

1. Rapid Impact Checklist (RIC)

Each policy must include a completed and signed template of assessment

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<p>Which groups of the population do you think will be affected by this proposal?</p> <ul style="list-style-type: none"> • minority ethnic people (incl. gypsy/travellers, refugees & asylum seekers) • women and men • people in religious/faith groups • disabled people • older people, children and young people • lesbian, gay, bisexual and transgender people 		<p>Other Groups:</p> <ul style="list-style-type: none"> • people of low income • people with mental health problems • homeless people • people involved in criminal justice system • staff – staff will be affected positively as clear guidance is available for them
<p>N.B. The word proposal is used below as shorthand for any policy, procedure, strategy or proposal that might be assessed.</p>		<p>What positive and negative impacts do you think there may be?</p> <p>Which groups will be affected by these impacts?</p>
<p>What impact will the proposal have on lifestyles? For example, will the changes affect:</p> <ul style="list-style-type: none"> • Diet and nutrition? • Exercise and physical activity? • Substance use: tobacco, alcohol or drugs? • Risk taking behaviour? • Education and learning, or skills? 	<p>No – The policy does not discriminate for lifestyles</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 • Stress • Income 	<p>No</p>	
<p>Will the proposal have any impact on</p> <ul style="list-style-type: none"> • Discrimination? • Equality of opportunity? • Relations between groups? 	<p>No</p>	
<p>Will the proposal have an impact on the physical environment? For example, will there be impacts on:</p> <ul style="list-style-type: none"> • Living conditions? • Working conditions? • Accidental injuries or public safety? • Transmission of infectious disease? 	<p>Working conditions – staff will be provided with clear guidance and instructions in relation to national guidelines</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>No</p>	

Rapid Impact Checklist (RIC): Summary Sheet

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2. POSITIVE IMPACTS (NOTE THE GROUPS AFFECTED)

Policy has been developed taking into account legislation and national guidance. The policy provides staff with clear instructions for the storage and retention of records within their area

2. NEGATIVE IMPACTS (NOTE THE GROUPS AFFECTED)

No negative impacts have been identified

3. ADDITIONAL INFORMATION AND EVIDENCE REQUIRED

N/A

4. RECOMMENDATIONS

N/A

5. 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?

No negative impacts have been identified

Manager's Signature: Date: