

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: DUNDEE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2010/11

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 462-2011

1. PURPOSE OF REPORT

1.1 This report presents an update on the progress and performance of the Dundee Alcohol and Drug Partnership (Dundee ADP)

2. RECOMMENDATIONS

2.1 Committee is asked to note the Dundee ADP annual report (see Appendix 1) and endorse the way forward set out in Section 4.

3. FINANCIAL IMPLICATIONS

3.1 There are no additional financial implications contained in this report.

4. BACKGROUND

4.1 The development of the Alcohol and Drug Partnership (ADP) in October 2009 enhanced partnership working in relation to alcohol and drug misuse and the ADP is now a cross-cutting theme group within the Dundee Partnership. It is responsible for providing a strategic direction in respect of substance misuse for the Partnership as a whole, and to enable partners to follow a coherent and co-ordinated response to substance misuse.

4.2 The ADP is accountable through the Dundee SOA Delivery Framework and its Action Plan is monitored through the Dundee Partnership on line performance monitoring framework, and it presents its annual report to the Dundee Partnership Management Group.

4.3 Key priority areas identified by the ADP include children and families affected by substance misuse. The ADP links directly to the Integrated Children Services structure and to the Children and Young Person Protection Committee.

4.5 Having agreed that reducing the harm caused by substance misuse is one of the top priorities for the city, the Dundee Partnership asked that the Dundee ADP annual report be presented to the key community planning partners' committee or board, to maximise awareness for the ADP's work and to endorse the direction it has set. The annual report sets out the key priority areas for the Dundee ADP, gives an overview of progress over the last year and identifies key challenges for the ADP over the next year.

5. **POLICY IMPLICATIONS**

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. In endorsing the Dundee ADP annual reports, there are no major issues.

5.2 An Equality Impact Assessment has been carried out and will be made available on the Council website at <http://www.dundee.gov.uk/equanddev/equimpact/>

6. **CONSULTATIONS**

6.1 The Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have been consulted in the preparation of this report.

7. **BACKGROUND PAPERS**

7.1 Equality Impact Assessment.

David K Dorward
Chief Executive

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25/10/2011

REPORT TO: DUNDEE PARTNERSHIP MANAGEMENT GROUP, 12th August 2011

REPORT ON: DUNDEE ALCOHOL AND DRUG PARTNERSHIP (ADP)

REPORT BY: ADP LEAD OFFICER

1. BACKGROUND

The development of the Dundee Alcohol & Drug Partnership (ADP) in October 2009 enhanced partnership working in relation to alcohol and drug misuse. Replacing the DAAT as the local partnership arrangement for substance misuse, the ADP is a cross-cutting theme group within the Dundee Community Planning Partnership (CPP). It is responsible for providing a strategic direction in respect of substance misuse for the Partnership as a whole, and for enabling all other CPP theme groups to follow a coherent and co-ordinated response to substance misuse.

The ADP meets on a quarterly basis and has representation from Dundee Council, NHS Tayside, Tayside Police, Voluntary Sector organisations and Tayside Fire and Rescue Service (for a full list of ADP members see appendix 1).

The ADP is involved in the implementation and monitoring of the Dundee Single Outcome Agreement (SOA) Framework and works closely with a range of both strategic and crosscutting themes, including the CYPPC, Integrated Children's Services, the Community Safety Partnership and Violence Against Women Partnership.

The ADP has commissioning responsibilities, especially with respect to ring-fenced alcohol and drug funding, and aims to ensure its commissioning process reflects the needs and interests of the Dundee CPP. In addition, the ADP is responsible for the implementation of national policy in relation to substance misuse at a local level and for measuring HEAT Target for access to substance misuse treatment and care services.

1.2 Key priority areas identified by the ADP:

- To ensure that services are available to meet the needs of children and young people affected by substance misuse
- To develop interventions to prevent and delay the onset of substance misuse
- To develop a *Focus On Alcohol* project for Dundee
- To engage with local communities and contribute to the safer communities programme
- To develop recovery-based care pathways in Dundee
- To develop the Tayside Substance Misuse Information System (SUMIT)
- To reduce Drug Related Deaths and deliver Overdose-Prevention Training to service users, carers and staff
- To develop a robust accountability and governance system
- To initiate and contribute to Staff Development / Training programmes

The key priorities outlined above contribute to the local delivery of the **National Outcomes for substance misuse**. These outcomes include:

1. **HEALTH:** People are healthier and experience fewer risks as a result of alcohol and drug use
2. **PREVALENCE:** Fewer adults and children are drinking or using drugs at levels or patterns that are damaging to themselves or others

3. **RECOVERY:** Individuals are improving their health, well-being and life-chances by recovering from problematic drug and alcohol use
4. **CAPSM:** Children and family members of people misusing alcohol and drugs are safe, well-supported and have improved life-chances
5. **COMMUNITY SAFETY:** Communities and individuals are safe from alcohol and drug related offending and anti-social behaviour
6. **LOCAL ENVIRONMENT:** People live in positive, health-promoting local environments where alcohol and drugs are less readily available
7. **SERVICES:** Alcohol and drugs services are high quality, continually improving, efficient, evidence-based and responsive, ensuring people move through treatment into sustained recovery

2. **OVERVIEW OF THE YEAR**

During 2010-2011 the ADP has progressed with each of its key priority areas (for specific details see section 3 below).

Children, young people and families

Particular focus was placed on developing, commissioning and implementing interventions for children, young people and families affected by substance misuse. This included:

- Enhancing the Children 1st Parenting Project to ensure all parents accessing substance misuse services are screened and offered parenting-support interventions. Most importantly, this also ensures early identification of, and intervention for, child-protection / neglect issues.
- Commissioning and implementing the Strengthening Families Programme 10-14 (SFP). This is a preventative programme aiming to support and strengthen families with young teen-agers experiencing a range of problems, including substance misuse.
- Contributing to the development and monitoring of the re-designed New Beginnings service. This service works with pregnant drug and alcohol users, up to when their babies are one year old.
- The ADP is funding an external evaluation of all the three developments outlined above. This evaluation is conducted by a team of researchers from Dundee University and is due to be completed by autumn 2012.

The ADP is supporting the Tayside Council on Alcohol (TCA) and Aberlour *Kinship Kids Project*. The overall aim of this latter project is to enable children to overcome the disadvantage and stigma associated with parental substance misuse. The project runs group-work for children / young people living with relatives, and provides an opportunity for intensive input on a one-to-one basis for Kinship Kids who are displaying behavioural and emotional problems linked to their living circumstances. It also provides one-to-one support and group work for Kinship Carers.

Working jointly with NHS Tayside Public Health Department the ADP conducted a needs-assessment on young people affected by their own substance misuse. Following this needs-assessment, an action plan has been developed and progressed through the Integrated Children Services structure. This plan involves the restructuring and redesigning of some specialist substance misuse services to ensure they are able to respond more effectively to the nature and level of the need identified.

Prevention

The ADP gives Prevention great emphasis. Having contributed to the development of the *Writing To Reach You* book in 2010 (designed and developed by the Dundee Peer Education Project), the ADP is currently supporting work to develop this book to a prevention / education resource that can be used by young people and adults. In addition, work is currently underway with the Education Department to identify opportunities for including substance misuse prevention work as part of the Curriculum for Excellence within all secondary schools.

Focus On Alcohol (FOA)

This year the ADP has increased its focus on responding to alcohol misuse in the City by developing the whole-population approach to address this challenging issue. The development of the FOA project in partnership with the Leisure & Communities Department, aims to bring about a culture-change by promoting responsible drinking and providing a co-ordinated partnership response to alcohol misuse. It involves a community engagement approach, encouraging communities to utilise their resources and work with professionals to tackle alcohol misuse. Working in partnership with the Dundee Licensing Board and Listening Forum, the ADP is overseeing work on the overprovision of alcohol.

Drug Related Deaths

The prevention of drug related deaths (DRD) has remained a high priority for the ADP. The ADP is continuing to invest time and resources to support the information-review process. This process investigates in detail each individual DRD aiming to learn what could have been done differently to support individuals and their families. An extensive programme of overdose-prevention training is available to staff, service-users and carers. Over the past months the Scottish Government's *Take-Home Naloxone* programme has been gradually implemented in Dundee. The aim of this programme is to reduce the number of drug deaths by increasing the availability and awareness of naloxone in order to maximise the chance of it being administered in the event of an opiate overdose.

Recovery care pathway

The ADP has developed a Recovery Steering Group, bringing together representatives from key specialist and generic services, carers' groups and local communities. This group is leading the development and implementation of a recovery care-pathway action plan. The ADP continues to support NHS Tayside's Substance Misuse Service (TSMS) to provide timely and effective treatment / care services to individuals affected by substance misuse. Over the past year TSMS has undergone some restructuring and has developed close partnership-working with Addaction's Direct Access Service, the Social Work Drug, Alcohol and BBV team and Children 1st. In addition, the Tayside Moving On service has been re-commissioned based on a revised service-specification which focuses on the principles of recovery and the development of peer support structure.

Engaging with local communities

Key to all the developments outlined above is the increased engagement with local communities. The ADP is utilising the Dundee Partnership Community Engagement Model to create links with local Community Planning Partnerships. Two community conferences (the Alcohol conference in October 2010 and the Drugs conference in September 2011) have been organised. There is now community representation in both the Substance Forum and the Recovery Steering Group. In addition, the ADP is

supporting Addaction and the Yousuf Youth Initiative to develop work with the Muslim and other BME communities in Dundee.

3. **PROGRESS AND PERFORMANCE**

3.1 **Prevention: develop interventions to prevent and delay the onset of substance misuse**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4, 5, 7, 8, 9 and 10)

- Work with partners to reduce underage drinking
- Reduce the prevalence of drug use amongst young people in Dundee
- Work with all relevant partners to improve the effectiveness of substance misuse education at schools
- Continue to support peer-led education and prevention interventions
- Monitor the delivery of Screening and Brief Intervention for alcohol

Progress made

- Following the Community Conference on Alcohol (October 2010) the ADP now leads work on the overprovision of licensed premises. A report with recommendations will be provided to the Licensing Board later in the year
- Joint work with Education Dept to identify opportunities to include alcohol and drug education as part of Curriculum for Excellence
- Work is underway with the Peer Education project to develop the *Writing to Reach You* book into a prevention resource
- Joint work with the Education Dept to deliver the Theatre Arts Tours in Secondary schools
- FOA is funding 2 sessional workers from Tayside Council on Alcohol (TCA) to support the Total-Dry Up intervention
- FOA developing a campaign to prevent the buying of alcohol to underage young people
- Alcohol Screening and Brief Interventions (ASBI) are delivered by staff at the Corner to young people
- Work being developed through FOA to consider extending the delivery of ASBI to non-NHS professionals
- Specialist services for young people will be re-designed to ensure greater focus on prevention/early intervention

3.2 **Develop a Focus On Alcohol project for Dundee**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4, 5, 7, 8, 9 and 10)

- Bring together an Expert Group to lead on the development of FOA Dundee
- Work with all relevant partners to identify links to existing projects Work with local communities to identify key areas for development
- Identify and agree the level of co-ordination required and appoint a co-ordinator for the project
- Work with partners to increase youth diversionary activities for young people engaging in alcohol misuse
- Work with the Dundee Licensing Board and Forum to promote responsible drinking in the City

Progress made

- FOA Co-ordinator, a Steering Group and FOA Champions in place

- FOA Action Plan developed and agreed
- A competition held for all secondary schools to develop a FOA logo (to help develop a recognisable local brand). The logo has now been designed, agreed and produced
- Began work on poster campaign to reduce alcohol supply to those under-age
- Application to contribute to Health & Wellbeing workshops in schools
- Overprovision steering group identified the evidence to be used for the report to the Licensing Board and began collating information
- FOA launch planned for September 2011, Ministers from Scottish Government have been invited to attend the launch
- FOA co-ordinator participates in community consultation events to identify communities contribution to the project and opportunities for joint working
- FOA funding approved for: Peer Education Alcohol and the Media project; TCA Total-Dry-Up support; Education Dept Theatre Arts Tour
- Corporate Health Network event on alcohol took place in June 2011
- Support is provided to the new chair of the Licensing Forum with work for developing and extending the work of the Forum

3.3 **Engage with local communities and contribute to the safer communities programme**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4, 5, 7, 8 and 10)

- Develop a structure to engage with local communities that fits within the overarching Dundee Partnership and Community engagement Model
- Re-establish and work in partnership with the Dundee Substance Forum representing the views and experiences of service users, their families, community groups and service providers
- Work with the Scottish Association for Families Affected by Drugs (SAFAD) to offer support and information for families in Dundee
- Work with the Dundee CPP to organise Community Conference on drugs and alcohol
- Support enforcement activities in respect of individuals and groups concerned in the supply of illegal drugs, in particular Class 'A' Drugs

Progress made

- Community conference on alcohol took place in October 2010, Community conference on drugs will take place September 2011
- Substance Forum has been reformed and has developed an action plan. There is now representation from community and carers groups on the Forum
- Staff from carers' services worked in partnership with representatives from carers' groups to develop an information leaflet and to identify ways to share resources
- Links made with the HOPE Carers Group (now attends the Substance Forum) and Scottish Association for Families Affected by Drugs (SAFAD) who will have their annual conference in Dundee in October 2011 with input from local groups
- Joint work between Addaction and the Yousuf Youth Initiative (YYI) to engage with Muslim (and other BME) communities in Dundee
- ADP Development Officer attended and presented information to the Mill O Mains Community Association. It is proposed to hold a recovery-café event with the group
- Work began with the Lochee Parish Church to support them and help develop their Community Café project (the café already runs twice a week).
- ADP Support Team will attend a meeting of the Dundee West Community Association to provide information requested by the association on drug misuse and services in the City
- Representation from local communities at the Recovery Café events in June Current plans to roll-out recovery cafe events to local communities

- Initial links made with the Coldsides Community Forum

3.4 **Develop recovery-based care pathway in Dundee**

Actions planned for 2010-11 (Dundee SAO Outcomes: 3, 4, 5, 8, 9)

- Support TSMS to implement the RIE Action Plan
- Work with relevant partners to identify their role within the recovery based care pathway
- Re-commission the moving on service
- Develop a peer Support / user involvement structure for Dundee
- Work with partners, including VAWP, to ensure sustainability of services for women engaged in prostitution
- Continue to improve the outcomes reporting framework for substance misuse services
- Train staff within all treatment and care services to use the new National Waiting Times system and monitor the quality of the data

Progress made

- Community conference on drugs, focusing on recovery and local communities, will take place September 2011
- Services within Dundee are taking part in a pilot to evaluate a manual for the assessment of recovery capital. Following feedback from David Best the Recovery Steering group will consider ways to roll-out the manual
- Tendering process for the Moving On service is currently underway. The development of a peer support structure for Dundee has been incorporated within the revised tender document for this service
- Elements of the provision for women substance users who are engaged in prostitution have been mainstreamed (within TSMS & Addaction)
- Improvement to the reporting on outcomes information will take place as part of the SUMIT project
- Work currently underway to develop specific outcomes for children and young people
- Relevant staff from all agencies trained to use the new national waiting times system. On going support is provided through Intelligence & Information Officer
- SMS are progressing with the implementation of the Rapid Improvement Event
- 2 recovery café events took place on 27th June. Each event included participation from service users, community reps, carers, service providers. The events were supported by the Scottish Recovery Consortium (full report of the events is available).
- Clear remit and action plan developed for the Recovery Steering group. This includes opportunities for service users involvement in the work of the group
- The recovery steering group and Substance Forum developed a recovery-focused 'vision schematic' for services in Dundee
- Scottish Drugs Forum service-user involvement training is taking place in Dundee during August 2011

3.5 **Ensure that services are available to meet the needs of children and young people affected by substance misuse**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4)

- Identify gaps in services for young people affected by own substance misuse
- Improve pathways and access to services for parents who misuse substances
- Provide specific interventions to improve parenting capacity

- Continue to take an active role and support the implementation of the Dundee HMIE Improvement Plan
- Support and work in partnership to implement and evaluate the Supporting Vulnerable Families projects and the New Beginning re-designed service
- Develop clear links to the Early Years Framework *Being A parent in Dundee* sub group
- Engage with the CYPPC, ICS and VAWP to consider re-developing a structure that would link and report back to both CYPPC and ADP

Progress Made

- Needs Assessment on young people's own substance misuse completed. An action plan has been developed to take forward recommendations from the needs assessment. Lead individuals and timescales have been identified for individual actions and the process to redesign specialist services is underway
- A proposal is being progressed to conduct a review of the services available to young adults at risk to themselves as a result of substance misuse
- Targeted and specific work is currently underway to improve the partnership working between TSMS and children 1st parenting project. A joint team with staff from TSMS and Children 1st has been developed to take responsibility for family support work within TSMS and Addaction
- The contract for co-ordinating the Strengthening Families Programme (SFP) has been awarded to Barnardo's and the programme will commence May/June 2011. 21 individuals from a range of agencies have been trained as facilitators
- Further specialist STRADA training to all TSMS staff is planned to support the work of this team

3.6 **Develop the Tayside Substance Misuse Information System (SUMIT)**

Actions planned for 2010-11 (Dundee SOA Outcomes: 4)

- ADP to receive progress report on the development of a system
- Appoint project manager to lead on developing the system
- Set up working group and agree detailed workplan
- Develop detailed plan (including sustainability plan) for full project

Progress Made

- SUMIT Project Manager has been appointed, working group has been set up, a workplan has been developed and is being implemented
- Early discussions regarding the longer-term sustainability of the project are underway

3.7 **Reduce Drug Related Deaths and deliver Overdose-Prevention Training to service users, carers and staff**

Actions planned for 2010-11 (Dundee SOA Outcomes: 4, 7)

- Continue to deliver OD Prevention Training to service users, carers and service providers
- Develop the 'opt-in cards' and work with Scottish Ambulance Service to distribute those at the event of a non-fatal overdose
- Develop and monitor the 'take-home' naloxone programme
- Work with the Tayside DRD group to develop a care pathway and information sharing pathway for responding to non-fatal overdoses that allows information from

police and ambulance services to be passed on to other agencies that can offer an appropriate intervention to reduce the risk of future deaths

- Work in partnership to improve our ability to meet the needs of substance misusers within the criminal justice system

Progress Made

- Training for Trainers (TFT) took place in Aug 2010 and February 2011 on a Tayside basis. Overall 30 individuals were trained as trainers. Cascaded Training by trainers since August 2010 included: 76 Staff Members, 43 Service Users and 10 Carers.
- A naloxone co-ordinator has been appointed and a steering group developed. The details for the take-home naloxone programme are being developed and finalised. 21 individuals have been trained as trainers to roll-out naloxone training to staff, service users and carers.
- 'Opt-in' cards have been developed and are currently circulated by the Ambulance Service at the event of non-fatal overdoses.
- Overdose prevention and take-home naloxone information seminars will take place on 23rd & 24th August. These seminars will include carers, service users and staff from across Tayside

3.8 Develop a robust accountability and governance system

Actions planned for 2010-11 (Dundee SOA Outcome: 4)

- Use the Audit Scotland Self-Assessment checklist to identify gaps in its performance and develop an action plan to address these gaps
- Work with Tayside ADPs to develop a robust system for conducting needs assessment in relation to specific client groups

Progress Made

- Audit Scotland Self-Assessment exercise was completed using 2009-2010 data (report has not been circulated yet)
- Regular reporting of ADP activities takes place through the Dundee Partnership on line monitoring system
- The Tayside ADPs needs assessment structure has been agreed. A Public Health Researcher will be employed to support the process – job description has been finalised and a steering group to support the researcher appointed
- End of year report from the ADP will be presented to the Dundee Partnership Management Group in August 2011
- Scottish Government has requested information on how ring fenced substance misuse funding has been spent over the past year and the impact made. Report will be completed by end of August 2011

3.9 Initiate and contribute to Staff Development / Training programmes

Actions planned for 2010-11 (contributing to Dundee SOA Outcomes 3,4)

- Continue to co-ordinate / support the multi-agency substance misuse-training programme delivered by STRADA to professionals in Dundee
- Continue to work in partnership with the Dundee CYPPC and the VAWP to identify training needs and develop training programmes around issues of child protection and neglect
- Seek support from the Scottish Drugs Recovery Consortium (SDRC) to develop and introduce recovery-based quality assurance for staff

Progress Made

- Tayside ADPs Workforce Development short-life steering group developed. The group will oversee the development of a workforce development plan for Tayside
- Joint working developed with CYPCC Staff-Development Forum in relation to the delivery of training about CAPSM
- Joint work with Dundee Social Work Dept Staff-Development section
- Training delivered for the assessment of recovery capital
- Two legal high seminars and one training for trainers session delivered in Dundee by Crew 2000 in 2011
- New programme offering a range of substance misuse courses developed with STRADA for 2011-12
- Presentations on the findings of the needs assessment on YP delivered by ADP Development and Lead Officers to a range of staff groups

3.10 Progress towards A11 HEAT target

The first key performance indicator for the A11 HEAT target was two-fold:

- Firstly, 90% of drug referrals would be offered an appointment for assessment within 4 weeks and that no clients would wait longer than 8 weeks. In the quarter, October to December 2010, 77.1% of Dundee clients were assessed within 4 weeks and 97.6% within 8 weeks of referral.
- Secondly, 90% of drug clients would be offered a date to start treatment within 4 weeks of their care plan being agreed and no client would wait longer than 8 weeks. Between October and December 2010, 96.6% of Dundee clients were offered an appointment to commence treatment within 4 weeks of their care plan and 99.4% within 8 weeks.
- The next stage of the target is that by March 2012, 90% of drug and/or alcohol clients will wait less than 5 weeks from referral to treatment. In addition, no client will wait more than 10 weeks.

4. THE WAY FORWARD

Over the coming year the ADP will continue to implement and monitor its action plan focusing on the key priorities, including prevention, children, young people and families affected by substance misuse, engaging with local communities and overdose prevention.

Key challenges for the ADP include:

- Implementing the Recovery Approach to service provision and engaging with universal / mainstream services
- Monitor the impact of services for children, young people and families affected by substance misuse
- Maintaining links and engagement with local communities
- Bringing about a population-wide culture change in relation to alcohol use

APPENDIX 1: ADP MEMBERS

David Lynch, (ADP Chair) General Manager, Dundee CHP
Stewart Murdoch, (Vice Chair) Director, DCC, Leisure & Communities Department
Alan Baird, Chair, Children and Young Persons Protection Committee
Chris Johnston, Tayside Community Justice Authority
Superintendent Athol Aitken, Tayside Police
Dr Brian Kidd, Tayside Substance Misuse Service
Dr Kirsty Licence, NHS Tayside Public Health
Elaine Zwirlein, Director, DCC, Housing Department
Michael Wood, Director, DCC, Education Department
Laura Bannerman, DCC, Social Work Department
Morna Wilson, Chief Officer, Dundee Voluntary Action
Neil Fraser, Strategy & Performance Manager, NHS Tayside
Peter Allan, DCC, Corporate Planning Manager
Martin Tait, Tayside Fire and Rescue Service

Equality and Diversity Rapid Impact Assessment Tool

Part 1

Date of assessment	Title of document being assessed
3 October 2011	Social Work and Health Committee Report No 426-2011 on Dundee Alcohol and Drug Partnership Annual Report 2010-11
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) <input type="checkbox"/>	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input type="checkbox"/>
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	N/A
3) What is the intended outcome of this policy, procedure, strategy or practice?	N/A
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	N/A
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	N/A
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	N/A
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	N/A

Part 2

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socio-economic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3

<p>1) Have any positive impacts been identified? (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>If yes please give further details</p> <p>N/A</p>
<p>2) Have any negative impacts been identified? (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>If yes please give further details</p> <p>N/A</p>
<p>3) What action is proposed to overcome any negative impacts? E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page</p>	<p>Please give further details</p> <p>N/A</p>
<p>4) Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome? (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>If yes please give further details</p> <p>N/A</p>
<p>5) Has a 'Full' Equality Impact Assessment been recommended? (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality Champion.</p>	<p>If yes please give further details</p> <p>N/A</p>
<p>6) How will the policy be monitored? (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.</p>	<p>Please give details</p> <p>N/A</p>

Part 4

Name of Department or Partnership: Chief Executive's

Type of Document

Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other Report of partnership for information	X

Contact Information

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Signature of author of the policy:	Date
Signature of Director / Head of Service area:	Date
Name of Director / Head of Service:	
Date of next policy review:	