



## **Part A: Preparation and Assessment of Relevance and Priority**

Part A is a three step process which will help you to prioritise work and prepare for EqlA.

**Step 1 - Preparation:**  
identify the title of the  
Policy/function/strategy, the main aims and  
the key contributors  
(see **Form 1**)



**Step 2 - Gather Evidence:**  
collect, but do not analyse information at  
this stage - just see what evidence is  
available  
(see **Form 2**)



**Step 3 - Assessment of Relevance and  
Priority:**  
determine whether or not the evidence  
demonstrates high, medium, low, or no  
relevance and priority across the core  
dimensions of the equality duties, by each of  
the equality strands  
(see **Form 3**)

## Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	<b>Title of Policy</b> - what are you equality impact assessing?	Care Programme Approach Policy
2.	<b>Policy Aims and Brief Description</b> - what are its aims? Give a brief description of the Policy (The What, Why and How?)	To offer guidance on delivering the Care Programme Approach within Secondary Mental Health Services. The Policy takes into account legislation and Welsh Assembly Guidelines for delivery of CPA
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	Professionals who work within the CPA Framework, Team Managers, CPA Lead officer, Senior Divisional Team
4.	<b>Who is Involved in undertaking this EqIA?</b> - who are the key contributors to the EqIA and what are their roles in the process?	Dave Semmens, CPA Lead officer (policy author)

## Step 1 - Preparation

5.	<b>Other Policies</b> - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	CPA is a national framework for effective delivery of secondary mental health services, this policy may be referenced in many other policies for the division, notably the operational policy for CMHT's, Risk Assessment, communication, recording of information.
6.	<b>Stakeholders</b> - Who is involved with or affected by this Policy?	The policy may be applicable to all involved within secondary mental health care including service users, carer's, voluntary sector and professionals at all levels.
7.	<b>What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?</b> These could be internal or external factors.	The policy follows national guidelines and legislation for the CPA, the outcomes of the policy rely upon individuals adhering correctly to the components of the care programme approach which includes the recording of information.

**Step 1 - Preparation**

The Care Programme Approach Policy for Cardiff and Vale has existed since 2005. This EIAQ is being undertaken in line with updating the existing policy according to new legislation (the mental health (wales) measure.

## Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales	Eliminating Discrimination and Eliminating Harassment	✓	Promoting Equality of Opportunity	✓	Promoting Good Relations and Positive Attitudes	✓	Encouraging participation in Public Life	✓	Take account of difference even if it involves treating some individuals more favourably*	
Disability	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales		✓		✓		✓		✓		
Gender	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales		✓		✓		✓		✓		
Sexual Orientation	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales		✓		✓		✓		✓		
Age	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly		✓		✓		✓		✓		

	linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales									
Religion or Belief	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales		✓		✓		✓		✓	
Welsh Language	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales – the measure makes provision for the welsh language		✓		✓		✓		✓	
People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.										
Human Rights	This Policy is being updated according to the mental health (Wales) Measure, passed November 2010, this policy will be directly linked to part 2 of the measure implementation 2012. The CPA framework is applicable to all person's allocated to secondary mental health services in Wales									

\* This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.

### Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	3	0	0
Disability	3	0	0
Gender	3	0	0
Sexual Orientation	3	0	0
Age	3	0	0
Religion or Belief	3	0	0
Welsh Language	3	0	0
Human Rights	3	0	0

**Scoring Chart A: Evidence Available**

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

**Scoring Chart B: Potential Impact**

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

**Scoring Chart C: Impact Decision**

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

## FORM 4: (Part A) Outcome Report

<b>Policy Title:</b>	Care Programme Approach Policy
<b>Organisation:</b>	Cardiff and Vale University Health Board
<b>Name:</b>	Dave Semmens
<b>Title:</b>	CPA Lead
<b>Department:</b>	Mental Health Divison
<b>Summary of Assessment:</b>	<p>The EIAQ has been undertaken following the update of an existing policy on the Care Programme Approach (CPA). CPA is a framework that it used to assess, plan, co-ordinate and review care of all individuals allocated to secondary mental health services.</p> <p>The Policy will therefore be applicable to all individuals receiving care and support from a secondary mental health team, will include carers employees of the UHB working within the mental health division and may include members of the voluntary services sector.</p> <p>The policy has been written in line with recently passed legislation, the mental health (wales) measure, passed 2010 and due to be implemented in 2012 as well as recent national (interim) policy guidance on delivering the CPA.</p>



<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<p style="text-align: center;"><b>Yes/<u>No</u></b></p> <p style="text-align: center;"><b>Please record reason(s) for decision</b></p> <p style="text-align: center;"><b>There is no requirement to proceed to part B, this relates to an updated policy according to recent legislation and national guidance.</b></p>

## Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What <b>changes</b> have been made as a result of the EqIA?	Updated policy	Policy updated according to the mental health measure and national policy guidance.	Service users, carers Professionals within the mental health division	CPA Lead, Divisional management team,	Policy will be reviewed in 2012
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to <b>mitigate</b> these impacts?					

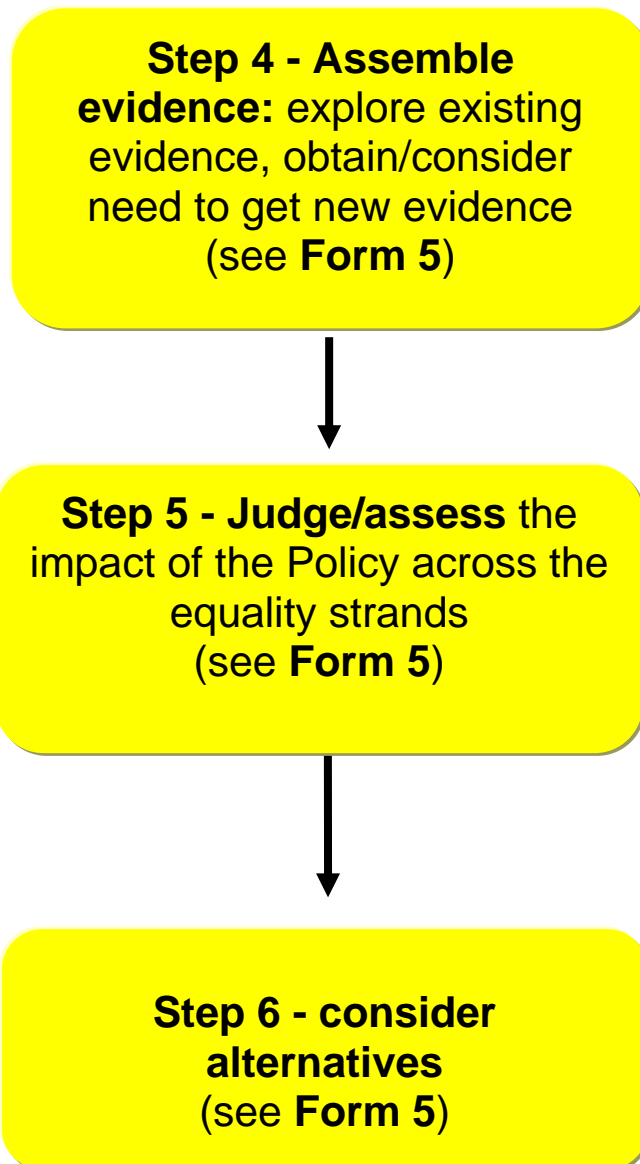
3. <b>Justification:</b> For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.					
4. Describe any <b>mitigating actions</b> taken?	Mitigating circumstances may occur if legislation included within the policy is not adhered to.				
5. Provide details of any actions					

planned or taken to <b>promote</b> <b>equality.</b>					
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<b>Date:</b>	
<b>Monitoring Arrangements:</b>	CPA Lead, Divisonal managmenat team. Audit structure in existence.
<b>Review Date:</b>	April 2012
<b>Signature of all Parties:</b>	D.Semmens

## Part B: Equality Impact Assessment

Part B has three steps:



## Form 5: Equality Impact Assessment

Step 4 - Assemble evidence		
1.	Do you have adequate information? Refer to <b>Form 2</b> (Part A, Step 2: <i>Evidence Gathering</i> ) If not, can the Policy go ahead during this process?	
2.	Does the evidence relate to all strands? (please explain)	
3.	What additional information is required?	
4.	State which representative bodies of relevant groups you will liaise with for support. Is the information representative?	

**Step 5 - Judge/assess the impact of the policy across the equality strands**

Detail below whether you have identified any positive, adverse or differential effect for any of the following strands:

EQUALITY STRAND/GROUP					
		Adverse	Differential	Positive	Comments
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Welsh Language					
Human Rights					

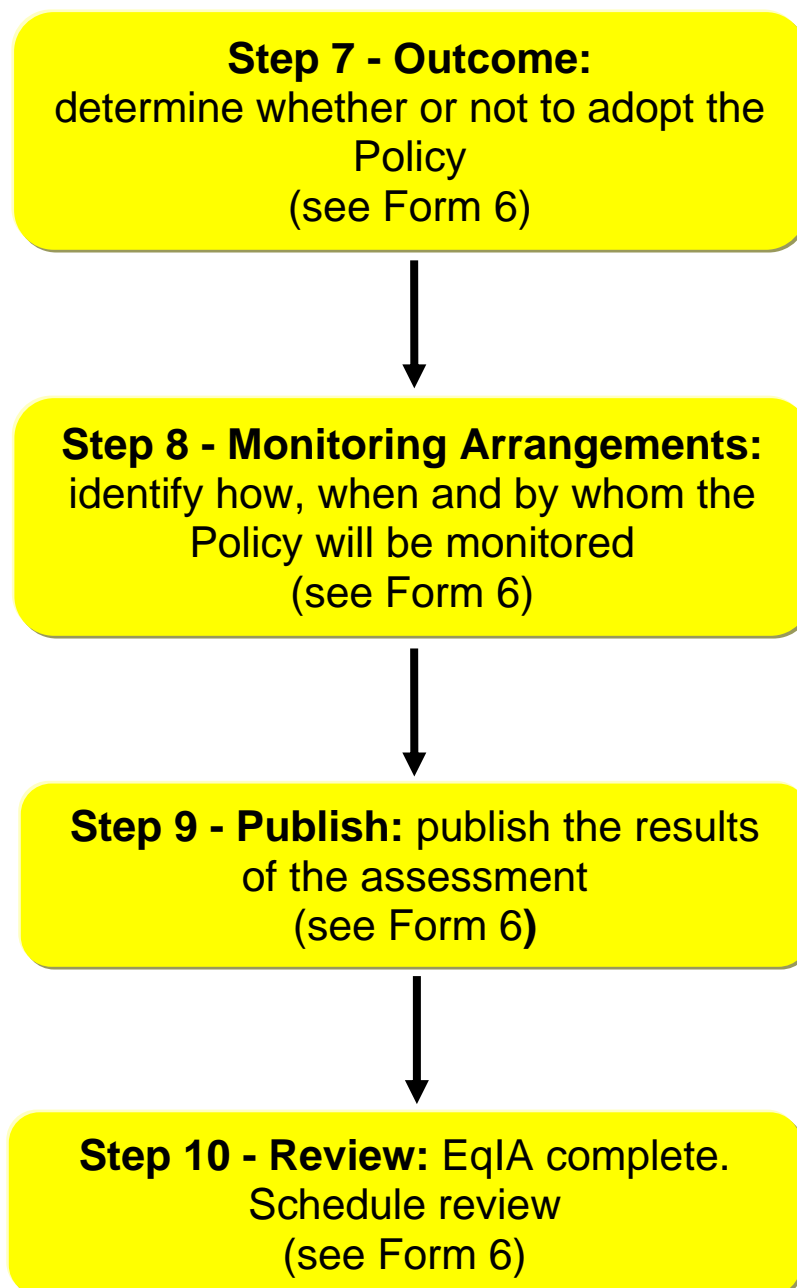


**Step 6 - Consider Alternatives**

6.	Describe any mitigating actions taken to reduce adverse impact.				
7.	Is there a handling strategy for any unavoidable but not unlawful negative impacts that cannot be mitigated?				
8.	Describe actions taken to maximise the opportunity to promote equality i.e. changes to the Policy, regulation, guidance, communication, monitoring or review				
9.	What changes have been made as a result of the equality impact assessment?				

## Part C: Outcome, Monitoring, Publication and Review

**Part C** is a four step process as follows:



### Form 6: Outcome, Monitoring, Publication and Review

<b>Step 7 - Outcome: determine whether to adopt the policy or not</b>		
1.	Will the policy be adopted?	
2.	If <b>No</b> please give reasons and any alternative action(s) agreed:  (If the policy is <b>not</b> to be adopted please proceed to step 9).	
<b>Step 8 - Monitoring arrangements: identify how, when and by whom the policy will be monitored.</b>		
3.	How will the policy be monitored?	
4.	What monitoring data will be collected?	

5.	How will this data be collected?	
6.	When will the monitoring data be analysed?	
7.	Who will analyse the data?	
<b>Step 9 - Publish the results of the assessment</b>		
8.	What changes have been made?	
9.	Describe any mitigating actions taken Provide details of any actions taken to promote equality	

10.	Describe the arrangements for publishing the EQIA Outcome Report	
<b>Step 10 - Schedule review</b>		
11.	When will the policy be subject to a further review?	