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| **TITLE***Name / description of the issue being assessed* | Needs Assessment Policy |
| **DATE** *Date the DIA is completed* | DIA completed January 2018Reviewed in December 2019Reviewed in October 2020 |
| **LEAD OFFICER***Name, title and dept of person responsible for carrying out the DIA*. | Katherine Bishop – Policy and Partnerships Manager |
| 1. **Summary description of the proposed change**
* *What is the change to policy / service / new project that is being proposed?*
* *How does it compare with the current situation?*
 |
| The Needs Assessment is conducted prior to an offer of sheltered housing, to assess the suitability of the perspective resident for Homes for Independent Living. The Needs Assessment Policy has been reviewed in October 2020 and there have been no significant policy changes. |
| 1. **Summary of evidence used to support this assessment**
* *Eg: Feedback from consultation, performance information, service user records etc.*
* *Eg: Comparison of service user profile with Medway Community Profile*
 |
| There are currently 281 households in Homes for Independent Living Schemes. There have been no complaints regarding the Needs Assessment Policy. |
| What is the likely impact of the proposed change?*Is it likely to :** *Adversely impact on one or more of the protected characteristic groups?*
* *Advance equality of opportunity for one or more of the protected characteristic groups?*
* *Foster good relations between people who share a protected characteristic and those who don’t?*
 |
| **Protected characteristic groups** | **Adverse impact** | **Advance equality** | **Foster good relations** |
| **Age**  | ***✓*** | ***✓*** | ***✓*** |
| **Disabilty** | ***✓*** |  |  |
| **Gender reassignment**  |  |  |  |
| **Marriage/civil partnership** |  |  |  |
| **Pregnancy/maternity** | ***✓*** | *✓* | ***✓*** |
| **Race** |  |  |  |
| Religion/belief |  |  |  |
| **Sex** |  |  |  |
| **Sexual orientation** |  |  |  |
| **Other (eg low income groups)** |  |  |  |
| 1. **Summary of the likely impacts**
* *Who will be affected?*
* *How will they be affected?*
 |
| The Needs Assessment Policy applies to all residents who wish to live within one of our Homes for Independent Living Schemes. The Needs Assessment Policy may have a negative impact on residents with complex care needs as the schemes are unable to offer round the clock care facilities and as such would be unable to offer a place to residents to require a high level of support. Residents who are successful in their application will then have a HFIL Support Document produced which will details tenants emergency details & contact, health records and fire evacuation plan . |
| 1. **What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?**
* *Are there alternative providers?*
* *What alternative ways can the Council provide the service?*
* *Can demand for services be managed differently?*
 |
| If the applicant has complex health/housing requirements a professional opinion will be sought from other organisations such as a care manager or occupational therapist, before a referral decision is reached. Appropriate actions will then be taken to ensure the required level of care is met. All applicants are informed of the outcome of their Needs Assessment within five working days from the date of assessment unless an extension period has been discussed and agreed because of complex needs. If the decision outcome is unsuccessful then applicants have the right to appeal and this can be done through our standards complaints process. Perspective tenants may have a thirdparty present during the assessment if they wish. Translation and sign language service can also be provided on request. |
| Action plan* *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*
 |
| **Action** | **Lead** | **Deadline or review date** |
| Monitor complaints to ensure to identify any trends in regards to the Needs Assessment Policy | HFIL Team Leader | Ongoing |
| Recommendation*The recommendation by the lead officer should be stated below. This may be:** *to proceed with the change, implementing the Action Plan if appropriate*
* *consider alternatives*
* *gather further evidence*

*If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.* |
| To proceed with the implementation of the policy |
| Authorisation *The authorising officer is consenting that:** *the recommendation can be implemented*
* *sufficient evidence has been obtained and appropriate mitigation is planned*
* *the Action Plan will be incorporated into the relevant Service Plan and monitored*
 |
| **Authorising Officer** | **Mark Breathwick** |
| **Date**  | **October 2020** |