

## Appendix 1 EQUALITY IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting;

<b>Section 1: Policy/Function/Decision (PFD) Details</b>	
A <b>PFD</b> is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Policy
Lead Department & other departments/ partners involved:	West Dunbartonshire Community Health and Care Partnership
Responsible Officer	Soumen Sengupta
Impact Assessment Team	John Russell, Margaret Walker, Mike Foley
Is this a new or existing PFD?	New
Start date: (the assessment should be started prior to PFDdevelopment/drafting or at the early stages of review): 1 June 2012	
End date (this should allow for the assessment to inform decision-making): 20 July 2012	
What are the main aims of the <b>PFD</b> ?	To provide a framework for the commissioning of CHCP Mental Health Services
Who are the main target groups/ who will be affected by the <b>PFD</b> ?	People with a common mental health problem, functional or organic mental illness and their carers.
Relevance (of <b>PFD</b> to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
Yes: Relevant as this policy is about public service delivery	
	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

<b>Section 2: Evidence</b>	
Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
<b>Available evidence:</b>	
Consultation / Involvement with community, including individuals or groups or staff as relevant	<p>The CHCP have made great steps in engaging and building relationships with people with a mental illness through existing forums, local and national service users organizations, and carers groups over a number of years. An annual consultation organized in association with the WD Mental Health Forum event brings together service users, carers, providers and staff to reflect on specific themes of service implementation and new directions. For example, local conferences in 2010 and 2011 focused on the Recovery Approach, Scottish Recovery Indicators, taking responsibility for one's own health and mental health, the Wellness Recovery Action Plan, stigma and attitudes to mental illness, welfare benefits, training and employability – recorded in conference publications. Previous consultations in association with the WD MHF include 'What's the Story' - recorded stories of individuals living with mental illness, 'Supporting Peoples' Mental Health' – feedback from people with a mental illness and 'what works' research on how to keep well, and 'Making a Contribution and Keeping Well' – an action kit for volunteers and their employers. Other consultations have been undertaken with clients of Goldenhill Resource Centre and clients of the Primary care Mental Health Team. There are regular meetings with the Mental Health Forum around operational and planning</p> <p>Consultation on the commissioning framework and EIA needs to be undertaken.</p>
Research and relevant information	Guidance on the development of commissioning strategies is available from The Audit Commission, Audit Scotland and the Joint Improvement team – all of this information to used to support the development of the Commissioning Strategy
Officer knowledge	Officers involved in the EQI have substantial knowledge of delivery of mental health services as managers from across health and social care. Officers have also undertaken EQIA training from both NHS Greater Glasgow and Clyde and West Dunbartonshire Council.

Equality Monitoring information – including service and employee monitoring	West Dunbartonshire Council and NHS Greater Glasgow and Clyde both report on and publish this data on an annual basis. Both organisations also monitor its employees by disability, gender and age.
Feedback from service users, partner or other organisation as relevant	Consultation on the commissioning framework and EQIA needs to be undertaken.
Other	
<b>Are there any gaps in evidence?</b> Please indicate how these will be addressed	
Gaps identified	One of the key outcomes of the Commissioning Strategy will be the development of workstreams to collate and analyse data from a range of national and local sources. There is a lack of detail on specific groups, for example LGBT, gypsy travellers and BME communities. One of the challenges for West Dunbartonshire is the demographic make-up of our community as there are small populations of hard to reach groups
Measure to address these	Encouraging national and local organisations to collate and share information and data
<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 this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
			Sex
			Gender Reassignment
Recovery Conference 2010	May '10	Activity that matters: <ul style="list-style-type: none"><li>• people getting into work, volunteering and other meaningful activities - 83%</li><li>• raising awareness with the public about mental health and wellbeing and tackling stigma - 100%</li><li>• everyone having the opportunity to do their own Recovery Plan - 85%</li><li>• continuing to promote recovery approach across mental health services in West Dunbartonshire - 98%</li><li>• work with the Council, NHS and service providers in consulting with people affected by mental health problems.</li></ul>	Disability
Recovery Conference 2 -2011	May '11	Activity that matters: <ul style="list-style-type: none"><li>• addressing stigma of mental health and discrimination</li></ul>	Disability

		<ul style="list-style-type: none"> <li>• maintaining well- being</li> <li>• mental health and addictions working together</li> <li>• financial inclusion and Benefits</li> <li>• Mental Health In Mind working with services</li> <li>• moving beyond 'Recovery'</li> <li>• connections across sectors</li> <li>• domestic abuse and violence against women</li> <li>• protecting services in</li> <li>• checking do services make a real difference?</li> </ul>	
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
			Other
<i>Note: Link to Section 6 below Action Plan</i>			

## Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			No impact
Sex			No impact
Gender Re-assignment			No impact
Disability	Planning services to ensure we can meet future needs.		
Age	Planning services to ensure we can meet future needs.		
Religion/ Belief			No impact
Sexual Orientation			No impact
Civil Partnership/ Marriage			No impact

*Note: Link to Section 6 below Action Plan in terms of addressing impacts*

**Section 5: Addressing impacts**

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	No major change
2. Continue the PFD	
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:

There are no negative impacts across the protected characteristics at this time.

*Note: Link to Section 6 below Action Plan*

**Section 6: Action Plan** Please describe any action which will be taken following the assessment in order to;

- reduce or remove any negative impacts,
- promote any positive impacts, or
- gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
Consider the future impact on BME communities on any changes as a result of the Commissioning Strategy as part of the annual review process	Soumen Sengupta	Ensure no negative impact	June 2013	Race

No Impact				Gender
No Impact				Gender Reassignment
Consider the future impact on disabled people on any changes as a result of the Commissioning Strategy as part of the annual review process	Soumen Sengupta	Ensure no negative impact	June 2013	Disability
Consider the future impact on older people with mental health on any changes as a result of the Commissioning Strategy as part of the annual review process	Soumen Sengupta	Ensure no negative impact	June 2013	Age
No impact				Religion/ Belief
No impact				Sexual Orientation
No impact				Civil Partnership/ Marriage
No Impact				Pregnancy/ Maternity
Improve equalities monitoring of services across all areas the Policy covers	Soumen Sengupta	To provide better data on service users profile and assess need	June 2013	Other e.g. cross cutting
<b>Are there any negative impacts which cannot be reduced or removed?</b> please outline the reasons for continuing PFD				



<b>Section 7: Monitoring and review</b>		
Please detail the arrangements for review and monitoring of the policy		
How will the PFD be monitored? What equalities monitoring will be put in place?	Annual Review Annual EQI in line with review process	
When will the PFD be reviewed?	June 2013	
Is there any procurement involved in this PFD? Yes/No	Yes - commissioning strategy procurement colleagues will be part of the implementation group	
<b>Section 8: Signatures</b>		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: S Sengupta	Date: 1 <sup>st</sup> August 2012
EIA Trained Officer:	Signature: M Foley	Date: 1 <sup>st</sup> August 2012
<b>Section 9: Follow up action</b>		
<b>Service planning:</b> Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature: S Sengupta	Date: 1 <sup>st</sup> August2012
Give details:		
<b>Committee Reporting:</b> complete relevant paragraph on committee report and provide further information as necessary	Signature: S Sengupta	Date:1 <sup>st</sup> August 2012