

Impact assessment of: _____

Responsible service/ directorate: _____

Date of assessment: _____

Summary of service/ policy that was assessed:

Summary of Actions arising from Assessment (include all actions arising from sections 2,5,6,7,8 and 9 and ensure that these are included in your service or business plans)		
Actions	Responsibility	Timescale

Contact person for the assessment: _____

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service

1. Aims of the service or policy

2. Fact finding

Make a note here of all information you will be using to carry out this assessment; including previous consultation, involvement, research, equality monitoring and customer/ staff feedback.

Make a note of any gaps in the information and how this will be gathered.

3. Involvement

Have you involved appropriate community groups in the assessment? Please list here who was involved.

If community groups were not involved in the assessment please explain your decision here.

4. Adverse affects

Summarise here any adverse affects identified from your fact finding and assessment team meetings.

Barrier	Adverse affect	Who does this impact on	Why

5. Barriers and actions needed

For each barrier, give some details of the current position in relation to the service/ policy and identify the actions needed, who is responsible for taking the actions forward, when by, any resource implications and who needs to be involved in implementation of the actions.

If a barrier is not applicable to the service/policy, please explain why in the current position box.

A. Built Environment				
Current Position: For example number of buildings open to the public or maintained by the service				
Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

B. Location

Current Position: For example where is the service delivered from, is it office based or in a community setting.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

C. Information and communication

Current Position: For example what information is provided about the service/ policy and who is this aimed at?

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

D. Customer care and staff training

Current Position: For example what training do you provide for your staff in relation to the service/ policy?

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

E. Timing

Current Position: For example is the service based round traditional working hours.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

F. Stereotypes and assumptions

Current Position: For example is the service or policy aimed at one community or a particular type of family unit?

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

G. Cost

Current Position: For example do people have to pay to use the service, will the policy change the way the council charges for its service.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

H. Consultation and involvement

Current Position: For example what consultation is carried out by the service or what involvement are you planning to implement the policy?

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

I. Any other barriers specific to the service/ policy

Current Position: For example is there any other barriers that haven't been covered such as partnership working and any statutory limitations or obligations?

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

6 . Which communities may perceive the impact on them differently?

It is important to look at the potential impact of the service or policy on different sectors of the community and community relations The impact could be negative in that one or more groups are disadvantaged by the service or policy or positive, in that one group may receive greater benefit from the service or policy than do other groups. For example if a grant fund is aimed at one community how will other communities perceive this?

The table below may be useful in focussing on specific aspects, if there are a number of areas to be considered.

Aspect of service/ policy	Negative impact	Positive Impact	Action needed or justification for decision

7. Community Relations

What is the impact of this service or policy on community relations? How can this service or policy be used to promote good/better community relations and what actions do you need to put in place to make this happen?

For example providing opportunities for people from different backgrounds or communities to meet.

Impact	Action needed	Responsibility	Timescale

8. Community Safety

What is the impact of this policy, service or function on community safety and what actions do you need to put in place to make this happen?
For example what is the potential for the service/policy to reduce crime or disorder?

Impact	Action needed	Responsibility	Timescale

9. Governance and ownership

Who needs to agree the actions identified by this assessment and ensure progress is made? How will this be monitored? For example a report to senior management team or the project board responsible for the policy.

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10. Approved by

State here who has approved the actions and outcomes from your impact assessment. This may be your senior management team, your director or Board.

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11. Summary form completed and passed to the Equality Team.

Who by:

Date:

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