

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report	✓	Final report	
----------------	---	--------------	--

(Tick as appropriate)

1. Title of plan, policy or strategy being assessed

Policy Development & Implementation

2. What will change as a result of this proposal?

The proposal is that we examine areas whereby Policy reviews, changes or developments (including implementation) will maximise our opportunities to shift and manage expectations, provide consistency of assessment and care management responses and identify potential reductions on our expenditure.

This will support and enable fair and consistent policy development and implementation, which supports the EIJBs approach to enabling people to be as independent as possible whilst promoting choice and flexibility.

Key guiding principles will be to:

- Support and enable consistent implementation of existing policy
- Evolve and develop policy that supports more radical person centred approaches to service delivery
- Ensure we have consistent appropriate policies and procedures in place across the board

Ensuring fair and consistent policy facilitates an equity based approach and supports the recent Feeley Report which emphasises that people should be supported to better understand their rights to social care and support

These changes will underpin our work across health and social care system and will support strategically significant areas of work e.g. purchasing.

A full integrated impact assessment (IIA) is not possible at this stage as policy reviews are yet to be carried out and any proposed changes are as yet unknown. IIAs will be carried out at an appropriate stage of any policy development or change.

This assessment provides a high-level consideration of the proposal to carry out a review of policies but does not seek to presume outcomes of any the reviews. It will however help inform the guiding principles and approaches taken when carrying out any policy review, development or change.

3. Briefly describe public involvement in this proposal to date and planned

To date, there has been no public involvement regarding the proposals.

4. Date of IIA

24rd February 2021

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	IIA Role	Job Title	Date of IIA training
Tom Cowan	Lead Officer	Head of Operations – EHSCP	
Deborah Mackle	Contributor/ Subject matter expert	EHSCP Locality Manager South West	
Nikki Conway	Contributor/ Subject matter expert	EHSCP Locality Manager South East	
Katie McWilliam	Contributor/ Subject matter expert	Strategic Planning & Quality Manager - Older People & Carers	2009
Mark Grierson	Contributor/ Subject matter expert	Disability Support and Strategy Manager	
Jenny McCann	Facilitator/Report writer	Programme Manager - Finance	16/03/20
Sarah Bryson	Facilitator/ Note taker	Strategic Planning & Commissioning Officer	Nov 2017

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need: <i>Joint Strategic</i>	Yes	Provides supporting information for understanding the

Evidence	Available?	Comments: what does the evidence tell you?
<p><i>Needs Assessment (JSNA)- City of Edinburgh HSCP (2015)</i></p> <p><i>Edinburgh HSCP Joint Strategic Needs Assessment: Health and Care Needs of People from Minority Ethnic Communities (April 2018)</i></p> <p><i>Edinburgh Integration Joint Board Strategic Plan (2019-2022)</i></p>		<p>demographics of the wider population in the City of Edinburgh (https://www.edinburghhsc.scot/wp-content/uploads/2020/01/Joint_Strategic_Needs_Assessment.pdf)</p> <p>Provides an understanding of what contributes to poor health and wellbeing and the barriers and challenges to seeking and obtaining support (many being interrelated). The report includes an overview of the main contributors, from the perspective of people in minority groups and people involved in supporting them. These include: The impact of discrimination and racism</p> <ul style="list-style-type: none"> • Language barriers and literacy issues - affecting access and engagement • Poverty and low socio-economic status • Social isolation • Culture and religion-specific issues which impact on health-seeking behaviours • Stigma e.g. of mental health issues • Impact of trauma and crisis in home country e.g. asylum seekers • Interaction with the health care system – expectations versus reality. <p>Actions highlighted as needed to address these include:</p> <ul style="list-style-type: none"> • Staff training including cultural sensitivity • Recognition of the role of the Third Sector • Effective community engagement • Developing effective approaches to prevention including overcoming isolation. <p>https://www.edinburghhsc.scot/wp-content/uploads/2020/03/JSNA-Health-Needs-of-Minority-Ethnic-Communities-Edinburgh-April-2018.pdf</p> <p>Details the Strategic direction of the EIJB which will inform any policy development and change https://www.edinburghhsc.scot/wp-content/uploads/2020/01/Strategic-Plan-2019-2022-1.pdf</p>
<p>Data on service uptake/access</p>	<p>Yes (will be requested)</p>	<p>Relevant data will be requested as appropriate to any policy development/ change</p> <p>Any policy development and change would take into consideration any impact on Data Protection and a Data Protection Impact Assessment (DPIA) would be completed as required</p>
<p>Data on equality outcomes</p>	<p>Yes (will be requested)</p>	<p>Relevant data will be requested as appropriate to any policy development/ change</p>

Evidence	Available?	Comments: what does the evidence tell you?
Research/literature evidence	Yes (will be identified)	<p>Appropriate evidence will be identified that supports and demonstrates the rational for any policy development/ change. This will include, but will not be limited to:</p> <ul style="list-style-type: none"> - Appropriate/ relevant COSLA Guidance - Benchmarking against what is delivered by other Local Authorities/ Health and Social Care Partnerships (HSCPs)/ Third sector partners in other areas across the region/ country - Linking in with relevant representative and advisory bodies e.g. Social Work Scotland/ Care Inspectorate
Public/patient/client experience information	Yes (will be identified)	<p>Appropriate public/patient/client experience information and evidence will be identified that will support and inform any policy development/ change. This will include, but will not be limited to:</p> <ul style="list-style-type: none"> - Consultation feedback from the Edinburgh Health and Social Care Pact - Carers Strategy consultation - Complaints and compliments received - Utilising experts within our workforce that represent our population
Evidence of inclusive engagement of service users and involvement findings	Yes (will be identified)	<p>Appropriate evidence of inclusive engagement of service users and involvement findings will be identified that will support and inform any policy development/ change. This will include, but will not be limited to:</p> <ul style="list-style-type: none"> - Consultation feedback from the Edinburgh Health and Social Care Pact - Carers Strategy consultation - Complaints and compliments received - Utilising experts within our workforce that represent our population
Evidence of unmet need	Yes	<p>Appropriate evidence will be identified that supports and demonstrates the rational for any policy development/ change. This will include, but will not be limited to:</p> <ul style="list-style-type: none"> - Edinburgh Joint strategic needs assessment (JSNA) - Relevant demand and capacity data
Good practice guidelines:	Yes	<p>Appropriate evidence will be identified that supports and demonstrates the rational for any policy development/ change. This will include, but will not be limited to:</p> <ul style="list-style-type: none"> - Appropriate/ relevant COSLA Guidance - Statutory Guidance e.g. <i>Social Care (Self-directed Support) (Scotland) Act 2013: statutory guidance</i>, https://www.gov.scot/publications/statutory-guidance-accompany-social-care-self-directed-support-scotland-act-2013/pages/7/
Environmental data	No	

Evidence	Available?	Comments: what does the evidence tell you?
Risk from cumulative impacts	Yes	The cumulative effect and impact of changes to a number of policies will need to be considered. Therefore any policy development or change will need to be cognisant of the cumulative impact of any changes on individuals and their unpaid carers.
Other (please specify)	Not currently identified	
Additional evidence required	Not currently identified	

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p><u>Positive</u></p> <p>The overarching aims of the policy reviews are to ensure that:</p> <ul style="list-style-type: none"> • fairness and consistency are applied to: decision making; resource allocation and practice • service provision is commensurate with need. • there is a consistent understanding and application of any policies/changes <p>People/ Citizens</p> <p>The policy reviews will take a person-centred/human rights approach and align with the values, priorities and guiding principles of the IJB's Strategic Plan.</p> <p>They will be an opportunity to help ensure positive choice, control and equality of outcomes for residents.</p> <p>Any changes to service provision which may arise as a result of any review will impact on proportionately more older people, people with disabilities and carers (either positively or negatively) compared to the general population due to the inherent demographics of service users.</p> <p>The policy reviews will be an opportunity to help realise connections with other workstreams including 3 Conversations, the Edinburgh Pact and the EIJBs Transformation Programme.</p>	<p>All groups but in particular older people, people with disabilities, those living with Long Term Conditions and unpaid carers</p>

<p>Assessment and care management function supports a holistic approach to the assessment of peoples assets and network as well as the networks around them. The policy reviews will be an opportunity to maximise effective use of budget spend by targeting resources to where they are needed most and optimising the potential of community and family assets.</p> <p>The reviews will provide an opportunity to consider and align where possible to the recommendations of the Feeley report</p> <p>Reviews will benchmark, where relevant, with other health and social care partnerships and consider best practice.</p> <p>Staff</p> <p>A policy-based approach to service provision will provide a level of clarity and confidence for staff and will support them to make consistent and fair decisions.</p> <p><u>Adverse</u></p> <p>People/ Citizens</p> <p>There may be citizens who will be negatively impacted as a result of policy reviews due to potential changes to service eligibility criteria. This may lead to a potential sense of loss</p> <p>The reviews will take cognisance of the potential that changes may result in additional pressures on carers and take measures to prevent this.</p> <p>Staff</p> <p>Staff may be put under pressure or face hostility when advising service users of changes to service provision due to changes in policy.</p> <p>As any more detailed reviews or changes are identified and agreed, the impact on staff will be thoroughly considered</p>	<p>Staff</p> <p>All groups but in particular older people, people with disabilities, those living with Long Term Conditions and unpaid carers</p> <p>Unpaid carers</p> <p>Staff</p>
<p>Environment and Sustainability</p> <p><u>Positive</u></p> <p>Reviews of policy and practice will provide an opportunity to implement change to culture and working practices and help support the Edinburgh 2030 net-zero carbon target.</p> <p>Any changes proposed should align with the <i>NHS Lothian</i></p>	<p>Affected populations</p> <p>All groups</p>

Sustainable Development Framework and Action Plan and CEC Sustainability Strategies.(CEC strategy to be published in Spring 2021)

Adverse

Non identified at this stage

Economic

Positive

A consistent, equitable approach based on level of need will be applied when allocating services which will help ensure services are prioritised and help protect the economic sustainability of service provision.

The policy reviews will be an opportunity to maximise effective use of budget spend by optimising community and family assets and targeting resources to where they are needed most.

Adverse

There may be changes to eligibility criteria resulting in changes to service provision for some users

Affected populations

All groups but in particular older people, people with disabilities, those living with Long Term Conditions and unpaid carers

All groups but in particular older people, people with disabilities, those living with Long Term Conditions and unpaid carers

8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children’s rights, environmental and sustainability issues be addressed?

No

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

Communication plan(s) including specific information for people, unpaid carers, councillors and staff will be developed as appropriate and will include consideration of easy read and dementia friendly versions, BSL, Braille, hearing loop, information on screens, audio signage, and use of Happy to Translate.

Feedback from ongoing communication with stakeholders , in particular the Edinburgh Pact and the 3 Conversations Model will iteratively inform any policy reviews, development or changes.

10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

No further evidence is required at this stage

**12. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 10 above)
Please complete:**

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Consideration of the key aspects/principles discussed above should be applied when carrying out any policy review, development or changes.	Tom Cowan	Ongoing	Ongoing
All relevant existing survey information, reports, feedback etc should be used to inform policy reviews e.g. updated JSNA	Tom Cowan	Ongoing	Ongoing
Consideration should be given to those who have barriers to communication when developing communication plans	Tom Cowan	Ongoing	Ongoing

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
<p>Connections with the learning and development workstreams should be made when implementing any changes.</p> <p>Best practice in change management should be followed to ensure staff are supported through any change processes.</p>	Locality Managers	Ongoing	Ongoing
Relevant and appropriate organisational change policies and procedures should be applied and adhered to	Tom Cowan	Ongoing	Ongoing
Continue work to link to specialist services including income maximisation services	Tom Cowan	Ongoing	Ongoing
Any changes proposed should align with the <i>NHS Lothian Sustainable Development Framework and Action Plan</i> and <i>CEC Sustainability Strategy (still to be published)</i> and help meet the Edinburgh Net -Zero carbon target	Tom Cowan	Ongoing	Ongoing
The cumulative effect of changes to a number of policies will need to be considered. Therefore any policy development or change will need to be cognisant of the cumulative impact of any changes on individuals and their unpaid carers.	Tom Cowan	Ongoing	Ongoing

13. Are there any negative impacts in section 7 for which there are no identified mitigating actions?

No

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

Monitoring of policy reviews, development and change will be built into the monitoring of the savings and governance programme.

Where appropriate there will be ongoing consultation with staff, patients, and carers about any changes.

15. Sign off by Head of Service/ Project Lead

Name: Tom Cowan (Head of Operations – EHSCP)

A handwritten signature in black ink, appearing to read 'Tom Cowan', written in a cursive style.

Date: 01/03/21

16. Publication

Send completed IIA for publication on the relevant website for your organisation.
[See Section 5](#) for contacts.

Section 5 Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

- **Midlothian Council**

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.midlothian.gov.uk/downloads/751/equality_and_diversity

- **NHS Lothian**

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to Strategyandbusinessplanning@edinburgh.gov.uk to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.