (either presumed or otherwise) do you have for this? | | | |

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| 10. Are there concerns that the policy <u>could</u> have a differential impact due to 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 | Policy is intended for adults and older people and their dependents |
| 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? | | | |

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| 15. Are there concerns that the policy <u>could</u> have a differential impact on people due to their offending past | | | Y | <input checked="" 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 checked="" 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 | NO | Please explain for each equality heading (question 8-16) on a separate piece of paper | | |

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| 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) _____