

Surrey County Council Full Equality Impact Assessment



1. Context of the Service or Policy

Service or Policy being assessed__ Lone Working Procedure _____

Assessor: _ Sarah Jane Bullock _____ Date _24th February 2008 _____

What are the aims of the service or policy?

(NB this should set out the aims and objectives of the policy or service)

The aim is to continually strive to make Lone Working safer, reduce any risk to all employees and minimise the impact that it could have on a specific group of people / employees. (E&D)

Who are the beneficiaries /users of this service or policy?

(NB this should address needs of client groups and a review of barriers to policy or services)

The Lone Working procedure is for all employees of Family Group Conference Service.

What is the existing situation in relation to minority and excluded groups in which this service/policy operates?

(NB this will require declaring what information is currently captured with respect to E&D Monitoring (all seven strands) of this service or policy. It is also important to show the relevance of capturing this data.)

This procedure is openly and regularly discussed within Family Group Conference Service. We are continually addressing any issue's that may occur and improving our procedures to meet the needs of all Family Group Conference employees.

Is there potential for this service/policy to have a negative or differential impact on minority and excluded groups or on race relations and community cohesion?

Please complete the summary of negative impact identified by equality and diversity strand:

Age	Ensuring that appropriate language and use of information is used to enable employees of all ages access and understanding to the Lone Working Procedure.
Belief / Faith	Differing beliefs may cause tension if a colleague is asked to be available for a safety 'phone-in' outside of office hours.
Disability	Identify risks associated with an employees disability and the implications of this when they are 'Lone Working'
Gender	Female or ethnic groups may be more vulnerable when Lone Working.
Sexual Orientation	Employees can be subject to bigotry when Lone Working with families / service users.
Race	Employees can be subject to bigotry when Lone Working with families / service users.
Trans Gender/ Sexual	Employees can be subject to bigotry when Lone Working with families / service users.
HR issues only:	

Please continue and attach a separate sheet if necessary

2. Is there potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority and excluded groups?

Please complete the summary of positive impact identified by equality and diversity strand, NB this would include positive initiatives delivery by the service or through the policy for the equality strands listed below:

Age	Ensuring that appropriate language and information is used to enable employees of all ages to have access and understanding of the Lone Working Procedure, and using their experiences to develop the service offered.
Belief / Faith	Particular faiths may gain acceptances with service users and the risk associated with lone working may decrease.
Disability	Identify risks associated with an employee's disability and the implications of their disability for when they are lone working and ensures appropriate support is offered.
Gender	Females can be more vulnerable when 'Lone Working' and correct support, advice and information is in place within FGC.
Sexual Orientation	Family Group Conference endeavour to ensure that both employees and families are not subject to bigotry and that they are supported from within the service.
Race	An employee may gain acceptance with service users and the risk associated with 'Lone Working' may decrease.
Trans Gender/ Sexual	Family Group Conference endeavour to ensure that both employees and families are not subject to bigotry and that they are supported from within the service.
HR issues only:	

Please continue and attach a separate sheet if necessary

4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity strand, upon which this policy/service has had an impact either internally or externally:



Age	Individual and Group Supervision is used to enable all employees regardless of age to speak freely relating to 'Lone Working' and that they are not discriminated against.
Belief / Faith	Discussions over using the teams religions / beliefs to an advantage and minimise any risk during 'Lone Working'. Whilst being mindful of the negative impact on the team and service users in particular circumstances.
Disability	All Family Group Conference Service employees are aware of disabilities present amongst the team to minimise risk while 'Lone Working'. All new members of staff are updated.
Gender	Discussed factors that may limit the risks and address things that could enhance risk whilst 'Lone Working'. Discussed the appropriateness of male and female interpreters whilst lone working.
Sexual Orientation	Discussed factors that may limit an employee's availability to lone work with service users and addressed things that could enhance the service for service users and ensure that appropriate support is offered by the service to enable employees to work with families regardless of sexual orientation.
Race	Discussions with regard to the lack of diversity in respect of Family Group Conference.
HR issues only:	

Please continue and attach a separate sheet if necessary

**5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts?
(NB this is in effect the Recommendations to improve this policy)**

Family Group Conference runs very tight 'Lone Working Procedures'. This procedure needs to be continuously evolved and improved to safe guard the wellbeing of all employees within FGC Service regardless of age, belief, faith, disability, gender, sexual orientation and race.
Increase the diversity within the Service where possible.
SCC refresher training to support staff with Lone Working procedures with regard to E&D

Please continue and attach a separate sheet if necessary

6. Actions required to implement the EIA recommendations:

Action Plan:	Target	Responsibility:	Date to be completed:
Procedure written policy	Consultation with employees set 27 th March 2008	Manager in consultation with employees	April 2008
Formalise Lone Working procedure / policy in Family Group Conference induction.	Consultation with employees set 27 th March 2008	Manager in consultation with employees	April 2008 Ongoing with new staff
Plans to use bank staff within Family Group Conference Service. Use this opportunity where possible to employ a more diverse staff.	April 2008 Ongoing with new staff	Manager in consultation with employees	April 2008 Ongoing with new staff
Training E&D and the impact of Lone Working Cultural awareness – Do employees have an understanding of Muslims, Christians, and Catholic etc?	Ongoing with all staff to continually improve knowledge and minimise risk.	Manager in consultation with employees	Ongoing with all staff to continually improve knowledge and minimise risk.

NB these actions should have SMART Targets

Please continue and attach a separate sheet if necessary

NB these actions should be reported to the DIG and where relevant incorporated into the Equality and Diversity Action Plan, Service Plans and or personal objectives of key staff.

7. If no actions are to be taken with respect to the recommendations please give reasons below:

Action plan review date: __October 2008__ Name of person responsible for review: __FGC Manager__

EIA Assessor(s): _____

Name Head of Service: _____ Signed: _____

Date Completed: _____

1. Signed hard copy and electronic version to be kept in your team for audit purposes
2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website
3. Send Action Plan to DIG for review at its next meeting.

Date sent to Web Operations Team: _____