

## Appendix 1

### EQUALITY, HEALTH & HUMAN RIGHTS IMPACT ASSESSMENT TEMPLATE

This template was to be used in with the WDC Equality, Health & Human Rights Impact Assessment Guidelines.

#### Section 1: Policy/Function/Funding Decision Details

A policy is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for, i.e. everything it does. This includes both current policies and new policies under development.

This guidance is also relevant for assessing the impact of financial decisions.

Name of **West Dunbartonshire Single Outcome Agreement 2011-2014**

Policy/Function/Decision:

Lead Department & other departments/ partners involved:	Community Planning and Policy
Responsible Officer	Peter Barry, Manager Community Planning and Policy
Impact Assessment Team	Peter Barry, Manager Community Planning and Policy Angela Campbell, Performance Monitoring Officer Fiona Miller, Co-ordinator Janice Winder, Partnership and Policy Officer Heather Irving, Planning Officer, Children's Services Ricardo Rea, Equality Policy Officer
Is this a new or existing policy/function?	Existing and Revised
Start date of assessment: <b>14/04/2011</b>	
End date of assessment: <b>13/09/2011</b>	
What are the main aims of the policy?	The SOA is the means by which Community Planning Partnerships set out their strategic priorities for their local area.
Who are the main target groups/ who will be affected by the policy?	All citizens of the WDC area are likely to be affected directly or indirectly in some way
What does the policy aim to	The SOA is the means by which Community Planning Partnerships set out their strategic priorities for their local area. It identifies areas for improvement and sets out

achieve?	how our community planning partners will deliver better outcomes for the people of West Dunbartonshire.
<p><b>Relevance and level of Assessment;</b> - Though the Single Outcome Agreement (SOA) focuses on actual outcomes, it is a high level overarching strategy. it is appropriate that a similar level of assessment is employed and it follows from this that there will be a concentration on ensuring that partnership working is underpinned by agreed process that will support the EIA of the service delivery components of CPP programmes.</p> <p>EIA is an iterative process; the work started in April 2011 before the final approval of the SOA and led to the approach described in the Equalities Section of the SOA (page 20, SOA) which noted the setting up of a working group on EIA. This current EIA is an extension of this work and is one of the continuing steps identified in the SOA to strengthen and embed a robust equalities approach.</p> <p>The process is relevant for EIA: Since these outcomes will be supported by the choices made in the SOA process, the SOA is relevant in terms of ensuring how it impacts on equality groups.</p>	
	If yes, complete all sections, 2-9
	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance
<p><b>Section 2: Evidence</b></p> <p>Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.</p>	
<b>Available evidence:</b>	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	<p>Community residents were significantly involved through innovative events, including specific events for young people, and participation in SOA Writers Groups.</p> <p>Consultation has including facilitating the interface between all community engagement structures such as Community Forums, Public Partnership Forum, Community Councils, Tenants and Residents Groups, and equalities groups.</p> <p>Fuller information is embedded in the SOA document itself at page 19.</p> <p>The consultation fed into the shape and content of the SOA.</p>
Research and relevant information	Single Outcome Agreement Guidance for Community planning partnerships (Scottish Government, COSLA, SOLACE etc).

	<p>Community Planning and the Public Sector Duties (2007); combined note from the Commission for Racial Equality, Disability Rights Commission and Equal opportunities Commission.</p> <p>Equalities and Human Rights Commission (EHRC) Scotland “Interim guidance for Scottish public authorities: assessing impact”</p> <p>West Dunbartonshire Council Equality scheme 2009-2012, with particular attention paid to the action plan.</p> <p>West Dunbartonshire Community Planning Partners’ Equalities Schemes (Listed at page 37 of the SOA).</p> <p>Other SOA EIAs have been studied to inform our approach.</p> <p>Ground work carried out aimed at identifying possible equality objectives has also been drawn on.</p>
Officer knowledge	Officer knowledge of the local area, its challenges and resources, has been used to ensure that a rounded view of how the SOA address equality issues is enabled.
Equality Monitoring information – including service and employee monitoring	<p>Though equality monitoring of service provision is not mentioned within the SOA, it is a clear condition of grant to providers and a fact of WDC direct provision that appropriate monitoring is carried out. It is acknowledged that service delivery equality monitoring is an area for development.</p> <p>The Partnership Agreement confirmed all partners’ commitment to using a shared performance management system (Covalent) to report on progress towards SOA outcomes.</p> <p>All CPP structures have specific roles and responsibilities to manage, monitor, report and scrutinise this shared performance management system.</p> <p>This will benefit assessing equalities impact.</p>
Feedback from service users, partner or other organisation as relevant	As the SOA is a high level strategy, service users have not been consulted directly, however the process has involved representatives from each theme covered in the SOA (see page 30 of the SOA), which ensures that there is a link between the concrete operations at the

	<p>service delivery level and the SOA level.</p> <p>This EIA working group included;-</p> <p>Janice Winder; Safe, Strong and Involved Communities</p> <p>Fiona Miller; Work and Benefits</p> <p>Heather Irving; Supporting Children and Families</p>
Other	Within the SOA there is reference to appropriate evidence e.g. on unemployment rates which informs the approach with respect to Socio economic impact.
<b>Are there any gaps in evidence?</b> Please indicate how these will be addressed	
Gaps identified	<p>There is a general weakness in data in terms of service delivery for the protected characteristics.</p> <p>There is a lack of demographic data on Sexual Orientation and Gender Re Assignment, as well as disability. This is largely because the first two areas are not addressed via the National Census and till 2011 information was only available as a proxy through the question on limiting long term illness.</p> <p>The Citizens' Panel does have this information and is used to monitor aspects of performance for the SOA.</p>
Measure to address these	The Community Planning Team will work with partner organisations to promote good practice in Equalities and develop shared approaches where appropriate. This will include looking at the best ways of boosting appropriate monitoring.
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>	

### Section 3: Involvement and Consultation

Include involvement and consultation relevant to the SOA, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Details of consultations	Date	Findings	Characteristics
<p>There was a very comprehensive consultation on the SOA, and this was very interactive in nature.</p> <p>Community residents were significantly involved through innovative events, including specific events for young people, and participation in SOA Writers Groups.</p> <p>Consultation has including facilitating the interface between all community engagement structures such as Community Forums, Groups, and equalities groups.</p> <p>The Public Partnership Forum, Community Councils, Tenants and Residents participated via the Community Forums.</p> <p>Fuller information is embedded in the SOA document itself at page 19.</p> <p>Going forward the Citizens' Panel which has 1400 plus members and has very broad representation will be involved in monitoring some key aspects of the SOA.</p> <p>The operation of the SOA will be placed on the agendas of meetings with equality groups that the Council facilitates or attends at appropriate intervals. Feedback will be incorporated into the annual review of the SOA.</p> <p>It is recognised that some protected groups may be more engaged than others with Community Planning. It is the intention of the Council to strengthen links with groups, increasing contact with individual groups and encouraging contact between groups.</p>			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
			Health
			Other

*Note: Link to Section 6 below Action Plan*

#### **Section 4: Analysis of positive and Negative Impacts**

**The Protected Characteristics are addressed through the Thematic work identified in the SOA in a cross cutting ways**

<b>Protected Characteristic</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No impact</b>
Race	<b>X</b> Community Safety measures		
Sex	<b>X</b> Approach to combating and challenging Violence Against Women		
Gender Re-assignment			<b>X</b>
Disability	<b>X</b> Shopmobility		
Age	<b>X</b> GRIFEC (Life chances of children).		

Religion/ Belief

**X**

Sexual Orientation	<b>X</b> Projects from the LGBT Equality network		
Civil Partnership/ Marriage			<b>X</b>
Pregnancy/ Maternity	<b>X</b> GIRFEC		
Socio- economic	<b>X</b> 1. Employability programme		

	2. West Dunbartonshire Advice Services Strategy		
Human Rights			<b>X</b>
Health	<b>X</b> <b>1.</b> Approach to Fire safety  <b>2.</b> Approach to Smoking Cessation and Suicide Prevention  <b>3.</b> Child Health Weight programme  <b>4.</b> The content of the SOA emphasises the positive impact of Employment and Meaningful activity on health and wellbeing		
Other			<b>X</b>
<p>Because of the cross cutting nature of the SOA, its themes and potential impacts on equalities groups and the way consultations were carried out, the response to the questions on this page should be seen in the context of Consultation carried (see section 3 above)</p> <p><i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i></p>			

## **Thematic areas and relevance to Protected Characteristic have a cross cutting relationship,**

At pages 31 to 33 of the SOA key documents are linked in appendix three; **Key Plans and Strategies to Support Delivery of Local Outcomes** and major interactions are noted below;-

- The extensive and focused work undertaken to address the gendered area of domestic abuse will continue under the approach noted in the SOA, particularly relevant in the areas of Sex, Human Rights and Age
- Under the Safe, Strong and Involved Communities theme, Anti Social Behaviour work is particularly relevant in terms of Age and Human Rights
- Specific funding has been provided to support the work of the West Dunbartonshire LGBT network, particularly relevant in terms of Sexual Orientation
- The deepening of a joined up approach under Getting It Right For every Child (GRIFEC) is particularly relevant in terms of Pregnancy/maternity and age (children).
- A more joined up approach to employability i.e. pulling together of advice services, employability programmes and CL&D is cross cutting across all strands but particularly relevant in terms of Socio Economic considerations and Age and Gender given recent economic and labour market conditions.
- A new shopmobility project based in Clydebank is especially relevant in terms in terms of disability.

A specific Equalities Section was created for the after the initial work on impact assessment and before publication of the SOA. This states the level of commitment and actions that will be taken by partners in pursuit of proper iteration and support of Equality and Diversity. This is shown at page 20 of the SOA.



<b>Section 5: Addressing impacts</b> Select which of the following apply (you can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan	
1. No major change	<b>X</b> However after the inception of the EIA process the SOA was modified to include a specific page on equalities.
2. Adjust the policy	
3. Continue the SOA	<b>X</b> An approach as to how equalities would be outlined within components of the SOA is built into the SOA document.
4. Stop and remove the policy	
<p>Give reasons: No major changes, continue with the SOA</p> <p>Through a series of community engagement events and SOA Writers Groups which involved a range of stakeholders, including Thematic Group representatives and community representatives, the priority local outcomes for West Dunbartonshire were agreed.</p> <p>This EIA was designed and carried out to probe the SOA and identify any disproportionate effects in terms of the protected characteristics, health, human rights and socio economic impacts.</p> <p>Some gaps in information on service delivery and demographic data were identified however these, as far as can be ascertained, would not of themselves undermine the SOA as a positive and inclusive process. Actions to address information gaps have been identified e.g. improve service monitoring and use of data gained.</p> <p><i>Note: Link to Section 6 below Action Plan</i></p>	

<b>Section 6: Action Plan</b> Describes the actions which will be taken following on from the assessment of impact above in order to reduce or remove any negative impacts, promote any positive impacts, gather further information or evidence or further consultation required.  Because of the high level nature of the SOA, actions described are more strategic in nature and are more cross cutting.				
<b>Action</b>	<b>Responsible person (s)</b>	<b>Intended outcome</b>	<b>Date for completion</b>	<b>Protected Characteristic</b>
More complete equalities monitoring of service delivery	CPP Team and CCP partners	Provide better evidence in future	April 2012	Race
More complete equalities monitoring of service delivery	CPP Team and CCP partners	Provide better evidence in future	April 2012	Gender
Assess usefulness and practicalities of service monitoring.	CPP Team and CCP partners	Provide better evidence in future	April 2013	Gender Reassignment
More complete equalities monitoring of service delivery	CPP Team and CCP partners	Provide better evidence in future	April 2012	Disability
More complete equalities monitoring of service delivery	CPP Team and CCP partners	Provide better evidence in future	April 2012	Age
Assess usefulness and practicalities	CPP Team and CCP	Provide better evidence in future	April 2013	Religion/ Belief

of service monitoring.	partners			
Assess usefulness and practicalities of service monitoring.	CPP Team and CCP partners	Provide better evidence in future	April 2013	Sexual Orientation
Assess usefulness and practicalities of service monitoring.	CPP Team and CCP partners	Provide better evidence in future	April 2013	Civil Partnership/ Marriage
Assess usefulness and practicalities of service monitoring.	CPP Team and CCP partners	Provide better evidence in future	April 2013	Pregnancy/ Maternity
Renewed WD socio economic profile 2011/2012	Valerie McIlhatton Ricardo Rea	Provide a wider range of equalities information	Completed September 2011	Socio- economic
Share information about any emerging issues that have relevance to equalities	CPP Team and CCP partners	Provide better evidence in future	Ongoing	Human Rights
Continue to share information that has relevance in terms of equalities	CPP Team and CHCP partners	Provide better evidence in future	Ongoing	Health
<b>Cross cutting action</b>  Links to CPP covalent actions on partnership working	Suzanne Greer Ricardo Rea	Provides better evidence and aids Equality mainstreaming	Wider and more robust EOM of services to be built from April 2012 to end March 2013	Equalities Monitoring

<b>Cross cutting action</b>  Links to use of consultation module in Covalent	Anne Clegg	To Provide increased information about the outcome of Community Planning activities, through better evidence.	Use of the consultation framework developed by the Council by Community Planning partners from August 2012 to end march 2013	Consultation, involvement and feedback on progress
<b>Cross cutting Action</b>	Ricardo Rea  Suzanne Greer	Promote Equal Opportunity across protected groups.	August 2011 to end December 2012.	SOA EIA work will contribute to the formation the Equality Objectives after Specific Equality Duties come into force in Scotland must likely between April 2012 and April 2013
<b>Are there any negative impacts which cannot be reduced or removed?</b> None indicated by this EIA process				
No negative impacts were identified in this high level assessment.				

<b>Section 7: Monitoring and review</b>		
Please detail the arrangements for review and monitoring of the SOA		
How will the SOA be monitored?	When appropriate an Equalities officer from the CPP will attend the Thematic leads meeting.	
What equalities monitoring will be put in place?	As noted above it is recognised, whilst there is already some equalities service monitoring in place, more work needs to be done in terms of collecting, collation and analysis.	
When will the policy be reviewed?	The SOA has a three year span; however progress in terms of equality actions will be assessed as part of the annual reports process. This will provide an opportunity to make sure that identified actions are on course and these are supporting desired outcomes.	
<b>Section 8: Signatures, The following signatures are required:</b>		
Lead/ Responsible Officer:	Signature: Peter Barry	Date: 18/10/2011
EIA Trained Officers:	Signature: Ricardo Rea, Suzanne Greer	Date: 18/10/2011
<b>Section 9: Follow up action</b>		
<b>Publishing:</b> Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature:	Date:
<b>Service planning:</b> Link to service planning/ covalent – update your service plan/ covalent actions	Signature:	Date:
Details: <b>CED/11-15/CP/023</b>		
“Work with partner organisations to promote good practice in Equalities and develop shared approaches where appropriate”		
<b>Committee Reporting:</b> complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
<b>Completed form:</b> Pass completed forms retained within department and copy to the Policy Development Officer (Equality) within CPP team	Signature:	Date: