

## APPENDIX 1 PRO-FORMA FOR THE INITIAL ASSESSMENT

<b>Department</b>	Adult & Community Services	<b>Section</b> Performance & Quality Assurance	<b>Person responsible for the assessment</b>		Lesley Bullen / Debbie McBride	
<b>Name of the Policy to be assessed</b>	Safeguarding Personal Information	<b>Date of Assessment</b>	29/5/07	<b>Is this a new or existing policy</b>	Existing Policy No.90	
<b>1. Describe the aims, objectives and purpose of the policy</b>		Procedures to be used in conjunction with other Information Governance Policies and Procedures and provide an overview of Information Governance requirements.				
<b>2. Are there any associated objectives of the policy, please explain</b>		No				
<b>3. Who is intended to benefit from the policy and in what way</b>		<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Partners</li> </ul>				
<b>4. What outcomes are wanted from this policy?</b>		<ul style="list-style-type: none"> <li>• That information is being processed in compliance with legislation and Council policies</li> <li>• Provision of high quality care by promoting the effective and appropriate</li> <li>• Provide staff with appropriate guidance and support to enable them to discharge their responsibilities</li> </ul>				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>		<ul style="list-style-type: none"> <li>• Lack of awareness or attendance on training by staff</li> <li>• Lack of awareness from Partners/others re: their obligations</li> </ul>				

<b>6. Who are the main stakeholders in relation to the policy</b>	<ul style="list-style-type: none"> <li>• Directorate Stakeholders</li> <li>• Staff</li> <li>• Partners</li> <li>• Service Users</li> </ul>		<b>7. Who implements the policy and who is responsible for the policy?</b>	<ul style="list-style-type: none"> <li>• All staff to implement within Directorate and Partner Organisations</li> <li>• DMT &amp; Information Governance Dept will be responsible</li> </ul>
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups.</b>	Y	<u>N</u>		
What existing evidence (either presumed or otherwise) do you have for this?				
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender</b>	Y	<u>N</u>		
What existing evidence (either presumed or otherwise) do you have for this?				
<b>10. Are there concerns that the policy <u>could</u> have a differential impact due disability</b>	Y	<u>N</u>		
What existing evidence (either presumed or otherwise) do you have for this?				
<b>11. Are there concerns that the policy <u>could</u> have a differential impact on people due to sexual orientation</b>	Y	<u>N</u>		

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

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

			<b>22. Date on which Partial or Full impact assessment to be completed by</b>	N/A
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Signed (completing officer) \_\_\_\_\_ Signed (Lead Officer) \_\_\_\_\_