

## 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 [community.planning@west-dunbarton.gov.uk](mailto:community.planning@west-dunbarton.gov.uk)

Section 1: Policy/Function/Decision (PFD) Details	
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	Chris McNeill, Wendy Jack, Ailsa King, Peter Duffy, Mary-Angela McKenna, Val McIver, Lynne McKnight, Pamela Macintyre, Michele Mackintosh, Margaret Hastings, Christine Button, Pauline Sannachan, Robert Smyth and Jane McKinlay
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): 15 <sup>th</sup> December 2011	
End date (this should allow for the assessment to inform decision-making): 30 <sup>th</sup> March 2012	
What are the main aims of the <b>PFD</b> ?	To provide a framework for the commissioning of future older people's services
Who are the main target groups/ who will be affected by the <b>PFD</b> ?	Older People 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	The CHCP have made great steps in engaging and building relationships with older people through existing forums, local and national service users organisations and carers groups over a number of years. A six month consultation period using a range of methods was undertaken to support the development of the commissioning strategy – to identify key themes and areas of concern from older people, future older people and carers. Members of the Older People's Forum and the Change Plan Implementation Group were consulted on the development of the Commissioning Strategy and on the subsequent EQI
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 older people's services as managers from across health and social care. Officers have also undertaken EQI 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	Members of the Older People's Forum and the Change Plan Implementation Group were consulted on the development of the Commissioning Strategy and on the subsequent EQI
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 of older people 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

*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
General public consultation with older people Question to citizens panel	2010 – 2011	<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	Race
General public consultation with older people Question to citizens panel	2010 – 2011	From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current	Sex

		<p>services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	
<p>General public consultation with older people</p> <p>Question to citizens panel</p>	2010 – 2011	<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	Gender Reassignment
<p>Consultation with WDC Access Panel</p> <p>General public consultation with older people</p> <p>Question to citizens panel</p>	2010 – 2011	<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access</p>	Disability

		to transport, leisure services and worklessness.	
<p>Question to citizens panel</p> <p>Focus Group with Citizens panel members</p> <p>On-line questions on CHCP website</p> <p>Focus groups with Older people</p> <p>Postal questionnaires to older people</p> <p>Attendance at community events e.g. fire station open days</p> <p>Attendance at Older people's forums</p>	2010 – 2011	<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	Age
<p>General public consultation with older people</p> <p>Question to citizens panel</p>	2010 – 2011	<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	Religion/ Belief
<p>General public consultation with older people</p> <p>Question to citizens panel</p>	2010 – 2011	<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the</p>	Sexual Orientation

		<p>CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	
<p>General public consultation with older people</p> <p>Question to citizens panel</p>		<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	Civil Partnership/ Marriage
<p>General public consultation with older people</p> <p>Question to citizens panel</p>		<p>From all the initial pre-consultation preparation with existing stakeholders, levels of satisfaction with current services have been high, it is unlikely that current levels of services will be able to be maintained as a result of changing financial circumstances with the CHCP.</p> <p>There is also a need to ensure that wider issues affecting older people are included within the debate for example suitability and availability of housing, access to transport, leisure services and worklessness.</p>	Pregnancy/ Maternity
			Other

*Note: Link to Section 6 below Action Plan*

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

<b>Protected Characteristic</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No impact</b>
Race			No impact
Sex			No impact
Gender Re-assignment			No impact
Disability	Reviewing current services to ensure we can meet the future needs of our growing older people's population		
Age	Reviewing current services to ensure we can meet the future needs of our growing older people's population		
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*


<b>Section 5: Addressing impacts</b>	
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	
<i>Note: Link to Section 6 below Action Plan</i>	

<b>Section 6: Action Plan</b> Please describe any action which will be taken following the assessment in order to; <ul style="list-style-type: none"> <li>• reduce or remove any negative impacts,</li> <li>• promote any positive impacts, or</li> <li>• gather further information or evidence or further consultation required</li> </ul>				
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 action				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 review process	Soumen Sengupta	Ensure no negative impact	June 2013	Disability
Consider the future impact on older people on any changes as a result of the Commissioning Strategy as part of the annual review process	Soumen Sengupta	Ensure no negative	June 2013	Age
No impact				Religion/ Belief
Gather information and support future consultation specifically with LGBT Older people	Soumen Sengupta	Provide better information on service user profiles	June 2013	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 EQIA in line with review process	
When will the PFD be reviewed?	June 2013	
Is there any procurement involved in this PFD? Yes/No	Yes as a 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: 1/03/2012
EIA Trained Officer:	Signature: S Sengupta 	Date: 1/03/2012
<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: 1/03/2012
Give details:		
<b>Committee Reporting:</b> complete relevant paragraph on committee report and provide further information as necessary	Signature: S Sengupta	Date: 01/03/2012

		
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