

Midlothian Integration Joint Board

Integrated Impact Assessment (IIA) Process

Introduction

In Midlothian, equality assessments are called Integrated Impact Assessments (IIAs). This assessment is designed to support consideration to equality issues, health inequalities, socio-economic inequalities, needs assessments for care experienced people, human rights, and environmental impact.

An IIA should be considered for all new and revised strategies, policies and plans, provisions, practices, and activities. Completed well, an IIA should highlight how we can avoid discrimination against groups of people and to remove or minimise disadvantage where possible.

A regional equalities working group ensures our NHS and Local Authority partners work together to improve how we are identifying equality issues.

The Duty of Integration Authorities

Integration authorities must ensure that a system is in place for carrying out, using, and publishing IIAs for all new and revised strategies, policies and plans, provisions, practices, and activities relating to IJB activity.

The following process will be used for the identification, completion, publication, monitoring, and review of IIAs.

Screening and Identification

The decision to conduct an Integrated Impact Assessment should be made when a Board paper or report is conceptualised and before development.

The IJB report templates include a 'Equality Implications' section which asked authors to consider if a report either

- has implication for groups of people with protected characteristics, or
- results in the requirement to revise or develop a new strategy, policy, plan, provision, practice, and
- if an IIA is required

All new and revised Midlothian IJB strategies, policies and plans, provisions, practices, and activities will be identified through the screening of all IJB Board papers and reports. This activity includes, but is not limited to

- » Midlothian IJB Strategic Commissioning Plan
- » Midlothian IJB Engagement and Public Involvement Plans
- » Midlothian IJB Policies (including Scottish Government Model Schemes)

All Board papers will be submitted with the **IIA Screening Tool** (appendix 1). This should be completed by the HSCP Officer presenting the paper and reviewed by the HSCP Equality Lead and Integration Manager. This will serve as a record and provide evidence of any decisions.

A record of decisions relating to the screening of **Board papers and reports** and the identification of the requirement to complete an IIA should be recorded on the **IIA IJB Paper & Report Record Form** (appendix 2). This will be maintained and monitored by the HSCP Equality Lead. Data entered should be reviewed by the Integration Manager and the Standards Officer prior to presenting to the Chair for review ahead of each Board meeting.

The Midlothian IJB Chair will then alert Members to the potential requirement for an IIA either before or during IJB Board meetings. Midlothian IJB must then agree whether an IIA should be completed, record this decision, and nominate an Officer of the Board who will act as the responsible lead to oversee the completion of an IIA.

Completion

The Nominated Officer should be the person responsible for the strategy, policy or plan, provision, practice, or activity. The completion of the IIA may be delegated but responsibility for ensuring IIA preparation, information gathering, engagement with services and relevant personnel, and completion of assessment for submission to Strategic Planning Group (SPG) for scrutiny, and subsequently Midlothian IJB for review lies with the Nominated Officer.

Review

Midlothian IJB will review the submitted IIA, consider the strength of the assessment and associated implications before delivering a decision on whether this IIA is robust and accepted by the Board as sufficient to meet its duties. The details of Midlothian IJBs decision making process and the decision must be recorded on the **IIA Decision Making Log** (appendix 3).

Publication

Publication of all IIAs must be in good time following Midlothian IJB decision. The IIA report must be published at the same time as either the strategy, policy or plan is published, or the provision or practice is approved. This must be within a month of final IJB Approval, and within 14 days of the Boards approval. Confirmation of the online publication of the IIA must be communicated to the Chair of Midlothian IJB by the Integration Manager.

IIA Log and Monitoring Arrangements

A log of decisions along with details of the IIAs publication and future monitoring arrangements and with the progress of IIAs should be logged in the IJB **IIA Tracker and Monitor Log** (appendix 4) and submitted to each IJB meeting with a succinct update paper for noting. The impact of IIAs will be recorded within the Midlothian IJBs Performance Framework.

As part of Midlothian IJBs performance framework, assurance regarding equality assessment from all **core and delegated services** within operational planning is required. The HSCP must provide assurance to Midlothian IJB regarding the adequate and appropriate consideration of equality issues via the HSCP Governance and Assurance Framework and the HSCP Performance Framework. This will allow annual reporting from the HSCP Senior Management Team (SMT) to the Strategic Planning Group (SPG) on an HSCP operational log that records the identification, completion, review, publication, and monitoring arrangements for IIAs.