

Appendix 1 EQUALITY IMPACT ASSESSMENT FORM: WEST DUNBARTONSHIRE CHCP

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

Section 1: Policy/Function/Decision (PFD) Details

A PFD is understood in the broad sense including the full range of functions, activities and decisions the CHCP is responsible for.

Name of PFD:

**The West Dunbartonshire CHCP
Health and Homelessness Action Plan:**

The West Dunbartonshire CHCP Health and Homelessness Action Plan:

- (a)** Provides a tool for the Self-Assessment and subsequent Independent Assessment of Health Service Access for persons affected by Homelessness; and those in threat of homelessness.
 - (b)** Provides a Framework for New Actions (based on the previous year's Independent Assessment) designed to Improve Service Access for Persons affected by Homelessness.
 - (c)** Provides a tool for the setting of Actions for, and Assessment of, Health Improvement Activities for persons affected by homelessness.
- The HHAP highlights Service User Consultation and Involvement as a priority on-going Action. It is a Board and Scotland-Wide Assessment and Planning Tool created to implement the Scottish Government's Health and Homelessness Standards:
1. The Board's (NHSGGC) governance systems provide a framework in which improved health outcomes for homeless people are planned, delivered and sustained.
 2. The Board takes an active role, in partnership with relevant agencies, to prevent and alleviate homelessness.
 3. The Board demonstrates an understanding of the profile and health needs of homeless people across the area.
 4. The Board takes action to ensure homeless people have equitable access to the full range of health services.
 5. The Board's services respond positively to the health needs of homeless people.

	<p>6. The Board is effectively implementing the Health and Homelessness Action Plan.</p> <p>The HHAP was chosen for EQIA as its successful implementation rests on partnership, cross-agency working which is generally accepted as the optimal way of delivering client/patient-centred care. The HHAP sits within the Inequalities Section of West Dunbartonshire's CHCP Development Plan.</p>
Lead Department & other departments/ partners involved:	<p>West Dunbartonshire Community Health and Care Partnership (CHCP) (Policy and Strategy)</p> <p>West Dunbartonshire Council Housing Services</p> <p>West Dunbartonshire Council Homelessness Services</p>
Responsible Officers	<p>Margaret Walker, Planning Manager, West Dunbartonshire CHCP</p> <p>Ann Drennan, Health, Homelessness and Housing Lead, West Dunbartonshire CHCP</p>
Impact Assessment Team	<p>Margaret Walker, Planning Manager, West Dunbartonshire CHCP</p> <p>Ann Drennan, Health, Homelessness and Housing Lead (HHHL), West Dunbartonshire CHCP</p> <p>Ailsa King, Health Improvement Lead, West Dunbartonshire CHCP</p> <p>Morag MacLeod, Health and Homelessness Worker, West Dunbartonshire Council</p>
Is this a new or existing PFD?	EXISTING
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): July 2012	
End date (this should allow for the assessment to inform decision-making): End December 2012	
What are the main aims of the PFD ?	To support and ensure Equal Access to Health Services.
Who are the main target groups/ who will be affected by the PFD ?	Persons affected by Homelessness, and Persons in Threat of Homelessness across all Care Groups.
Relevance (of PFD to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
Yes: Relevant as this policy is about public service delivery to Persons affected by Homelessness, and Persons in Threat of Homelessness across all care groups, including: Mental Health, Addictions and Children's Services.	
	If yes, complete all sections, 2-9

	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance
Section 2: Evidence	
Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	<p>(1) Homeless Service User Consultation was undertaken within West Dunbartonshire over several days during April and June 2012. A Report on the Findings of the consultation, entitled: Service User Consultation and Involvement, dated July 2012, was subsequently presented to the Planning Manager. Thereafter, additional supporting audit information, provided by the Health and Homelessness Worker, Homelessness Service was added to the Report. Following this consultation exercise, the CHCP will embed an Annual Programme of Homeless Service User Consultation and Involvement using Qualitative Methods of Consultation, and in partnership with the Homelessness Service.</p> <p>(2) Initial discussion has taken place in relation to the initiation of a Forum for homeless clients residing in temporary accommodation.</p> <p>(3) See also Section 3 below.</p>
Research and relevant information	The CHCP Development Plan 2010/13 and the Inequalities Framework included within reflect the needs of marginalised groups, reducing the risk of unequal health outcomes. The CHCP Development Plan and the Local Authority's Homelessness Strategy cross-reference health and homelessness issues, and the CHCP is enabled to deliver the Scottish Government's Health and Homelessness Standards through partnership-working and the sharing of good practice with the Local Authority.
Officer knowledge	Case Studies have been written up following the Homeless Service User Consultation which took place during April and June 2012 (see above). These Case Studies were included in the

	<p>Consultation Report, and have been used to highlight the difficulties experienced by Homelessness Caseworkers when trying to access Community Mental Health Services on behalf of their clients, and have helped to support a review of access to Community Mental Health Services across the CHCP, especially in relation to persons affected by homelessness, and especially those in homelessness supported accommodation.</p>
<p>Equality Monitoring information – including service and employee monitoring</p>	<p>Homelessness Applications collect Basic Equalities Information which is passed to Housing Strategy, West Dunbartonshire Council. Further consideration to be given to the collecting of Equalities Information in relation to: Age, Sex, Race, Sexual Orientation, Disability, Gender Reassignment, Faith, and Socio-economic status.</p> <p>NHSGGC produces Equality Monitoring Reports which ensures that the Services which support and deliver the HHAP are supported by a diverse workforce. The Local Authority also monitors the diversity of its workforce. The backgrounds of service users are requested at point of entry to the service and it seems probable that the location of each service delivering the HHAP reflects the diverse backgrounds of service users and the employees of each service.</p> <p>In West Dunbartonshire, there is a prevalence of White Scottish service users. The HHAP is designed to accommodate the needs of all ethnicities, and to meet the expectations of the Protected Characteristics.</p>
<p>Feedback from service users, partner or other organisation as relevant</p>	<p>Feedback from Homeless Service Users during the Consultation (referred to above) has provided the CHCP with an overview of homeless persons' experiences of health service access. Where issues were identified, these have been addressed directly through assisting the homeless person to access service; and indirectly, through the review of Referral Pathways and Service Access Criteria.</p> <hr/> <p>The Local Authority consults on all strategies. For example, a Draft Temporary Accommodation Strategy was issued for consultation, early 2011. The feedback received was used to shape the Final Strategy. Changes were made to the Strategy and to the Action Plan for the Strategy.</p> <p>The Homelessness Strategy is currently being updated, and some consultation work is being undertaken before a Draft is issued for consultation next year (2013).</p>
<p>Other</p>	

Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	Consultation with persons affected by Disability has been raised as necessary in order that sufficient adapted property is available to disabled homeless clients.
Measure to address these	Consultation with persons affected by Disability is planned, but no date is set for this as yet. This Consultation should be undertaken before the end of 2013.

Note: Link to Section 6 below Action Plan to address any gaps in evidence

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
(1) Consultation with Female Offenders.	(1) Sept. 11 – Feb 12.	(1) Findings from the Consultation presented to the Violence Against Women Link Meeting on 05.12.12.	Sex
(2) Consultation with Vulnerable Women.	(2) As Above.	(2) As Above.	
(3) Consultation with Women's Aid.	(3) Mar. 2013	(3) Awaiting following Consultation.	
(4) Focus Groups with Staff and with the Women's Aid Service.	(4) Mar. 2013	(4) Awaiting following Consultation.	
			Gender Reassignment
Planned Consultation in relation to the availability and provision of adapted property for disabled homeless applicants.	Prior to end 2013.	Not applicable as yet.	Disability
Homeless Service User	April –	Information requested and collected, recorded and	Age

Consultation	June 2012.	reported upon within individual case studies (confidential Appendix to Homeless Service User Consultation Report to Planning Manager, West Dunbartonshire CHCP).	
			Religion/ Belief
	10.05.12 Dumbarton/ 17.05.12 Clydebank	Awareness-Raising Sessions for staff of the Housing Options and Homelessness Service re LGBT were undertaken on 10.05.12 in Dumbarton and on 17.05.12 in Clydebank.	Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
Homeless Service User Consultation	April – June 2012	Assistance provided to homeless clients in relation to socio-economic issues (including advice on rent repayment plans, etc.).	Other

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			NO
Sex	Women and Men: Comprehensive consultations undertaken and Findings fed back to relevant groups (see above). Continuity of Care Audit on Prison Discharge (Male Prisoners).		
Gender Re-assignment			NO
Disability	Mental Health: As per the Working Draft Referral Pathway: Homelessness Services to the Community		

	Mental Health Service.		
Age	1-19 Years of Age: as per the Homeless Families Referral Pathway: Homelessness Services, West Dunbartonshire Council to the Health Visitor/School Nurse Service, West Dunbartonshire CHCP.		
Religion/ Belief			NO
Sexual Orientation			NO
Civil Partnership/ Marriage			NO

Note: Link to Section 6 below Action Plan in terms of addressing impacts

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	√
2. Continue the PFD	√
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:

Note: Link to Section 6 below Action Plan

Section 6: Action Plan Please describe any action which will be taken following the assessment in order to;

- reduce or remove any negative impacts,
- promote any positive impacts, or
- gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
				Race
Act on the Findings of the Continuity of Care Audit on Prison Discharge (Male Prisoners); and the onward Referral Process into Addiction Services.	Morag MacLeod Ann Drennan	To ensure that all Prisoners have received a Housing Options Assessment prior to release, and that accommodation is available to them on release.	31.12.13	Gender
				Gender Reassignment
Consultation on Disability to be carried out (including the utilisation of statistical information); especially in relation to Physical Disability.	Morag MacLeod Ann Drennan Jennifer McMahon, Policy and Strategy Officer, West Dunbartonshire CHCP.	To gain an understanding of the types of accommodation which may be required in order to discharge the Local Authority's Homelessness Duty through the Housing (Scotland) Act 1987 as amended by the Housing (Scotland) Act 2001 and the Homelessness, etc. (Scotland) Act 2003. It is believed that more adapted property is required to enable the Local Authority to discharge its Homelessness Duty to disabled clients of the Homelessness Service.	31.12.13	Disability
				Age
				Religion/ Belief
				Sexual Orientation

				Civil Partnership/ Marriage Pregnancy/ Maternity
<p>The Housing (Scotland) Act 2001 and 2010: Guidance for Social Landlords on Pre-Action Requirements and Seeking Repossession of Social Housing (published June 2012, The Scottish Government).</p> <p>Implementation of the Pre-Action Requirements commenced on 01.08.12, the date set by the Scottish Government.</p>	<p>Housing Service, West Dunbartonshire Council</p>	<p>The introduction by the Scottish Government of the Pre-Action Requirements offers an opportunity for early intervention to prevent homelessness and improve health through partnership working between Health Services and Housing Services when a household is threatened with eviction from their socially-rented tenancy owing to arrears of rent (which may have accrued owing to their ill health, physical or mental).</p>	<p>On-going</p>	<p>Other e.g. cross cutting</p>
<p>The new duty to assess the Housing Support Needs of Homeless Households and to provide Support: Regulations concerning the above new Duty were passed on 14.11.12. The regulations will be commenced in June 2013.</p> <p>The regulations cover</p>	<p>Homelessness Service, West Dunbartonshire Council; &: Ann Drennan re the HHAP</p>	<p>The new duty to assess the Housing Support Needs of Homeless Households, and to provide the required support will support the Local Authority and the CHCP to support positive outcomes from the Health and Homelessness Action Plan.</p>	<p>On-going</p> <p>31.10.13</p>	

<p>broad areas to enable Local Authorities to use flexibility to tailor support to individual requirements. Guidance will be drafted early in 2013 to help households engage with other bodies / organisations with an interest in their welfare.</p>				
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Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD: NO

Section 7: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

<p>How will the PFD be monitored? What equalities monitoring will be put in place?</p>	<p>Annually using the EQIA process.</p>
<p>When will the PFD be reviewed?</p>	<p>December 2013</p>
<p>Is there any procurement involved in this PFD? Yes/No</p>	<p>No</p>

Section 8: Signatures

The following signatures are required:

<p>Lead/ Responsible Officer:</p>	<p>Signature: A Drennan Ann Drennan, Health, Homelessness and Housing Lead, West Dunbartonshire CHCP</p>	<p>Date: 21st December 2012</p>
<p>EIA Trained Officer:</p>	<p>Signature: A Drennan Ann Drennan, Health, Homelessness and Housing Lead, West Dunbartonshire CHCP</p>	<p>Date: 21st December 2012</p>

