

# Assessment Form (IIA)

## June 2012



This form replaces the previous Equality Impact Assessment form used by LBC.  
The key aim of an impact assessment is to ensure that all Council policies, plans and strategies support the corporate mission statement that

‘The needs of Luton’s people will be first in everything we do’.

The aim of this impact assessment process is to:

- Embed Social Justice principles and practice into the Council’s decision making process
- Ensure adherence to the Equality Act 2010 and associated Public Sector Duty
- Minimise duplication of initial impact assessments with regards to Environment and Health
- Ensure Officers have access to the necessary specialist support with regards to all of the above

The table on the first page of this form will enable you to make early consideration of the potential impacts of your proposal with regards to individuals, areas, cohesion, inclusion, the environment and health. You will need to review the impact table once you have completed your assessment to ensure that all impacts are clearly highlighted in the final document.

Once you have completed the table the form will guide you to explain your judgements and then, as appropriate, identify in the action plan how you will be able to enhance and maintain any positive, and mitigate any negative, impacts of your proposal in line with the council’s mission and values.

This form will also help you to identify if you need further specialist advice or whether a more detailed Environmental or Health Impact Assessment may be required.

**For your convenience, please see links to key Corporate and Partnership documents that may help you as you complete this IIA.**

### **Corporate Plan**

<http://intranet/SupportServices/Document%20library/Corporate%20plan%2011th%20July%202011.doc>

### **Equality Charter**

<http://intranet/SupportServices/socialjustice/Document%20library/Equality%20charter.pdf>

### **Social Justice Framework**

[http://www.luton.gov.uk/Community\\_and\\_living/Lists/LutonDocuments/PDF/Social%20Justice/Social%20Justice%20Framework%202012%20-2026.pdf](http://www.luton.gov.uk/Community_and_living/Lists/LutonDocuments/PDF/Social%20Justice/Social%20Justice%20Framework%202012%20-2026.pdf)

### **Family Poverty Strategy**

[http://www.lutonforum.org/Forum/Documents/Family-Poverty-Strategy-Final-October2011\\_001.pdf](http://www.lutonforum.org/Forum/Documents/Family-Poverty-Strategy-Final-October2011_001.pdf)

### **Joint Strategic Needs Assessment (JSNA)**

[http://www.luton.gov.uk/Council\\_government\\_and\\_democracy/Lists/LutonDocuments/PDF/Consultation/Reports/Final%20JSNA%202011.pdf](http://www.luton.gov.uk/Council_government_and_democracy/Lists/LutonDocuments/PDF/Consultation/Reports/Final%20JSNA%202011.pdf)

### **Community Involvement Strategy**

<http://www.lutonforum.org/Forum/Documents/CISfinaljune2010.pdf>

Proposal Title: Commissioning Healthwatch

Lead Officer Name: Sarah Rowe

Date of IIA: 12<sup>th</sup> November 2012

Seen By: Sandra Legate, 14th November 2012  
SJU (Name/Date)

Signed Off By: Pam Garraway 14<sup>th</sup> November 2012  
Bundle Lead/Head of Service  
(Name/Date)

Please provide an outline of your proposal:

It is proposed that the Council commences a tendering process to appoint a suitably qualified organisation to deliver a Local Healthwatch service in Luton. Executive approval of the proposal is sought.

It is intended that Local Healthwatch will become the new consumer champion for publically funded health and social care services, replacing the current LINK service. Each local authority with responsibility for the provision of adult social care has a duty to commission and fund a Local Healthwatch service in their area with effect from 1<sup>st</sup> April 2013.

Healthwatch Luton will carry out the functions LINKs currently deliver as well as additional responsibilities relating to signposting. In broad terms the responsibilities of Local Healthwatch will be:

- Influencing: enabling local people to monitor health and social care services, gathering views about people's experiences of services, and making reports and recommendations to commissioners, providers and Healthwatch England about potential improvements
- Signposting: providing advice and information about how to access services and about choices they may make.

In addition, also with effect from 1<sup>st</sup> April 2013, responsibility for commissioning NHS Independent Complaints Advocacy Services (NHS ICAS) transfers from the Department of Health (DH) to Local Authorities. This service is currently commissioned by DH via three contracts nationally, with a single provider covering the East of England, London and the West Midlands. An interim arrangement is proposed for the NHS ICAS service for 2013/14 only, involving a continuation of the current regional service provided by Pohwer. This will provide the authority with time to scope commissioning arrangement from 2014/15 onwards, by developing an understanding of the profile of customer take up and service costs.

Please list other contributors and stakeholders involved in the preparing of this assessment:

If there is any potential impact on staffing you must invite trade union involvement in the preparation of this assessment:

No impact on LBC staffing. There may be a TUPE implication for staff of the current provider which will be addressed during the procurement process.

## IMPACT TABLE

The purpose of this table is to consider the potential impact of your proposal against the Equality Act 2010 'protected characteristics' and other key priorities of Community Cohesion, Social Inclusion, Health and Environment. We also ask you to consider potential outcomes against the key priorities of our Corporate Plan (see link).

Once you have completed this process you should have a clearer picture of any potential significant impacts\*, **positive**, **negative** or **neutral**, on People or Places as a result of your proposal. The rest of the questions on this form will help you clarify impacts and identify an appropriate action plan.

("Significant impact" means that the proposal is likely to have a noticeable effect on specific section(s) of the community greater than on the general community at large).

In relation to the protected characteristics below, will the proposal have an impact in relation to the outcomes below?

Please fill out this table as much as you can initially. Once you have completed the rest of the form, come back and complete as appropriate	Impact Identified	Outcomes Having identified the impact will it contribute to any of the following Council priorities below?		
		Empower, support & protect the vulnerable (Equality)	Improve life & learning opportunities for all (Inclusion)	Improve health & reduce health inequalities (Health)
<b>PEOPLE</b>	delete as applicable from the selection below <input checked="" type="checkbox"/> = Positive <input checked="" type="checkbox"/> = Negative <input type="checkbox"/> = Neutral			
Race	<input type="checkbox"/>	N/A	N/A	Yes
Gender	<input type="checkbox"/>	N/A	N/A	Yes
Disability	<input type="checkbox"/>	N/A	N/A	Yes
Sexual Orientation	<input type="checkbox"/>	N/A	N/A	Yes
Age	<input type="checkbox"/>	N/A	N/A	Yes
Religion/Belief	<input type="checkbox"/>	N/A	N/A	Yes
Gender Reassignment	<input type="checkbox"/>	N/A	N/A	Yes
Pregnancy/Maternity	<input type="checkbox"/>	N/A	N/A	Yes
Marriage/Civil Partnership (HR issues only)	NA	N/A	N/A	N/A
Care Responsibilities <sup>1</sup> (HR issues only)	NA	N/A	N/A	N/A
<b>PLACE</b>				
Strengthen community cohesion	<input type="checkbox"/>	N/A	N/A	N/A
Tackling poverty/ promoting social inclusion	<input type="checkbox"/>	N/A	N/A	N/A
Area/Wards affected All Wards	<input type="checkbox"/>	N/A	N/A	N/A
<b>ENVIRONMENT</b>				

<sup>1</sup> This is a Luton specific priority added to the 9 protected characteristics covered under the Equality Act and takes into account discrimination by association.

Protect and enhance the quality of the natural and built environment	<input type="checkbox"/>	N/A	N/A	N/A
<b>HEALTH</b>				
Promoting health and wellbeing	<input checked="" type="checkbox"/>	N/A	N/A	Yes

**Please answer the following questions to help you identify any actions you may need to take with regards to impacts of this proposal**

### 1. Consultation

**1.1** Have you made use of existing recent research, evidence and/or consultation to inform your proposal?  
Please insert links to documents as appropriate.

No – not considered relevant to this proposal.

If you would like to know of any potentially relevant research already carried out, please click on the following link below to ***LBC Consultation Portal***

For other local statistics and information, click on the following below link for ***Luton Observatory***

#### Guidance Notes:

If no use has been made of research, please contact the Consultation and Engagement Team  
At [Communitycon@luton.gov.uk](mailto:Communitycon@luton.gov.uk) and/or the Research & Intelligence Team at  
[research.intelligence@luton.gov.uk](mailto:research.intelligence@luton.gov.uk)

[Click here for LBC Consultation Portal](#)

[Click here Luton Observatory](#)

**Insert any links to reference websites below.  
One per space only**


**Insert any relevant files in the spaces below.  
One per space only**


[For advice and support from Consultation Team click here](#)



**1.2** Have you carried out any specific consultation with people likely to be affected by the proposal? (if yes, please insert details, links to documents as appropriate).

**Guidance Notes:** If no, please explain why this has not been done - you may wish to speak to the Consultation Team first as a lack of sufficient consultation could render this IIA invalid and place the Council at risk of Judicial Review.

**Yes.** Consultation has been conducted with LINK members and a range of third sector agencies and with health sector partner agencies to develop the parameters for the establishment of Healthwatch Luton (insert weblink to Public & Patient Involvement report).

[For advice & support from the Social Justice Unit click here](#)

## **2. Impacts on People**

**2.1** Where you have identified a **positive**\* impact please explain the nature of this impact.

### **Guidance Notes:**

If you identify positive impacts with regards to one or more groups listed above please outline how these can be enhanced and maintained against each group identified. Specific actions to be detailed in action plan below.

*\*By positive impact we mean, is there likely to be a noticeable improvement experienced by people sharing a characteristic?*

2.2 Where you have identified a **negative**\* impact please explain the nature of this impact.

**Guidance Notes:**

Please use this box to explain why you feel the proposal may be negative and outline what the consequences will be against each group identified. You will need to identify whether mitigation is available, what it is and how it could be implemented. Specific actions to be detailed in action plan below.

*\*By negative impact we mean is there likely to be a noticeable detrimental effect on people sharing a characteristic?*

**If you can identify no mitigation with regards to negative impacts on one or more of the protected groups you must contact the Social Justice Unit – Click the email link box above.**

2.3 Where you have identified a **neutral**\* impact for any group, please explain why you have made this judgement.

**Guidance Notes:**

*You need to be confident that you have provided a sufficient explanation to justify this judgement.*

*\*By neutral impact we mean that there will be no noticeable impact on people sharing a characteristic*



The establishment of Healthwatch Luton is considered likely to have a neutral impact in so far as it is replacing an existing service (the LINK) with a broadly comparable service (the new Healthwatch Luton service). It should be noted that the Commissioning team will be working to ensure that lessons learned from the LINK model of provision will be fed into commissioning process for the new service, and that the impact of the new service will at least match and where possible improve on that of the current arrangement.

A detailed service specification has been developed for the new service which is currently the subject of consultation with a relevant agencies including existing LINK members, third sector agencies and the statutory health sector. The intention is to ensure that the new provider delivers an effective service and achieves the following outcomes:

1. Healthwatch Luton gathers evidence from a representative cross section of the community, including those whose voices are less readily heard, using a diverse range of engagement methods. Evidence gathering activities are planned and delivered in collaboration with the engagement structures and partnership groups that already exist in the town, and with an understanding of what quantitative and qualitative data is available from other sources.
2. Healthwatch Luton uses its legislative powers of Enter and View in a targeted and professional way, planned with health and social care commissioners, and using fully trained and supported staff and volunteers.
3. Healthwatch Luton influences commissioning and service developments through the effective presentation of qualitative and quantitative information drawn from the experiences, feedback and views of local people.
4. Healthwatch Luton is represented effectively on the Health and Wellbeing Board (HWB) and other strategically relevant health and social care planning and decision making bodies
5. Healthwatch Luton provides recommendations, advice and/or assistance to Healthwatch England committee when needed or requested to do so in accordance with the Health and Social Care Act.
6. Healthwatch Luton provides a high quality signposting service for information and advice about Health and Social Care services, that can be accessed in a range of ways, and which is used by people from all sections of the community
7. Healthwatch Luton is recognisable to local residents and agencies as the consumer champion for adult social care and health services. It is co-productive in its approach, developed with the local community, it is easy to get hold of, is well connected and provides a high quality service
8. Healthwatch Luton has a culture that values the contribution of volunteers and provides a range of supported volunteering roles to suit different interests and add capacity to delivering Healthwatch.
9. Services are provided according to value for money principles, maximising the scope for achieving economies of scale for example by working with partner agencies.

[For advice & support from the Social Justice Unit click here](#)

### 3. Impacts on Cohesion

If you have identified an impact on community cohesion, please describe here what this may be and who or where you believe could be affected.

#### Guidance Notes:

By 'impact on community cohesion' we mean - is the proposal likely to have a noticeable effect on relations within and between specific section(s) of the community, neighbourhoods or areas.

You will need to consider here actions to enhance and maintain positive impacts and how to mitigate negative impacts.

Specific actions to be detailed in action plan below.

If you can identify no mitigation with regards to negative impacts on community cohesion you must contact the Social Justice Unit – Click email link box above

[For advice & support from the Social Justice Unit click here](#)

### 4. Impacts on Poverty & Inclusion

If you have identified an impact on tackling poverty/promoting social inclusion, please describe here what you believe this would be and who you believe would be affected.

#### Guidance Notes:

By poverty and inclusion we mean - is the proposal likely to have a noticeable effect on households that are vulnerable to exclusion, e.g. due to poverty, low income and/or in areas of high deprivation.

You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts.

Specific actions to be detailed in action plan below

If you can identify no mitigation to negative impacts on tackling poverty or promoting social inclusion you must contact the Social Justice Unit for advice - Click email link box above



## 5. Health & Wellbeing

If you have identified an impact with regards to promoting Health and Wellbeing please consider the questions below in more detail.

**5.1** Please describe what this impact is and who may be specifically affected by the proposal.

### Guidance Notes:

By impact on health and wellbeing we mean - is there the potential for a positive or negative impact on the physical, mental or social well-being of an individual / group. You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts.

### Specific actions to be detailed in action plan below

If you are unable to identify mitigation to questions 5.1 and 5.2 then you must contact the Public Health Team for advice. - Click email link box above

The impact of the new service on Health and Wellbeing is expected to be positive. The service is intended to engage local people and gather their views to help shape and improve health and social care services. Work has been conducted with the current LINK to draw out the lessons from consumer engagement in health and care services over the past five years, and to build on this in shaping the new service. The vision for the new service, developed with local agencies, is as follows:

Healthwatch Luton will be an independent local consumer champion bringing together people's views and experiences to improve health and social care. It will provide effective information, advice and signposting for people to support their choices about health and social care services. It will be:

- Accessible, inclusive and representative of all
- Well known, professionally managed and organised
- Built on existing knowledge and expertise, using partnerships and collaborations to provide high quality functions and services
- Independent and for the benefit of the whole community
- Influential respected and trusted by local people, decision-makers and service providers.

**5.2** Will the proposal impact positively or negatively on access to, and /or quality of, health and wellbeing services?

**Guidance Notes:**

By Health and Wellbeing services we mean clinical services as well as, for example, health improvement services such as Stop Smoking, weight management, alcohol and drug services, exercise programmes, affordable warmth, falls prevention etc.

You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts

**Specific actions to be detailed in action plan below.**

If you are unable to identify mitigation to questions 5.1 and 5.2 then you must contact the Public Health Team for advice. - Click email link box above

It is anticipated that the new service will have a positive impact on access to and the quality of health and well being services. The new service is designed to ensure the consumer voice influences the way health and social care services are shaped. The new service will also incorporate a signposting component – increasing the level of signposting provision for health and social care services in Luton.

[For advice and support from the Strategy & Sustainability Team click here](#)

**6. Impacts on the natural & built environment**

If you have identified an impact on the natural and built environment please consider the questions below.

Are there aspects of this proposal that may:

- a)** help in reduction of greenhouse gas emissions, produced by the burning of fossil fuels (i.e. coal, oil), which is likely to add to the effects of climate change
- b)** have an effect on conservation of energy, water, minerals and materials
- c)** have an impact on the amount of waste that could be generated through the implementation of the proposal
- d)** impact positively or negatively on access to and the quality of the natural environment (eg parks, play areas, green spaces, conservation areas)
- e)** improve people's or infrastructure's resilience towards extreme weather conditions
- f)** affect amount of car journeys to/from a particular site

**Guidance Notes:**

If you identify positive impacts with regards to questions please outline how these can be enhanced and maintained. If you identify negative impacts in response to questions then you will need to explain any actions that you intend to take to mitigate these impacts.

**Specific actions to be detailed in action plan below**

If you are unable to identify mitigation with regards to questions 6.a-f then you must contact the Strategy and Sustainability Team at [myclimate@luton.gov.uk](mailto:myclimate@luton.gov.uk) as a more detailed specialist consideration of this proposal will be necessary. Click email link box above

a)
b)
c)
d)
e)
f)

Please detail all actions that will be taken to enhance and maintain positive impacts and to mitigate any negative impacts relating to this proposal in the table below:

Action	Deadline	Responsible Officer	Intended Outcome	Date Completed/ Ongoing

A review of the action plan will be prompted 6 months after the date of completion of this IIA

**Key Contacts:**


**Summary of Findings and Actions (for publication and to be written by the author)**

### **Next Steps**

- All Executive Reports must have an IIA attached (where relevant)
- All report authors must complete the IIA section of Executive Reports (equalities, cohesion, inclusion, health, environment)
- All reports are to be forwarded to the Social Justice Unit, Public Health and Strategy & Sustainability Unit for sign off in time for Executive deadline
- Social Justice Unit, Public Health and Strategy & Sustainability Unit to highlight key points of concern from IIA in their sign off comments
- On the rare occasion that the Social Justice Unit are unable to sign off the report, e.g. recommendations are in breach of legislation, a statement will be submitted by Social Justice Unit Manager or Equality and Diversity Policy Manager
- Completed and signed IIA's will be published on the internet once the democratic process is complete