

## APPENDIX 3

### Assessing the impact of policies and procedures

#### Introduction

All Council policies and procedures that affect people's lives or communities are to be subjected to the following initial assessment.

Where this shows that there are likely to be significant effects and/or costs a further more in-depth assessment of the policy or procedure should be made. This judgement should be made by the relevant JMT member.

#### Section 1 – background information

<b>Title of policy or procedure:</b>	Home Adaptations and Assistance Policy
<b>Date of Assessment:</b>	February 2018
<b>Completed by:</b>	Philippa Winstanley, Home Improvement Agency Manager

<b>What outcomes is the policy or procedure designed to achieve?</b>	To support the council to meet its statutory duties for the provision of disabled facilities grants, and wider powers to improve living conditions within the area to meet local identified need.
<b>What group or groups (if any) is the policy or procedure intended to affect?</b>	Older and disabled people, vulnerable residents, normally in receipt of benefits.
<b>What geographic area or areas is the policy or procedure intended to affect?</b>	County-wide

<p><b>Who has been consulted in designing this policy or procedure?</b></p>	<ul style="list-style-type: none"> <li>• Relevant council teams</li> <li>• External informal consultation with: Foundations, other housing, occupational therapy and home improvement agency colleagues nationally.</li> </ul>
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**Section 2 – Impact on health and well-being**

<p><b>How will the policy or procedure impact upon the following factors that affect health and well-being?</b></p>	<p><b><u>Positively</u></b> Evidence how it will have a positive impact. Disclose sources and cite them. Indicate whether the impact will be high, medium or low</p>	<p><b><u>Negatively</u></b> Evidence how it will have a negative impact. Disclose sources and cite them. Indicate whether the impact will be high, medium or low</p>	<p>Not expected to make an impact</p>
<ul style="list-style-type: none"> <li>• <b>Personal lifestyle</b> (e.g. diet, smoking, drugs, exercise such as walking and cycling, personal choices, sense of control, access to green space)</li> </ul>	<p>Adaptations provide greater choice and control of living environment, access to facilities and access to/from the property to engage in community activities.</p>		
<ul style="list-style-type: none"> <li>• <b>Social and community</b> (e.g. social isolation, peer pressure, cultural beliefs, crime or anti-social behaviour. How will it influence engagement, empowerment or participation in decision-making?)</li> </ul>	<p>Will make available options for increased home safety and security where appropriate, increase access to/from property to engage in community, reduce social isolation</p>		
<ul style="list-style-type: none"> <li>• <b>Home, education, work</b> (e.g. housing, services, amenities, school, jobs, use of local and ethical goods and services)</li> </ul>	<p>The policy focus on the home environment and assisting people to remain living at home safely and securely, with access to all relevant facilities within the property. Discretionary assistance available to help adapt home environment to facilitate work from home where appropriate for disabled people.</p>		

<p>● <b>The environment</b> (e.g. climate change, pollution, air quality, hazardous waste, neighbourhood, protecting the environment, promoting biodiversity)</p>	<p>Affordable warmth is closely connected with the policy's support to remedy category 1 hazards in the home – eg excess cold, damp and mould, falls.</p>		
<p>● <b>The Economy</b> What is the impact on the local / regional / national economy (e.g. incomes, benefits, skills, jobs, cost of energy &amp; food)</p>	<p>Procurement of local contractors and services in accordance with council constitution and values, with financial value of approximately 1.5 million.</p>		

### Section 3 – Geographical impact

<p><b>How will the policy or procedure impact upon different geographical areas?</b></p>	<p><b><u>Positively</u></b> Evidence how it will have a positive impact. Indicate whether the impact will be high, medium or low</p>	<p><b><u>Negatively</u></b> Evidence how it will have a positive impact. Indicate whether the impact will be high, medium or low</p>	<p>Not expected to make an impact</p>
<p><b>Rural areas</b></p>	<p>The policy includes adaptations &amp; technology assistance to reduce social isolation to those living in rural areas – high.</p>		
<p><b>Market towns</b></p>	<p>The policy includes adaptations &amp; technology assistance to reduce social isolation – medium</p>		
<p><b>Hereford city</b></p>	<p>The policy includes adaptations &amp; technology assistance to reduce social isolation – medium.</p>		
<p><b>Natural systems &amp; resources:</b></p>			<p>Tick</p>

### Section 4 – impact on specific target groups

<p><b>How will the policy or procedure impact upon the following potentially marginalised groups?</b></p>	<p><b><u>Positively</u></b></p>	<p><b><u>Negatively</u></b> Evidence how it will have a negative impact. Indicate</p>	<p>Not expected to make</p>

	Evidence how it will have a positive impact. Indicate whether the impact will be high, medium or low	whether the impact will be high, medium or low	an impact
• <b>People on low incomes</b>	The provision of adaptations and assistance is means tested and particularly targeted at this group - high		
• <b>People from a minority cultural or ethnic group</b>	Cultural needs are identified during the assessment process for adaptations, and are reflected in the specification of works agreed with the client - high		
• <b>Families with children</b>	Adaptations are available for disabled adults and children, to ensure access to appropriate facilities, increase independence in activities and increase safety to both the disabled person and their carers - high.		
• <b>Disabled people</b> (e.g. people with learning difficulties, older people with impairments, people with mental health problems, people with physical disabilities)	The policy specifically focuses on support to this client group - high		
• <b>Gender or sexual orientation</b>	Should any particular needs be identified by the client during the assessment process, appropriate design of adaptations would be agreed to reflect that need. High		

**Section 5 – monitoring the policy or procedure – How will you know whether you are on track to meet your targets?**

How will the policy or procedure be monitored?	Quarterly statistical reports to the BCF group, and Wellbeing Board. Quarterly directorate reports to Cabinet Development of satisfaction surveys with clients ( 2018/19) Development of outcome measures to ensure support is meeting required outcomes for individuals ( 2018/19)
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How often will this take place?	Quarterly reporting. 2018/19 commencement of regular satisfaction surveys and outcome measurement.
Who will be responsible for monitoring the policy or procedure?	Scrutiny and monitoring as above. Day to day line management and operation through Head of Prevention & Support Services and Home Improvement Agency Manager.

**Section 6 – evaluating the policy – How will know how successful the policy has been?**

How will the policy or procedure be evaluated?	On-going monitoring of the application of this policy through the channels identified above will provide the basis for evaluation of the effectiveness of this policy
Who will be responsible for evaluating the policy or procedure?	Head of Prevention & Support Services and Home Improvement Agency Manager
When is the evaluation expected to be completed?	Ongoing but formal review date January 2020.
When <b>and to whom</b> will the evaluation of this policy or procedure be reported?	Adults and Wellbeing Directorate Leadership Team - March 2020