

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; if you require further guidance contact

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	WD CHCP Commissioning Strategy For Children's Services 2012 – 2021
Lead Department & other departments/ partners involved:	West Dunbartonshire Community Health and Care Partnership
Responsible Officer	Soumen Sengupta
Impact Assessment Team	Jackie Irvine, Heather Irving, Anne Marie McDonald, Jim Watson, Sheila Downie, Jackie Hamill, Leslie Cameron, James O'Neill, Margo Kidd, Robbie Warner,
Is this a new or existing PFD?	New
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): 16 th September 2012	
End date (this should allow for the assessment to inform decision-making): 20 th November 2012	
What are the main aims of the PFD ?	To provide a framework for the commissioning of Children's Services
Who are the main target groups/ who will be affected by the PFD ?	Children, young people and families
Relevance (of PFD 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

Section 2: Evidence	
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.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	The CHCP has made great steps in engaging and building relationships with service users and the community through existing forums. A Commissioning working group of practitioners informed the strategy.
Research and relevant information	Guidance on the development of Commissioning Strategies is available for the Audit Commission, Audit Scotland and the Joint Improvement Team – all of this information is used to support the development of the Commissioning Strategy.
Officer knowledge	Officers involved in the EIA have substantial knowledge in the delivery of Children's Services as managers across health and social care. Officers have also undertaken EIA 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 the 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	Members of the Children and Families Strategy Group and the Child Care Team Leads meeting were consulted on the development of the Commissioning Strategy and the subsequent EIA Further consultation on the commission framework and EQI needs to be undertaken.
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	A development of the Commissioning strategy will be the consolidation of work streams 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 Commissioning strategy will be to ensure measures are in place where gaps are identified. .
Measure to address these	Encourage national and local organisations to collate and share information and data

Note: Link to Section 6 below Action Plan to address any gaps in evidence

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
On-going engagement with Stakeholders and partners through established strategic planning.	ongoing	There is a need for consistency of approach to ensure equal access and service provision.	All
A Commissioning working group of practitioners informed the strategy.	2011-12	Findings are reflected in the PFD	All
			Race
			Sex
		.	Gender Reassignment
On-going engagement with 'Have Your Say' Parent representation group The Children with Disabilities clients/ parents / carers consulted and involved in developing future services provisions, including our recent Self Directed Support Pilot. Consultation with a group of	Quarterly	Parents and officers continue to work together on specific service issues such as transitions, respite and partnership working. Ongoing consultation with consult with the group of parents in the development of the SDS strategy for children with disabilities in WD. The development of the project "ADHD Unplugged" to provide social opportunities for children and young people with ADHD – following the identification of a gap	Disability

parents who have a child with a diagnosis of ADHD		in service for this client group.	
On-going engagement with stakeholders and both Children's and Adult services		Ensuring the developing and commissioning services and pathways to best meet needs of service users and parents/ carers in transition, as reflected in this Strategy	Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
<p>On-going engagement with Stakeholders and partners through established strategic planning.</p> <p>Consultation with parents coordinated through the Parenting Review and Improvement group (Early Years and school age sessions held)</p> <p>Health visitor pilot SHANARRI assessment</p>		<p>Reinforcing the importance of support to parents during pregnancy and Early years.</p> <p>Reinforcing importance of early identification and intervention in addressing needs and risks across children's services</p> <p>Reinforcing Getting It Right for Every Child (GIRFEC) principles in assessment and analysis of universal and targeted services.</p>	Pregnancy/ Maternity
			Other

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
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Race			
Sex			
Gender Re-assignment			
Disability	Planning services to best meet future needs of children and young people		
Age	Planning services to best meet future needs of children and young people within principles of GIRFEC		
Religion/ Belief			
Sexual Orientation			
Civil Partnership/ Marriage			
<p><i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i></p>			
<p>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</p>			
1. No major change		No major change	

2. Continue the PFD	
3. Adjust the PFD	
4. Stop and remove the PFD	
Give reasons:	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan Please describe any action which will be taken following the assessment in order to; <ul style="list-style-type: none"> • 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	November 2013	Race
				Gender
				Gender Reassignment
Consider the future impact on disabled people on any changes as a result of the Commissioning Strategy as part of the annual	Soumen Sengupta	Ensure no negative impact	November 2013	Disability

review process				
Consider the future impact on Children and young people on any changes as a result of the Commissioning Strategy as part of the annual review process	Soumen Sengupta	Ensure no negative impact		Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
Consider the future impact on parents and pregnant women on any changes as a result of the Commissioning Strategy as part of the annual review process	Soumen Sengupta	Ensure no negative impact	November 2013	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.	November 2013	Other e.g. cross cutting
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD				
No				
Section 7: Monitoring and review				
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?	November 2013			

Is there any procurement involved in this PFD? Yes/No	Yes - commissioning strategy procurement colleagues will be part of the implementation group	
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Soumen Sengupta	Date: 15/11/2012
EIA Trained Officer:	Signature: Heather Irving	Date:1/11/2012
Section 9: Follow up action		
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature: S Sengupta	Date:15/11/2012