Impact Assessment Toolkit Form

Update as at March 2018

Dumfries & Galloway

Together is Better

Galloway

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Section 1 : General Information

		Guidance
1	Name of policy: Day Services Review – Day Care	The word policy is used throughout this document for ease but it could also be a strategy, plan, project or budget option (saving or income generation).
2	Is this policy:　☐ new　　☐ reviewed	
2	Lead Service(s) involved in the delivery of this policy: Strategic Planning and Commissioning Community Health and Social Care	
4	Who else is involved in the implementation of this policy: Day Care Providers	e.g. other Services or partner agencies
5	Lead person: Linda Owen, Strategic Planning and Commissioning Manager	The lead person should be someone who has a good knowledge of the policy to be assessed and has been trained in the toolkit.
6	Names and organisations of those involved in the process : (Names from notes at meeting)	The tool should be completed by no fewer than two people. It is good practice to involve stakeholders and in particular the relevant Equality and Diversity Group(s) must be involved.
7	Date of Impact Assessment (IA): 17 July 2019	
8	Do all participants understand the Guidance? 　☐ Yes	The lead person should check all attending have read and understood the purpose or process of IA

Section 2 : Aims of the policy

	Guidance
9 What are the main aims of the policy? Please list Help people stay in their community and function to the fullness of their ability by helping to maintain, improve or relearn social life skills and activities of daily living. Support and enhance the health and wellbeing of Carers through providing appropriate short breaks and support.	This should describe the policy and what you are trying to do. Think about: • Why is it needed? • What outcomes does the organisation hope to achieve by it? • In particular will the policy contribute to the organisations' Objectives/Priorities, the Single Outcome Agreement and/or Health and Social Care Integration?

10   Will the policy assist in meeting the aims of legislation?
 	
☐   Yes   ☐   No
 	
Give details   (a) The Equality Act 2010   Yes
                  (b) Human Rights Act 1998   Yes
                  (c) Climate Change Scotland Act 2009   No
 	
                  (d) Environmental Assessment
                      (Scotland) Act 2005   No
	The purpose of IA is to assess which individuals or groups will be most affected and how. Think also about how the policy will be delivered (e.g. through existing outlets?) and how it will be communicated to clients

Section 3 : Evidence

	Guidance
11 What evidence has or will be used to identify any potential positive or negative impacts? Insert details in the boxes below (a) to (e):	Evidence could be based on a specific geographical area or a community of interest and could include consultations, surveys, focus groups, interviews, pilot projects, user feedback (inc. complaints made), officer knowledge and experience, equalities monitoring data, academic publications, consultants' reports, etc. Also identify where there are gaps in the evidence and set out how these will be filled.
(a) Involvement in development/ review An independent consultant was appointed to undertake a review of Day Services. A report with recommendations was produced. The Integration Joint Board (IJB) agreed to implement the recommendations at its meeting in November 2018. To inform the report a range of stakeholders were engaged. This included all providers of services, people who used services, their families and Carers. Following the IJB in November, a coproduction approach has been taken with the current Day Care Providers to develop service specifications which have been informed by discussions and feedback with people who use the services.	Who has been involved in the development so far of your policy?
(b) Research Integration Joint Board Strategic Needs Assessment 2016 - 2019 http://www.dg-change.org.uk/strategic-plan/ The Day Services Review highlighted the benefits of Day Services for reducing loneliness and isolation and improving wellbeing. This links firmly with the National Health and Wellbeing Outcomes. It also supports the Dumfries and Galloway Health and Social Care Strategic Plan 2019 – 2022.	Have you conducted any research or what research are you using?

Information within the Social Work systems about who currently uses day centres was analysed. This did not cover the full range of protected characteristics, however did provide information on gender and age.	
(c) Officer/Practitioner knowledge and experience Officer, Practitioner and people who use the service knowledge and experience has been drawn on to influence and prepare the responses to the recommendations. Drafts of the service specifications and other documents along with copies of comments received from engagement, have been shared with the: • Healthy Ageing Programme Board • Day Services Sub Group of the Healthy Ageing Programme Board • Day Care Group	What expertise or individual information are the group using to inform their judgements?
(d) Monitoring data Please see data contained within the Day Services Review 2018 and also the data held in the strategic needs assessments (links in (b)). Regular data from contract monitoring of Day Care has also been considered in this work.	What data is available locally or nationally to inform the group?
(e) Feedback A combination of methods has been used to encourage feedback to support the recommendations of the review. This has included discussions with people who use Day Care, feedback from people who use the services as part of contract monitoring and information from inspection reports from the Care Inspectorate.	What feedback is available to inform the IA? e.g. both positive and negative users experiences of the policy – surveys, Board or Elected Members enquiries and comments etc

Section 4: Impact Areas

This section covers the Protected Characteristics, Human Rights, health, climate change and sustainable development.

12 **AGE**

This refers to children and adults of a particular age or age range.

Remember different age groups have different concerns e.g.
- violence is more likely to happen to you if you are a young man but the fear of crime can be debilitating if you are an older or lone woman.
- can all age groups access your service even on a dark winter night?
- children (people under 18) have a right to advice and information but this may need to be in a different format from the same information directed at adults
- when considering age/ children remember that some children are more vulnerable or have particular issues that may need additional consideration, for example children in poverty or Looked After Children (LAC).

Useful website: UN Convention on the Rights of the Child   Age UK

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments

Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding	**x**			**The service will be a service based on need rather than age, however people who use this service are normally aged 65 and over. This service positively supports people to stay in their own home for longer.**

13　**DISABILITY**

A person has a disability if they have a physical or mental impairment (including learning disabilities) which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

- How does this policy affect disabled people in Dumfries and Galloway?
- Is there any reason to believe that disabled people are being, or could be, adversely affected by this policy?
- Are there any impairment groups who are particularly adversely affected by the policy?
- Could your policy adversely affect individuals as a result of something arising from their disability?
- Does your policy ensure that the rights of people with learning disabilities to dignity, equality and non-discrimination are respected and upheld?

Useful websites and publications: Disability Rights　　　Equality and Human Rights Commission　　　DGVoice
Keys to Life Report- Improving Quality of Life for People with Learning Disabilities

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding	x			**The service supports people with any disability and the range of activities and support is determined by the needs of the individual. For example, this could include adapting activities to accommodate someone who is non verbal or who has physical limitations.** **Transport is provided to ensure that everyone who is eligible to attend the service, this is provided by accessible transport.** **The physical spaces that are used by Day Care services are designed to accommodate a range of needs. This includes accessible toilets and showering facilities.**

14 **SEX (GENDER)**

This covers biological sex - whether you are a man, a woman or non-binary. Non-binary is used for people who don't feel male or female; they may feel like both, or something in between, or they may not relate to gender at all. Some prefer to use the pronoun "they" rather than he or she.

e.g. does the function or policy take account of different roles and responsibilities?
does it assume, perhaps wrongly, that men for example, have no caring responsibilities?
is the function or policy flexible enough to provide a service that everyone can access?

Useful websites: Scottish Women's Convention   Fawcett Society   Engender   Equality and Human Rights   A Voice for Men

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.** **The service is open to all genders. The current services have more females than males attending. This reflects the demographics for the over 65 population.**

15 GENDER REASSIGNMENT (TRANSGENDER IDENTITY)

This covers both:

- **Gender reassignment**, which is the process of transitioning from one gender to another. Individuals in this category are often termed transsexual. Gender reassignment does not need to involve any medical supervision or surgical procedures; it could simply involve a permanent change of the social gender role in which the person lives their life, (for example through a permanent change of name and the way they dress).

- **Other transgender identities** - such as polygender, androgyne, intersex, cross-dressing and transvestite people. The terms **transgender** and **trans** are both widely used by equality organisations to refer to a diverse range of people who find their gender identity does not fully correspond with the sex they were "assigned" at birth. Although the term transgender does refer in part to transsexual people (see above), not all transgender people will undergo the process of gender reassignment, but may face similar barriers to access.

- e.g. does your policy, function or service include people of different gender identities? Will your facilities impede transgender individuals in any way?

Useful websites: Equality and Human Rights   Transgender Equality and Rights   Equality Network   LGBT Youth

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: - removing or minimising disadvantage - meeting the needs of particular groups that are different from the needs of others - encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.**

16 MARRIAGE AND CIVIL PARTNERSHIP

The rights and responsibilities that come with marriage and civil partnership are almost identical although civil partnerships in Scotland are currently only available to same-sex couples.

Under the Equality Act 2010 it is unlawful discrimination for people who are married or in a civil partnership to be treated less favourably in employment than people who are not married or in a civil partnership.

Equality legislation also protects people in relation to sexual orientation, which means that you cannot be treated less fairly as a same-sex couple than a mixed-sex couple would be treated.

Useful websites:
Registration – Getting Married or Registering a Civil Partnership in Scotland
Marriage and Civil Partnership in Scotland

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.**

17   **PREGNANCY AND MATERNITY**

Pregnancy is the condition of being pregnant/expecting a baby. Maternity refers to the period after the birth. Protection against maternity discrimination covers 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

e.g. Do you provide facilities for breastfeeding mothers?

Useful websites:
Maternity Pay and Leave
Maternity Leave and Pay – ACAS

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.** **Due to the age demographic of the people who use this service, this protected characteristic is unlikely to be significant.**

18   RACE

This refers to a group of people defined by their ethnic or national origins, race, colour, and nationality (including citizenship). All minority race and ethnic groups are covered including, for example, gypsies and travellers, Jews, English as well as visible minority groups like African, Caribbean and Asian.

Consider the impact your function or policy has on someone from a minority ethnic group. Remember the impact may differ depending on the gender, disability, faith, sexual orientation or age of the person as different cultures have different views on what is acceptable.

e.g. What about language and information? Is it in the right format?

Useful websites: Equality and Human Rights   BEMIS – Scotland's Ethnic & Cultural Minority Communities CEMVO

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.** **For example, when someone who had dementia regressed to speak a language other than English, they were supported by a volunteer who also spoke the same language as them to allow the person to discuss what they wanted to discuss at the day care.**

19 RELIGION OR BELIEF

Religion is the worship or faith in a God or Gods but belief is wider and includes religious, spiritual and philosophical beliefs. It also includes lack of belief or no belief in religion (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

e.g. Does the function or policy take into account different festivals, holidays, religious days and traditions? Will the different faith beliefs impact on, for example, women from that group and exclude or prevent them from using the service?

Useful website: Interfaith Scotland   National Secular Society

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.** **Any religion or belief can be accommodated with the day care for example developing a quiet space for prayer or the preparation of food in a particular way.**

20 **SEXUAL ORIENTATION**

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. This includes people who are heterosexual, lesbian, gay or bisexual.

e.g. What are the issues for this group in terms of your function or policy? Are the needs of this group being met?

Useful website: LGBT Youth Stonewall Scotland   Equality Network

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** equality of opportunity by having due regard to: • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life **Foster** good relations – tackle prejudice, promote understanding		x		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.**

21   **HUMAN RIGHTS**

This is about protecting and promoting individuals' rights and freedoms in relation the Human Rights Act 1998. The UN Convention on the Rights of the Child has a much broader approach that may be of interest and reference although the focus of the Impact Assessment is the UK legislation, linked below.

1	**The right to life** – protects your life, by law. The state is required to investigate suspicious deaths and deaths in custody;
2	**The prohibition of torture and inhuman treatment** – you should never be tortured or treated in an inhuman or degrading way, no matter what the situation
3	**The right to liberty and freedom** – you have the right to be free and the state can only imprison you with very good reason – for example, if you are convicted of a crime
4	**Protection against slavery and forced labour** – you should not be treated like a slave or subjected to forced labour;
5 and 6	**The right to a fair trial and no punishment without law** - you are innocent until proven guilty. If accused of a crime, you have the right to hear the evidence against you, in a court of law
7	**Respect for privacy and family life** – protects against unnecessary surveillance or intrusion into your life
8	**Freedom of thought, religion and belief** – you can believe what you like and practise your religion or beliefs
9 and 10	**Free speech and peaceful protest** – you have a right to speak freely and join with others peacefully, to express your views
11	**The right to marry** - you have the right to marry and raise a family
12	**No discrimination** – everyone's rights are equal. You should not be treated unfairly – because, for example, of your gender, race, sexuality, religion or age
13,14 and 15	**Protection of property, the right to an education and the right to free elections** – protects against state interference with your possessions; means that no child can be denied an education and that elections must be free and fair

Please refer to the Guidance for more information.

Useful Websites and documents: Scottish Human Rights Commission Equality and Human Rights Commission
A Guide to the Human Rights Act for Public Authorities
UN Convention on the Rights of the Child

How does your policy affect people's human rights?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate discrimination, harassment, victimisation or any other prohibited conduct **Advance** the aims of the Human Rights Act • Prevent breaches of human rights • Respect people's rights • **Foster** good relations – tackle prejudice, promote understanding	**7, 8, 9, 10, 12**	**1, 2, 3, 4, 5, 6, 11,15**		**The service is based on need and achievement of personal outcomes. Due to the personalised nature of the service, the service will be based around the needs of the individual.**

22   HEALTH & WELLBEING and HEALTH INEQUALITIES

This is about physical and mental health and wellbeing and includes e.g. feelings of safety and security, leisure activity, participation, creativity, affection and developing/achieving your potential. It also covers all aspects of poverty including income and fuel poverty, lack of confidence and self-esteem. The Fairer Scotland Duty places a requirement on public bodies to actively consider how they can reduce inequalities of outcome in any major decision they make.

Think about the determinants of health and the different causes of health inequalities:

- **fundamental causes** like macro-economic position, societal values about fairness and equity
- **wider environmental influences** like availability of jobs; physical environment e.g. pollution, housing, food production, learning, availability services, democratic engagement
- **individual experiences** like mental health and wellbeing, family income, home and heating, diet and nutrition, exercise and physical activity, substance use, learning, readiness for school, ability to navigate services, connectedness, community involvement and personal resilience
- **socio-economic disadvantage** like low income, low wealth, material deprivation and area deprivation

Think about the different causes and types of poverty:

- Will this policy give people and families experiencing poverty the opportunity to make sure that their **voice is heard**?
- Will the policy support people experiencing poverty to **move from dependence to independence**?
- Will the **information and services be easy to access**?
- Will the policy **provide services that meet the needs of people** experiencing poverty?

Think about how this policy will impact on increasing opportunities for:

- Participation in physical activity
- Accessing healthy food choices
- Promoting positive mental health and wellbeing

Useful websites and publications: Health Services Health Inequalities in Scotland Joseph Rowntree Foundation Dumfries and Galloway Council Tackling Poverty Fairer Scotland Duty

How does your policy impact on health and wellbeing and health inequalities?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate inequalities and increase access to opportunities for improving health and wellbeing **Advance** opportunities for increasing health and wellbeing across the whole population **Foster** good practice for population wide health and wellbeing	x			**This is a needs led, person centred service. The service prevents loneliness and isolation. It promotes physical and mental wellbeing and also provides a healthy balanced meal. The service aims to support people who remain in their own home and linked into their own community.** **The service often provides a break from caring for Carers. This can contribute to their improved wellbeing.** **Access to this service is needs based as assessed by Social Work Services. There is a cost per day to attend the service that is defined by Dumfries and Galloway Council's charging policy. A person attending Day Care will be financially assessed and if they are unable to make a contribution as outlined in the charging policy they will not pay to access the service. Transport if required is provided as part of the service and is included within the fee to access the service.**

23 **ECONOMIC AND SOCIAL SUSTAINABILITY**

This is about e.g. pay, employment opportunities, assisting businesses to develop or grow, welfare to work schemes and disadvantaged groups, local self-help schemes, and valuing and supporting voluntary work. It also covers issues around aspects of poverty including individual and community resilience. The Fairer Scotland Duty places a requirement on public bodies to actively consider how they can reduce inequalities of outcome in any major decision they make.

How will your policy impact on e.g. social status, employment (paid or unpaid), opportunities to expand on learning experiences, opportunities for volunteering, encourage investment in skills and training, assist people on low incomes or support other disadvantaged groups in any way, help people access advice on financial inclusion, availability or delivery of services for people living rurally, and increase access to facilities for arts, cultural and leisure pursuits.

How will the policy work in rural areas where the existing infrastructure is typically less developed or where infrastructure does not exist (e.g. mains gas, fast broadband connections)?

Does your policy encourage the payment of the Living Wage?

Useful websites and publications: Poverty Alliance   Scottish Living Wage

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate disadvantage or inequality **Advance** opportunities for individuals **Foster** good relations and sustainability of communities		x		**Day Care provides employment across Dumfries and Galloway. The services also provide opportunities for volunteering which can help people get back into employment or improve their own wellbeing.** **The Day Care services also spends money in local communities through food, activity and transport spend.** **Transport is provided to help people to access this service which will help them to remain in their own communities therefore contributing to social sustainability.**

24   ENVIRONMENTAL SUSTAINABILITY, CLIMATE CHANGE AND ENERGY MANAGEMENT

This is about enhancing the built environment, preserving local heritage, reducing the need to travel by improving or adding to local facilities, conditions for pedestrians and cyclists and promote public transport, living conditions such as housing and green spaces, biodiversity, the amount of emissions, fuel consumption, fuel use, renewable energy technologies,

If the effect or possible effect is minimal, no action is required under the requirements of Strategic Environmental Assessment (SEA) but there is a duty under the Environmental Assessment Scotland Act 2005 to notify the SEA authorities. There are templates available to help this process. This should be noted on the summary sheet.

If there is any likely positive or negative environmental effect, a full SEA may be required.

In order to comply with the Climate Change (Scotland) Act and Carbon Reduction Commitment Energy Efficiency Scheme organisations must maintain accurate records and data with regard to its Emissions. If your policy may lead to a change in levels of emissions, has account been taken of the need to accurately record this data?

Will your policy affect infrastructure, land or buildings?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
Eliminate bad practice particularly in waste and carbon usage **Advance** good practice, particularly the use of innovative technology **Foster** a culture of personal responsibility		x		**Transport routes are planned to ensure the best use of the vehicle. This then minimises the environmental impact of the transport.** **All of day care providers recycle.** **There are garden spaces which contribute to the local environment.**

25 SUMMARY OF IMPACT

Summarise your results from section 12 to 24 in the table below:

Impact Area	Positive Impact	No Impact	Negative Impact
Age	x		
Disability	x		
Sex		x	
Gender reassignment and Transgender		x	
Marriage and Civil Partnership		x	
Pregnancy and Maternity		x	
Race		x	
Religion or belief		x	
Sexual orientation		x	
Human Rights	x		
Health & Wellbeing & Health Inequalities	x		
Economic & Social Sustainability	x		
Environmental Sustainability, Climate Change and Energy Management		x	
	Total Positive Impacts = 5	Total No Impacts = 8	Total Negative Impacts = 0

Positive and No Impact(s) - the Policy needs no further IA at this stage. Transfer the totals to the Summary Sheet for publication
Negative Impact(s) - please complete section 26

26 If Negative Impact(s) have been identified choose the most appropriate option below (a, b or c). Once you have your identified your option, record your decision in the table below highlighting the Impact Area and action to be taken.

a. **unjustifiable** - your policy must be revised and rewritten to remove the negative impact. This is the concept of 'treat' in risk management

b. **can be justified** without further consultation. The justification is noted and recorded and the policy is signed off. This is the concept of 'managed' in risk management

c. **may or may not be justifiable** - the proposed justification for the risk is noted and the policy is then consulted upon at the level that is appropriate. For instance, an employment policy may require only internal consultation where as a service delivery policy may require partner and external consultation.

Impact Area	Option (a), (b) or (c)	Explanation and action to be taken

Once completed transfer the actions to the Summary Sheet for publication

Section 5 : Monitoring And Reviewing

	Guidance
27 How will the implementation of the policy be monitored? Implementation will be monitored through the Contract Monitoring Process.	e.g. customer satisfaction questionnaires.
28 What (if any) environmental data is to be monitored and who is responsible for the collection of this data?	
29 How will the results of the monitoring be used to develop the policy?	This information will be useful when you review the policy
30 When and how is the policy due to be reviewed? This policy will be reviewed in 3 years.	Detail who is responsible. If there are a significant number of negative impacts, then an earlier date may be recommended

Section 6 : Quality Assurance and Public Reporting of Results
(Information required for the Summary Sheet)

The organisation is required to publish the findings and results of all IAs conducted.

Monitoring of IA returns will be carried out by expert advisors and may result in additional information being required or a revised assessment.

The lead person is responsible for collating the key comments and actions. All members of the group should receive a copy of the final impact assessment.

The impact assessment information should be reported as part of the approval process for the policy.

The lead person is responsible for sending a copy of this completed Impact Assessment Toolkit form to the relevant service for the lead organisation where it will be quality assured and then part or all will be published on the public website.

For Dumfries and Galloway Council this is the Planning and Performance Unit - email it to ImpactAssessment@dumgal.gov.uk

For NHS Dumfries and Galloway email it to lynsey.fitzpatrick@nhs.net

Section 7 : Improving the Impact Assessment Process

Feedback (optional) - Please use the space below to detail any matters arising from the Assessment which will help us improve the process

Please score from 1 to 6 where 1 is low and 6 is high	Please tick (✓)					
	1	**2**	**3**	**4**	**5**	**6**
1 How well did this toolkit help you understand the IA process?						
2 Did the toolkit assist you in improving your policy?						
3 Was the language and format easy to follow?						

4   Any other comments **Would prefer to use Ethnicity rather than Race**

Please send this form to:

Planning and Performance Unit, Dumfries and Galloway Council, Council Offices, Dumfries DG1 2DD Drop Point: 320
or email: ImpactAssessment@dumgal.gov.uk

Equality and Diversity Lead, NHS Dumfries and Galloway, High East, Crichton Hall, The Crichton, Dumfries DG1 4TG
or email: lynsey.fitzpatrick@nhs.net