

# Impact Assessment Toolkit Form

# Content

**SECTION 1 General Information**

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**SECTION 7 Quality Assurance**

## Section 1 : General Information

	<b>Guidance</b>
1 Name of policy: Service Planning Framework	The word policy is used throughout this document for ease but it could also be a strategy, plan, project, budget option (saving or income generation).
2 Is this policy: <input checked="" type="checkbox"/> new <input type="checkbox"/> reviewed	
3 Lead Council Service(s) involved in the delivery of this policy: Strategic Planning, D&G HSCP	
4 Who else is involved in the implementation of this policy: Health and Social Care Services	e.g.other Council Departments or partner agencies
5 Lead person:  Viv Gration	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 : <ul style="list-style-type: none"> <li>• Viv Gration, Strategic Planning &amp; Commissioning Manager, HSCP</li> <li>• Lynsey Fitzpatrick, Equality &amp; Diversity Lead, NHS D&amp;G</li> <li>• Frank Morgan, Development Manager, DG Voice</li> </ul>	The tool should be completed by no fewer than two people. It is good practice to involve stakeholders and in particular the relevant Equality Group(s) must be involved.
7 Date of Impact Assessment (IA): 16 August 2017	
8 Do all participants understand the Guidance? <input checked="" type="checkbox"/> Yes	The lead person should check all attending have read and understood the purpose or process of IA



## Section 3 : Evidence

	<b>Guidance</b>
<p>11 What evidence has or will be used to identify any potential positive or negative impacts?</p> <p>Insert details in the sections below (a) to (e):</p>	<p>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</p>
<p>(a) Involvement in development/ review</p> <p>300 stakeholders (list of groups attached) Short life steering group (list attached)</p>	<p>Who has been involved in the development so far of your policy?</p>
<p>(b) Research</p> <p>Local, regional, national guidance and policy (detailed within Appendix 1 of Service Planning Framework)</p>	<p>Have you conducted any research or what research are you using?</p>
<p>(c) Officer/Practitioner knowledge and experience</p> <p>Steering Group were operational managers with experience of current service challenges and capabilities. Strategic Planning Department are experienced in the development of strategy, plans and understanding and analysing the local, regional and national context.</p>	<p>What expertise or individual information are the group using to inform their judgements?</p>
<p>(d) Monitoring data</p> <p>Resulting service plans will be overseen by Health and Social Care Senior Management Team. The service plans will also contribute to the performance framework for HSCP.</p> <p>By undertaking service review within the context of this framework services will be</p>	<p>What data is available locally or nationally to inform the group?</p>

<p>carrying out equality monitoring of people that use their services including those with protected characteristics.</p>	
<p>(e) Feedback  The framework is not enacted yet, but this will form part of the service reviews when undertaken. Two service reviews are underway to test and evaluate the effectiveness of the framework.</p>	<p>What feedback is available to inform the IA? eg both positive and negative users experiences of the policy – surveys, Members enquiries and comments etc</p>

## Section 4: Impacts

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

How to complete the table for each Characteristic:

First decide if your Policy has a Positive/Negative or No Impact. For Positive and Negative Impacts consider if it is High, Medium or Low. Indicate this within the table by using H = High, M = Medium, L = Low. Note you can have both Positive and Negative Impacts and where this occurs you should indicate both within the table. This information will be summarised in Section 25 at the end

Example

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>H</b>		<b>L</b>	
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of others</li> <li>• encouraging participation in public life</li> </ul>		✓		
<ul style="list-style-type: none"> <li>• <b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>			<b>M</b>	

## 12 AGE

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

Remember different age groups have different concerns eg

- 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.

Useful website: [www.ageuk.org.uk](http://www.ageuk.org.uk)

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>M</b>			<p><b>Services are accessible to all stakeholders and service teams enable people who require support to participate in all aspects of their care (for example, ensuring that information is available in a range of formats, or the availability of independent advocacy).</b></p> <p><b>Services make every effort to ensure that their information and physical environment is accessible to everyone including the use of technology.</b></p> <p><b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b></p>
<p><b>Advance</b> equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of others</li> <li>• encouraging participation in public life</li> </ul>	<b>M</b>			<p><b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these. By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and</b></li> </ul>

				<p>representative of protected characteristic groups.</p> <ul style="list-style-type: none"> <li>• collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	<b>L</b>			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• Understand the challenge of health inequality and take action to reduce the impact of these</li> <li>• use the Inequality Framework &amp; Toolkit</li> </ul>
<b>Summary</b>	<b>M</b>			

### 13 DISABILITY

A person has a disability if they have a physical or mental impairment 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 particular 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?

Useful websites: [www.direct.gov.uk/disabledpeople](http://www.direct.gov.uk/disabledpeople) [www.equalityhumanrights.com](http://www.equalityhumanrights.com) [www.dgvoice.co.uk](http://www.dgvoice.co.uk)

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>M</b>			<p><b>Services are accessible to all stakeholders and service teams enable people who require support to participate in all aspects of their care (for example, ensuring that information is available in a range of formats, or the availability of independent advocacy).</b></p> <p><b>Services make every effort to ensure that their information and physical environment is accessible to everyone including the use of technology.</b></p> <p><b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b></p>
<p><b>Advance</b> equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of others</li> <li>• encouraging participation in public life</li> </ul>	<b>M</b>			<p><b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these. By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>take a co-productive approach and will involve and engage with a range of stakeholders</b></li> </ul>

				<p>including people who use services and representative of protected characteristic groups.</p> <ul style="list-style-type: none"> <li>• collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	<b>L</b>			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• Understand the challenge of health inequality and take action to reduce the impact of these</li> <li>• use the Inequality Framework &amp; Toolkit</li> </ul>
<b>Summary</b>	<b>M</b>			

14 **SEX**

This covers:

Biological sex - whether you are a man or a woman

- Does the function or policy take account of the different roles and responsibilities that men and women have?
- 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

<http://www.scottishwomensconvention.org/> <http://www.fawcettsociety.org.uk/> <http://www.engender.org.uk/>  
[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>L</b>			<b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of others</li> <li>• encouraging participation in public life</li> </ul>	<b>M</b>			<b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b> <b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li>• take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</li> <li>• collate equality monitoring information to help</li> </ul>

				<p>them understand the people who use their services to ensure that they are doing all they can to support people to access them.</p> <ul style="list-style-type: none"> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	L			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>Understand the challenge of health inequality and take action to reduce the impact of these</b></li> <li>• <b>use the Inequality Framework &amp; Toolkit</b></li> </ul>
<b>Summary</b>	L			

## 15 GENDER REASSIGNMENT AND 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.
- Does your policy, function or service include people of different gender identities?
- Will your facilities impede transgender individuals in any way?

Useful websites: [www.equalityhumanrights.com](http://www.equalityhumanrights.com) , [www.scottishtrans.org](http://www.scottishtrans.org), [www.equality-network.org/](http://www.equality-network.org/) , [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk)

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	L			<b>Services make every effort to ensure that their physical environment is accessible to everyone (for example changing facilities or gender specific services being sensitive to the needs of transgender people). Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of</li> </ul>	L			<b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b>

<p>others</p> <ul style="list-style-type: none"> <li>encouraging participation in public life</li> </ul>				<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</li> <li>collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<ul style="list-style-type: none"> <li><b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	L			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>Understand the challenge of health inequality and take action to reduce the impact of these</li> <li>use the Inequality Framework &amp; Toolkit</li> </ul>
<p><b>Summary</b></p>	L			

## 16 MARRIAGE AND CIVIL PARTNERSHIP

Marriage is currently defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples.

Useful websites

<http://www.gro-scotland.gov.uk/regscot/getting-married-in-scotland/index.html>

<http://www.gro-scotland.gov.uk/regscot/registering-a-civil-partnership-in-scotland.html>

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	L			<b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>removing or minimising disadvantage</li> <li>meeting the needs of particular groups that are different from the needs of others</li> <li>encouraging participation in public life</li> </ul>		✓		<b>Legislation does not apply here</b>
<ul style="list-style-type: none"> <li><b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>		✓		<b>Legislation does not apply here</b>
<b>Summary</b>	L			

## 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.

Useful websites

<http://www.direct.gov.uk/en/Parents/Moneyandworkentitlements/WorkAndFamilies/Pregnancyandmaternityrights/index.htm>

<http://www.acas.org.uk/index.aspx?articleid=1753>

- How does your policy affect this protected characteristic?
- Do you provide facilities for breastfeeding mothers?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	L			<b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of others</li> <li>• encouraging participation in public life</li> </ul>	L			<b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b> <b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li>• take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</li> <li>• collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>• follow good practice guidance and use</li> </ul>

				<b>established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</b>
<ul style="list-style-type: none"> <li><b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	<b>L</b>			<b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li><b>Understand the challenge of health inequality and take action to reduce the impact of these</b></li> <li><b>use the Inequality Framework &amp; Toolkit</b></li> </ul>
<b>Summary</b>	<b>L</b>			

## 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: [www.equalityhumanrights.com](http://www.equalityhumanrights.com), <http://www.bemis.org.uk/> <http://www.cemvoscotland.org.uk/>

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>M</b>			<b>Services are accessible to all stakeholders and service teams enable people who require support to participate in all aspects of their care (for example, ensuring that information is available in a range of formats, or the availability of independent advocacy). Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>removing or minimising disadvantage</li> <li>meeting the needs of particular groups that are different from the needs of others</li> <li>encouraging participation in public life</li> </ul>	<b>M</b>			<b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b> <b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li><b>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and</b></li> </ul>

				<p>representative of protected characteristic groups.</p> <ul style="list-style-type: none"> <li>• collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
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<ul style="list-style-type: none"> <li>• <b>Summary</b></li> </ul>	<b>M</b>			

## 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 (eg Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

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: <http://www.scottishinterfaithcouncil.org/> <http://www.secularism.org.uk/>

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>M</b>			<b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>removing or minimising disadvantage</li> <li>meeting the needs of particular groups that are different from the needs of others</li> <li>encouraging participation in public life</li> </ul>	<b>M</b>			<b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b> <b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li><b>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</b></li> <li><b>collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</b></li> </ul>

				<ul style="list-style-type: none"> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	<b>L</b>			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• Understand the challenge of health inequality and take action to reduce the impact of these</li> <li>• use the Inequality Framework &amp; Toolkit</li> </ul>
<b>Summary</b>	<b>M</b>			

## 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.

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

Useful website: [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) [www.stonewallscotland.org.uk/](http://www.stonewallscotland.org.uk/) [www.equality-network.org/](http://www.equality-network.org/)

How does your policy affect this protected characteristic?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	<b>M</b>			<b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b>
<b>Advance</b> equality of opportunity by having due regard to: <ul style="list-style-type: none"> <li>• removing or minimising disadvantage</li> <li>• meeting the needs of particular groups that are different from the needs of others</li> <li>• encouraging participation in public life</li> </ul>	<b>M</b>			<p><b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b></p> <p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</b></li> <li>• <b>collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</b></li> <li>• <b>follow good practice guidance and use</b></li> </ul>

				<b>established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</b>
<ul style="list-style-type: none"> <li><b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	<b>L</b>			<b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li><b>Understand the challenge of health inequality and take action to reduce the impact of these</b></li> <li><b>use the Inequality Framework &amp; Toolkit</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Summary</b></li> </ul>	<b>M</b>			

## 21 HUMAN RIGHTS

This is about protecting and promoting individuals' rights and freedoms.

Useful Websites <http://www.scottishhumanrights.com/> [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

How does your policy affect people's Human Rights?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> discrimination, harassment, victimisation or any other prohibited conduct	L			No discrimination because this policy does not discriminate against any individual or group and person centred approaches ensure that the specific needs of individuals are taken into consideration.
<b>Advance</b> the aims of the Human Rights Act <ul style="list-style-type: none"> <li>Prevent breaches of human rights</li> <li>Respect people's rights</li> </ul>	L			No discrimination because this policy does not discriminate against any individual or group and person centred approaches ensure that the specific needs of individuals are taken into consideration.
<ul style="list-style-type: none"> <li><b>Foster</b> good relations – tackle prejudice, promote understanding</li> </ul>	L			No discrimination because this policy does not discriminate against any individual or group and person centred approaches ensure that the specific needs of individuals are taken into consideration.
<b>Summary</b>	L			

## 22 HEALTH & WELLBEING

This is about physical and mental health and wellbeing and includes eg feelings of safety and security, leisure activity, participation, creativity, affection, developing/achieving your potential.

How does your policy impact on lifestyles? eg diet and nutrition, exercise and physical activity, substance use.

Does this policy impact on any health determinants other than the above? If yes, how likely and how significant are the effects?  
Is this policy likely to increase or reduce local health inequalities?

Useful website: [www.scotland.gov.uk/Topics/Health/health](http://www.scotland.gov.uk/Topics/Health/health)

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> health and wellbeing inequalities/ bad practice	<b>H</b>			<p><b>Person centred approach to delivery of care and support considering the needs of people as individuals.</b></p> <p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>Understand the challenge of health inequality and take action to reduce the impact of these</b></li> <li>• <b>use the Inequality Framework &amp; Toolkit</b></li> </ul>
<b>Advance</b> equality of health and wellbeing opportunities	<b>H</b>			<p><b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b></p> <p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</b></li> </ul>

				<ul style="list-style-type: none"> <li>• collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<b>Foster</b> good health and wellbeing practice	<b>H</b>			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• Understand the challenge of health inequality and take action to reduce the impact of these</li> <li>• use the Inequality Framework &amp; Toolkit</li> </ul>
<b>Summary</b>	<b>H</b>			

## 23 ECONOMIC AND SOCIAL SUSTAINABILITY

This is about eg 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.

How will your policy impact on eg social status, employment (paid or unpaid), opportunities to expand on learning experiences, 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 (eg mains gas, fast broadband connections)?

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> disadvantage or inequality	L			<p><b>The Service Planning Framework aims to support delivery of sustainable services locally. Services make every effort to ensure that their information and physical environment is accessible to everyone including the use of technology. Person centred approach to delivery of care and support considering the needs of people as individuals.</b></p>
<b>Advance</b> opportunities for individuals	L			<p><b>Health and social care services face a number challenges in terms of demographic change, workforce and financial constraints. Service reviews should take account of these challenges and aim to address these.</b></p> <p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• <b>take a co-productive approach and will involve and engage with a range of stakeholders including people who use services and representative of protected characteristic groups.</b></li> </ul>

				<ul style="list-style-type: none"> <li>• collate equality monitoring information to help them understand the people who use their services to ensure that they are doing all they can to support people to access them.</li> <li>• follow good practice guidance and use established tools to develop engagement plans and engage with stakeholder in the development and delivery of services.</li> </ul>
<b>Foster</b> good relations and sustainability of communities	<b>L</b>			<p><b>By following this framework for service review service will:</b></p> <ul style="list-style-type: none"> <li>• Understand the challenge of health inequality and take action to reduce the impact of these</li> <li>• use the Inequality Framework &amp; Toolkit</li> </ul>
<b>Summary</b>	<b>L</b>			

## 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 Council 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.

Will your policy affect infrastructure, land or buildings?

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

### Sustainable principle

Indicate if the Impact is High (H), Medium (M) or Low (L) or (✓) if No Impact	Positive Impact	No Impact	Negative Impact	Comments
<b>Eliminate</b> bad practice particularly in waste and carbon useage	L			<b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li>• Consider environmental sustainability as part of any new service development or change</li> <li>• Consider transport links when establishing or reviewing pathways of care</li> </ul>
<b>Advance</b> good practice, particularly the use of innovative technology	L			<b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li>• Consider technology enabled care to develop solutions which enable people and their Carers to support the management and delivery of their own health and wellbeing</li> </ul>

<b>Foster</b> a culture of personal responsibility	<b>L</b>			<b>By following this framework for service review service will:</b> <ul style="list-style-type: none"> <li>• <b>Understand the challenge of health inequality and take action to reduce the impact of these</b></li> <li>• <b>use the Inequality Framework &amp;Toolkit</b></li> </ul>
<b>Summary</b>	<b>L</b>			

**25 SUMMARY OF IMPACT**

Summarise your results from section 12 to 24 in the table below by circling the relevant answer

<u>Impact Area</u>		<u>Positive Impact</u>			<u>No Impact</u>	<u>Negative Impact</u>		
Age	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Disability	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Sex	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Gender reassignment and Transgender	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Marriage and Civil Partnership	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Pregnancy and Maternity	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Race	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Religion or belief	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Sexual orientation	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Human Rights	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Health & Wellbeing	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Economic & Social Sustainability	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	
Environmental Sustainability, Climate Change and Energy Management	High	Medium	Low	<input type="checkbox"/>	Low	Medium	High	

Total Positive Impact = 13	Total No Impact = 0	Total Negative Impact = 0
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Positive and No impact(s) - **the Policy needs no further Impact Assessment 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 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 information to the Summary Sheet for publication

## Section 5 : Monitoring And Reviewing

	<b>Guidance</b>
<p>27 How will the implementation of the policy be monitored? HSCSMT will monitor resulting service plans</p>	e.g. customer satisfaction questionnaires.
<p>28 What (if any) environmental data is to be monitored and who is responsible for the collection of this data? Not applicable</p>	
<p>29 How will the results of the monitoring be used to develop the policy? The Framework will be reviewed every 3 years to ensure remains relevant</p>	This information will useful when you review the policy
<p>30 When and how is the policy due to be reviewed? Formal review every three years, so 2020.</p>	Detail who is responsible. If there are a significant number of negative impacts, then an earlier date may be recommended

## Section 6 : Public Reporting of Results

(information required for the Summary Sheet)

The Council is required to publish the findings and results of all impact assessments conducted.

The lead person is responsible for collating the key comments and actions onto the summary sheet below. All members of the group should receive a copy. A copy should also be sent to the lead service for action.

The summary forms the basis of the committee report information on impact assessment where a report to Committee is required.

The lead person is responsible for sending a copy of this completed Impact Assessment Toolkit form to the Planning and Performance Unit where part or all will be published on the Council's public site. Email it to [ImpactAssessment@dumgal.gov.uk](mailto:ImpactAssessment@dumgal.gov.uk)

**SUMMARY SHEET  
SUMMARY OF IMPACT ASSESSMENT (BLANK)**

Policy	Service Planning Framework	Date of process	16 August 2017
Lead service	Strategic Planning	Contact person for process	Viv Gratton

**Names of those involved in process**

Viv Gratton, Strategic Planning & Commissioning Manager, HSCP  
 Lynsey Fitzpatrick, Equality & Diversity Lead, NHS D&G  
 Frank Morgan, Development Manager, DG Voice

**Summary of Impact Assessment**

The Council is required to publish the findings and results of all impact assessments conducted. The publication should include a summary of the following:

<b>Research and data (section 3)</b>	<p>What was used to assess the impact of the policy and a summary of the findings? Who was involved and consulted during the assessment stage? What were the findings from the consultation and how was this information used to develop the policy?</p> <p>300 stakeholders (list of stakeholder groups attached to main IA)          Short life steering group (membership attached to main IA)          Local, regional, national guidance and policy were used to inform development of the Service Planning Framework.          Feedback from consultation was generally positive, main impact on the development was the shift from developing a service planning framework for acute services to all health and social care services</p>
<b>Impact Assessment (section 4)</b>	<p>From the summary table at number 25 list the:-          Positive Impact(s) – total number &amp; Impact Area          No Impact(s) – total number &amp; Impact Area          Negative Impact(s) – total number &amp; Impact Area</p> <p><u>Positive Impacts – 13</u>          1 High – Health and wellbeing; 5 Medium – Age, Disability, Race, Religion or Belief, Sexual Orientation;</p>

	<p>6 Low – Sex, Gender reassignment and Transgender, Marriage and Civil Partnership, Pregnancy and Maternity, Economic and Social Sustainability and Environmental Sustainability</p> <p><u>No impact – 0</u></p> <p><u>Negative Impacts - 0</u></p>
<b>Monitoring and review (section 5)</b>	<p>How is the policy to be monitored - how often and by whom?</p> <p>Directorate Management Teams and Health and Social Care Senior Management Team will monitor resulting service plans.</p>

### Summary of actions arising from the Impact Assessment

Transfer details from table at number 26

Actions	Responsibility	Timescale

### Section 7 : Quality Assurance

Monitoring of Impact Assessment returns will be carried out by the Planning and Performance Unit and may result in additional information being required or a revised assessment.

**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

Thanks to Lynsey Fitzpatrick for her assistance with this process.

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](mailto:ImpactAssessment@dumgal.gov.uk)