

## 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 [wdhscp@ggc.scot.nhs.uk](mailto:wdhscp@ggc.scot.nhs.uk) 01389 776 990

<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 Health and Social Care Partnership is responsible for.	
Name of PFD:	Community Based Care Charging Policy for Adult Services 2016-17
Lead Team & other departments/sections/partners involved:	HSCP Community Care, Adults Care Team, Hospital Discharge Team, Care at Home Team and Older Peoples Care Team
Responsible Officer	Jeanne Middleton
Impact Assessment Team	Chris McNeill, Terry Wall, Mary Angela McKenna, Lynne McKnight, Phil MacDonald, Kirsteen MacLellan
Is this a new or existing	Existing and refreshed only
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review):  July 2016	
End date (this should allow for the assessment to inform decision-making): August 2016	
What are the main aims of the <b>PFD</b> ?	To provide clarity on the charging policy for adults resident in West Dunbartonshire who are assessed as requiring and subsequently benefit from community based care services provided, commissioned or funded by West Dunbartonshire Council as part of the HSCP.
Who are the main target groups/ who will be affected by the	Adults who require support from community social care services.

<b>PFD?</b>	
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	
Research and relevant information	COSLA Charging Guidance 2016/17 available at <a href="http://www.cosla.gov.uk/sites/default/files/documents/charging_guidance_2016_17_25pc_draft.doc">http://www.cosla.gov.uk/sites/default/files/documents/charging_guidance_2016_17_25pc_draft.doc</a> AUDIT Scotland 2013 Charging for services: are you getting it right? <a href="http://www.audit-scotland.gov.uk/docs/local/2013/nr_131031_hcw_charging_services.pdf">http://www.audit-scotland.gov.uk/docs/local/2013/nr_131031_hcw_charging_services.pdf</a>
Officer knowledge	Through HSCP Community care assessment processes supplemented by through financial assessment processes ensure that there are no financial barriers to core care services for any particular protected characteristic group.
Equality Monitoring information – including service and employee monitoring	

Feedback from service users, partner or other organisation as relevant			
Other			
<b>Are there any gaps in evidence?</b> Please indicate how these will be addressed			
Gaps identified	Implementation of self directed support and impact on equalities.		
Measure to address these	Ongoing impact on service users monitored		
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>			
<b>Section 3: Involvement and Consultation</b> 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.			
<b>Details of consultations</b>	<b>Dates</b>	<b>Findings</b>	<b>Characteristics</b>
Ongoing feedback from clients is analysed and planned to be analysed for future versions of this policy.		.	Race
			Sex
		.	Gender Reassignment
			Disability
		.	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			X
Sex			X
Gender Re-assignment			X
Disability			X
Age			X
Religion/ Belief			X

Sexual Orientation			X
Civil Partnership/ Marriage			X
<p><i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i></p>			
<p><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</p>			
1. No major change	X policy is thorough with no major implementation issues in previous versions		
2. Continue the PFD			
3. Adjust the PFD			
4. Stop and remove the PFD			
Give reasons:			
<p><i>Note: Link to Section 6 below Action Plan</i></p>			

<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
				Race
				Gender
				Gender Reassignment
				Disability
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
Add in Specific Mention of compliance with the Equality Act 2010 for future versions of this policy.	<b>TW</b>	To confirm and strengthen the commitment to Equalities		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	Annual review of charges and specific equalities issues monitored			

put in place?		
When will the PFD be reviewed?	Annually alongside review of charges	
Is there any procurement involved in this PFD? Yes/No	Yes individual procurement of services through self directed support	
<b>Section 8: Signatures</b>		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Jeanne Middleton	Date: 05/08/16
EQIA/EIA Trained Officer:	Signature: ailsa king	Date: 05/08/16