

Appendix Four: Rapid Impact Checklist; an Equality and Diversity Impact Assessment Tool:

Health and Social Care Integration Scheme for Aberdeen City, February 2015

Which groups of the population do you think will be affected by this proposal?

Other groups:

- Minority ethnic people (incl. Gypsy/travellers, refugees & asylum seekers)
- Women and men
- People with mental health problems
- People in religious/faith groups
- Older people, children and young people
- People of low income
- Homeless people
- Disabled people
- People involved in criminal justice system
- Staff
- Lesbian, gay, bisexual and transgender

NHS Grampian and Aberdeen City Council staff involved in the provision of health and social care services in Aberdeen City. People who live in Aberdeen City and who use health and social care services. These individuals may be members of several of the above groups.

N.B The word proposal is used below as shorthand for any policy, procedure, strategy or proposal that might be assessed

What positive and negative impacts do you think there may be?

Which groups will be affected by these impacts?

What impact will the proposal have on lifestyles?

For example, will the changes affect:

- Diet and nutrition

√ Positive. The Integration Scheme emphasises the need for people to look after and improve their own health.

<ul style="list-style-type: none"> • Exercise and physical activity • Substance use: tobacco, alcohol and drugs? • Risk taking behaviour? • Education and learning or skills? 	<p>√ Positive. The Integration Scheme emphasises the need for people to look after and improve their own health.</p> <p>√ Positive. Drug and alcohol services are included in the Integration Scheme.</p> <p>√ Positive. One of the key aims of the integration process is to ensure that services are provided in such a way that users are kept safe from harm.</p> <p>√ Positive. The Integration Scheme is a learning opportunity for NHS Grampian and Aberdeen City Council staff involved in the provision of health and social care services in Aberdeen City. It is also a learning opportunity for people who live in Aberdeen City and who use health and social care services and the wider community in general.</p>
<p>Will the proposal have any impact on the social environment? Things that might be affected include:</p> <ul style="list-style-type: none"> • Social status • Employment (paid or unpaid) • Social/Family support 	<p>None.</p> <p>Negative. All re-organisations lead to uncertainty and stress for the staff directly involved. Integration may also have implications for employment prospects.</p> <p>√ Positive. A key aim of the Integration Scheme is to provide support for unpaid carers to reduce any negative impacts that caring may have on their own health and well being.</p> <p>√ Positive. A key aim of the Integration Scheme is to provide support for unpaid carers to reduce any negative impacts that caring may have on their own health and well being.</p>

<ul style="list-style-type: none"> • Stress • Income 	<p>Negative. All re-organisations lead to uncertainty and stress for the staff directly involved. Integration may also have implications for employment prospects.</p> <p>Negative. Integration may have implications for employment and thereby income.</p>
<p>Will the proposal have any impact on the following?</p> <ul style="list-style-type: none"> • Discrimination? • Equality of opportunity? • Relations between groups? 	<p>Negative. The Integration Scheme document does not fully comply with the requirements of the Royal National Institute for the Blind “Good Practice“Guidelines.</p> <p>None.</p> <p>None.</p>
<p>Will the proposal have an impact on the physical environment?</p> <p>For example, will there be impacts on:</p> <ul style="list-style-type: none"> • Living conditions? • Working conditions? • Pollution or climate change? 	<p>√ Positive. The integration process should allow people with disabilities, long term conditions or who are frail, to live as far as reasonably practical, independently and at home, or in a homely setting in their community, for longer.</p> <p>Negative. The Integration process might require staff to move locations. This can be stressful to staff.</p> <p>None.</p>

<ul style="list-style-type: none"> • Accidental injuries or public safety? • Transmission of infectious disease? 	<p>√ Positive. One of the key aims of the integration process is to ensure that services are provided in such a way that users are kept safe from harm.</p> <p>None.</p>
<p>Will the proposal affect access to and experience of services? For example,</p> <ul style="list-style-type: none"> • Health care • Transport • Social services • Housing services • • Education 	<p>√ Positive. The integration of health and social care should lead to “seamless” care for the population of Aberdeen City. This should enhance the health and social care experience.</p> <p>None.</p> <p>√ Positive.</p> <p>√ Positive. Care Home and other residential provision will be part of the integrated service.</p> <p>√ Positive. The Integration Scheme is a learning opportunity for NHS Grampian and Aberdeen City Council staff involved in the provision of health and social care services in Aberdeen City. It is also a learning opportunity for people who live in Aberdeen City and who use health and social care services and the wider community in general.</p>

For further information please contact: Nigel Firth, Equality and Diversity Manager on (01224) 552245 or by email at: Nigel.firth@nhs.net or internal NHS Extension 52245

Comments on the Health and Social Care Integration Scheme for Aberdeen City, February 2015

The Aberdeen City Health and Care integration Scheme is an extremely well written document that reflects the hard work and careful consideration that went into its production. The author(s) are to be congratulated. The document conveys a great deal of important information, in a straightforward and easy to understand way.

There is only one item which requires to be addressed to make the Integration Scheme compliant with all current equality and diversity legislation. This is detailed at 1 below. Some other, hopefully helpful suggestions are made at 2.

1. Royal National Institute for the Blind (RNIB) Guidelines

As public bodies, both Aberdeen City Council and NHS Grampian must be exemplars of good practice. Accordingly, both organisations must ensure that their published literature complies with the Royal National Institute for the Blind (RNIB) Good Practice Guidelines, as contained in the RNIB publication: “See it right, making information accessible for people with sight problems”. The RNIB guidelines require that material is produced in a format that most partially sighted persons can read, without the need for adaptations. This is “mainstreaming” the needs of the partially sighted. If we do not make information accessible, we are in breach of the Disability Discrimination Act 2005 General Duty Section f) and the Equality Act 2010.

The Integration Scheme is largely compliant, except for:

- Text in tight boxes merges with the box and is exceptionally difficult for a person with a sight problem to read. There is text in a tight box on page 66.
- Text should be in a sans serif font such as Arial, minimum font size 12. The Integration Scheme has text in Arial size 10 throughout the document, for example on pages 7, 8, 9, 10, 11, 12, 13, 17 etc.

2. Other considerations

(i) Pagination on pages 12, 17, 25, 28 and 68

Headings appear at the bottom of these pages, but the text to which they refer is on the next page. It is suggested that the pagination requires to be adjusted

(ii) Paragraph spacing

The paragraph spacing is irregular throughout the document. For example, on pages on pages 7, 8, 9, 11, 21, 31 etc and requires to be adjusted.

(iii) Irregular indentation of paragraphs

There is an inconsistency of paragraph indentation throughout the document. For example on pages 8, 9, 11, 14, 15, 19, 21 etc. This requires to be addressed.

Rapid Impact Checklist: Summary Sheet

Health and Social Care Integration Scheme for Aberdeen City, Consultation
Draft December 2014

Positive Impacts (Note the groups affected)

The Integration Scheme:

- Will enable health and social care services to be provided “seamlessly” for the population of Aberdeen City. This should enhance the health and social care experience.
- Allow people with disabilities, long term conditions or who are frail, to live as far as reasonably practical, independently and at home, or in a homely setting in their community, for longer.
- Emphasise the need for people to look after and improve their own health.
- Will provide enhanced support for unpaid carers to reduce any negative impacts that caring may have on their own health and well being.
- Ensure that services are provided in such a way that users are kept safe from harm.
- Is a learning opportunity for NHS Grampian and Aberdeen City Council staff involved in the provision of health and social care services in Aberdeen City. It is also a learning opportunity for people who live in Aberdeen City and who use health and social care services and the wider community in general.

Negative Impacts (Note the groups affected)

- The Integration Scheme document does not fully comply with the requirements of the Royal National Institute for the Blind “Good Practice” Guidelines
- All re-organisations lead to uncertainty and stress for the staff directly involved. Integration may also have implications for employment prospects and require some staff relocations.

Additional Information and Evidence Required

None.

Recommendations

If the one item described on the attached Comments Sheet is addressed, the Integration Scheme will be fully compliant with all current equality and diversity legislation.

From the outcome of the RIC, have negative impacts been identified for race or other equality groups? Has a full EQIA process been recommended? If not, why not?

Yes, but this one item can be easily overcome if the changes detailed on the attached Comments Sheet are made.

A full EQIA is not required

Signature(s) of Level One
Impact Assessor(s)

Date:

Signature(s) of Level Two
Impact Assessor(s)

Nigel Firth,
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NHS Grampian

Date: 16th February 2015