

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

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:	Policy
Lead Department & other departments/ partners involved:	West Dunbartonshire Community Health and Care Partnership
Responsible Officer	Soumen Sengupta
Impact Assessment Team	Mike Foley, Adrian McBride, David Elliott
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 th December 2011	
End date (this should allow for the assessment to inform decision-making): 30 th March 2012	
What are the main aims of the PFD ?	To provide a framework for the commissioning of CHCP Learning Disability Services
Who are the main target groups/ who will be affected by the PFD ?	People with a learning disability and their carers
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	<p>The CHCP have made great steps in engaging and building relationships with people with a learning disability through existing forums, local and national service users organizations, and carers groups over a number of years. An annual consultation event brings together service users, carers, providers and staff to reflect on service implementation and new directions.</p> <p>Consultation on the commission framework and EQI 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 LD 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	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	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

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
			Race
			Sex
			Gender Reassignment

1. Annual Consultation	10 Nov 2011	1. LD service users invited to explore activities in the community with representative 'stallholders' providing information and to choose 3 activities that they wish to try in the coming year.	Disability
2. Service user views on service	12/13	2. Survey design with LD service user involvement (eg The Good Life Group) and using Total Communications approach in progress for roll out in 12/13.	
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			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
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
<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:

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 learning disabilities 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

Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD

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?	June 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: S Sengupta	Date: 1 st March 2012
EIA Trained Officer:	Signature: M Foley	Date: 1 st March 2012
Section 9: Follow up action		
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature: S Sengupta	Date: 1 st March 2012
Give details:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature: S Sengupta	Date: 1 st March 2012