

Impact Assessment Toolkit

as at 23 November 2018



Content

SECTION 1 General Information

SECTION 2 Aims of the function or policy

SECTION 3 Evidence

SECTION 4 Impacts

SECTION 5 Monitoring and Reviewing

SECTION 6 Public Reporting of Results (information required for the Summary Sheet)

SECTION 7 Quality Assurance

Section 1 : General Information

		Guidance
1	Name of policy: Active Travel Workplace Engagement Project	The word policy is used throughout this document for ease but it could also be a strategy, plan, project or budget option (saving, income generation or priority investment).
2	Is this policy: <input checked="" type="checkbox"/> new <input type="checkbox"/> reviewed	
3	Lead Service(s) involved in the delivery of this policy: NHS Dumfries and Galloway	
4	Who else is involved in the implementation of this policy?: Sustrans Scotland Dumfries and Galloway Council	e.g. other Services or partner agencies
5	Lead person: Christopher Topping – Dumfries and Galloway Council	The lead person should be someone who has a good knowledge of the policy to be assessed and has been trained in the Toolkit.
6	Names and organisations of those involved in the process : Kirsty Rankin – Sustrans Rhian Davies – Sustrans Sue Ingham – Sustrans Philip Myers – NHS Dumfries and Galloway Lynsey Fitzpatrick - Equality and Diversity Lead Peter McCormick – Dumfries and Galloway Council	The tool should be completed by no fewer than two people. It is good practice to involve stakeholders. Representatives of people experiencing inequality – for example people experiencing poverty should be considered and the relevant Equality and Diversity Group(s) must be involved.
7	Date of Impact Assessment (IA): 30/04/2019	

<p>8 Do all participants understand the Guidance?</p> <p>■ Yes</p>	<p>The lead person should check all attending have read and understood the purpose or process of IA</p>
--	---

Section 2 : Aims of the policy

	Guidance
<p>9 What are the main aims of the policy? Please list:</p> <p>The health and wellbeing benefits of physical activity are long established, as are the consequences of inactivity. Economically, inactivity is costing the lives of 2,500 Scots and £91 million annually, the equivalent to £14.60 per person in Dumfries and Galloway in 2012. Despite this, the prevalence of inactivity is high at each life-course stage. In Dumfries and Galloway, 59% of adults currently meet national recommendations for physical activity, the lowest proportion in Scotland although not significantly different to national figure (63%). In 2014 64% of the Dumfries and Galloway adult population made at least one walking journey on at least one day of the week for a distance equalling at least 1 mile. This is lower than the national average but not significantly different (67%).</p> <p>NHS Dumfries and Galloway's Public Health Department have prioritised physical activity alongside mental health and diet/nutrition as key to improving the health and wellbeing of local people. The Active Travel project aims to increase the number of NHS and Council staff walking and cycling to work and for work. The project works with NHS and Council staff based at DGRI, Cargen Tower, Mountainhall Treatment Centre and The Willows. The project also aims to increase the number of people using public transport and carsharing.</p> <p>The Strategic Partnership for Physical Activity draft vision is for '<i>Dumfries and Galloway, the most physically active place in Scotland by 2024</i>'. A key locally agreed outcome to achieve this is '<i>local environments are accessible for physical activity and wellbeing</i>'. Supporting active travel will have a critical part to play in achieving this ambition. Specifically, this project will support delivery of the region's Active Travel Strategy.</p>	<p>This should describe the policy and what you are trying to do. Think about:</p> <ul style="list-style-type: none"> • <i>Why is it needed?</i> • <i>What outcomes does the organisation hope to achieve by it?</i> • <i>In particular will the policy contribute to organisations' Objectives/Priorities and the partnership Local Outcomes Improvement Plan?</i>

10 Will the policy assist in meeting the aims of legislation?

Yes No

Give details (a) The Equality Act 2010
(b) Human Rights Act 1998
(c) Climate Change Scotland Act 2009
(d) Environmental Assessment
(Scotland) Act 2005

The purpose of IA is to assess which individuals or groups will be most affected and how. There are four specific pieces of legislation that require Impact Assessments to be carried out – the Fairer Scotland Duty is required under the Equality Act.

Section 3 : Evidence

	Guidance
<p>11 What evidence has or will be used to identify any potential positive or negative impacts?</p> <p>Insert details in the boxes below (a) to (e):</p>	<p>Evidence could be based on a specific geographical area or a community of interest and could include consultations, surveys, focus groups, interviews, pilot projects, user feedback (including complaints made), officer knowledge and experience, equalities monitoring data, academic publications, consultants' reports, etc. Also identify where there are gaps in the evidence and set out how these will be filled.</p>
<p>(a) Involvement in development/ review</p> <p>A baseline consultation survey was completed at the outset of the project to understand the barriers and enablers of active and sustainable travel. From this, a project plan was produced taking into account the feedback from respondents.</p> <p>Within this survey, gender, age, disability, carer status and income were asked, so that responses could be analysed and consideration taken to the needs of specific groups. The best practice equality monitoring form was referred to in the design of the survey.</p> <p>The project progresses with an evidenced based approach whereby health behaviour and economic analysis are considered. For example, pedometer challengers and travel mapping are considered to be effective.</p> <p>This involved:</p> <ul style="list-style-type: none"> • Sustrans (Research and Monitoring Unit) • Dumfries and Galloway Council • Equality and Diversity (NHS) • NHS Dumfries and Galloway – Directorate of Public Health • Dumfries and Galloway Council Sustainable Travel Team 	<p>Who has been involved in the development so far of your policy?</p>
<p>(b) Research</p> <p>The project development considered:</p> <ul style="list-style-type: none"> • Best Investment for Physical Activity 	<p>Have you conducted any research or what research are you using?</p>

<ul style="list-style-type: none"> • Cycling Action Plan for Scotland • Dumfries and Galloway Active Travel Strategy • Health Promoting Health Service CEL Letter • Local Travel Plan data • National Implementation Plan for Physical Activity (Scottish Government) • National Travel Survey • National Walking Strategy • NHS Workplace Physical Activity Staff Survey 2014 • Public Health Priorities • Scottish Health Survey • Scottish Household Survey • Systematic Review papers on Active Travel (walking and cycling) • Transport Poverty in Scotland Report 	<p>Useful statistical information can be found in the Equality Evidence Finder</p>
<p>(c) Officer/Practitioner knowledge and experience</p> <ul style="list-style-type: none"> • Literature review papers • Pilot project awarded to NHS Dumfries and Galloway and NHS Highland • Professional expertise at local and national level 	<p>What expertise or individual information are the group using to inform their judgements?</p>
<p>(d) Monitoring data</p> <ul style="list-style-type: none"> • Cycling Scotland Annual National Cycling Reports • Dumfries and Galloway Active Travel Strategy • Economic Assessment using HEAT tool • Equality and Diversity Workforce Data Report 2018 • Local Travel Plan data • Scottish Health Survey • Scottish Household Survey 	<p>What data is available locally or nationally to inform the group?</p>
<p>(e)Feedback</p> <p>The project seeks feedback from participants (positive and negative) as part of an ongoing improvement approach.</p> <p>Interviews annually with participants provide direct feedback on project experiences.</p>	<p>What feedback is available to inform the IA? e.g. both positive and negative users' experiences of the policy – surveys, Board or Elected Members enquiries and comments etc.</p>

Event feedback cards are provided at all events.

As part of the project Sustrans Research & Monitoring Unit provide extensive analysis on the project locally including:

- Bike counts
- eBike mileage and survey of behaviours
- Event feedback cards
- Pre/Post annual survey of travel behaviour of NHS and Council staff
- Workplace focus groups

Section 4: Impact Areas

This section covers the Protected Characteristics, Human Rights, health, climate change and sustainable development.

12 AGE

This refers to children and adults of a particular age or age range.

Remember different age groups have different concerns. For example:

- violence is more likely to happen to you if you are a young man but the fear of crime can be debilitating if you are an older or lone woman.
- can all age groups access your service even on a dark winter night?
- children (people under 18) have a right to advice and information but this may need to be in a different format from the same information directed at adults
- when considering age/ children remember that some children are more vulnerable or have particular issues that may need additional consideration, for example children in poverty or Looked After Children (LAC)

Useful website: [UN Convention on the Rights of the Child](#) [Age UK](#) [Scottish Child Poverty Action Group](#) [Getting It Right For Every Child](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>This project engages employees of the NHS and Council in Dumfries and Galloway, so is restricted to working age adults. This workforce is defined as an ageing workforce. Nationally the trend shows physical activity decreases with age. Cycling Scotland identify highest participation in cycling from people in the 35-44 age bracket. Marketing images for Active Travel show a wide range of ages walking and cycling.</p> <p>All activities are accessible to the ages targeted by the project, with a range of activities to suit individuals of differing ages. No events are run as age specific events. For example, physical activities range from 10 minute walks to</p>

			<p>100 mile cycle challenges. Electric, as well as conventional bikes are used, opening up the number of people who can participate. The electric bikes also enable people to cycle further or more frequently than they would otherwise.</p> <p>The workplaces project operates in the context of multiple projects enabling walking and cycling in Dumfries and Galloway. These cover the majority of the lifecourse stages, from I Bike in primary and secondary schools to I Bike Communities which engages with families and communities around these schools.</p>
--	--	--	---

13 DISABILITY/

A person has a disability if they have a physical or mental impairment (including learning disabilities) which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. For example:

- Is there any reason to believe that disabled people are being, or could be, adversely affected by this policy?
- Are there any impairment groups who are particularly adversely affected by the policy?
- Could your policy adversely affect individuals as a result of something arising from their disability?
- Does your policy ensure that the rights of people with learning disabilities to dignity, equality and non-discrimination are respected and upheld?

Useful websites and publications: [Disability Rights](#) [Equality and Human Rights Commission](#) [DGVoice](#)
[Keys to Life Report- Improving Quality of Life for People with Learning Disabilities](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>We provide personalised travel plans for people, which by their nature are person centred and meet the individual's needs. We provide information on Thistle cards, eligibility for free public transport cards and blue badges. Sustrans is working with the Mobility and Access Committee for Scotland (MACS) to improve understanding and Behaviour Change principles for accessibility.</p> <p>We are reviewing how accessible our reading resources are for people with dyslexia. Posters will be checked for accessibility by the NHS Patient Information Co-ordinator. Information will be provided in easy read format or have an alternative easy read version.</p> <p>Where possible, our events, such as led walks are accessible to people using wheelchairs or walking aids and we are able to make reasonable adjustment. This will be referenced in Risk Assessments.</p>

				Locally we have access to a wide range of accessible bikes through Dumfries charity Buddies. We will provide a demo of these bikes for people through our workplaces project.
--	--	--	--	---

14 SEX (GENDER)

This covers biological sex - whether you are a man, a woman or non-binary. Non-binary is used for people who don't feel male or female; they may feel like both, or something in between, or they may not relate to gender at all. Some prefer to use the pronoun "they" rather than he or she. For example:

- does the function or policy take account of different roles and responsibilities?
- does it assume, perhaps wrongly, that men for example, have no caring responsibilities?
- is the function or policy flexible enough to provide a service that everyone can access?

Useful websites: [Scottish Women's Convention](#) [Fawcett Society](#) [Engender](#) [Equality and Human Rights](#) [A Voice for Men](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>National and local data shows females are less physically active and less likely to cycle. The NHS workforce is predominately female.</p> <p>In the initial survey, the following female specific barriers to walking and cycling specific were identified; personal security; lack of confidence with on road cycling; bike maintenance. These are addressed through running Essential Cycling Skills and Beginner Bike Maintenance sessions, which were attended mainly by women. Personal security has been addressed through promoting different walking and cycling routes during the hours of darkness. As well we promote using public transport and car sharing as options for travel, where walking and cycling are not practicable.</p> <p>Active Travel events are delivered before 9am, lunchtimes, after work and evenings to take into account shift patterns</p>

				<p>and caring responsibilities.</p> <p>Walking and cycling are promoted as an everyday activity (not sport). The project use images of people in everyday clothing walking and cycling, which contributes to normalising the activity.</p> <p>The project addresses structural inequalities such as ensuring equal access to shower facilities for men and women post cycling/walking.</p> <p>A travel policy is being developed for NHS Dumfries and Galloway. In it shall be included the encouragement of flexible working patterns to better enable employees to travel on foot, bike, public transport or car sharing. In particular this will help people who have childcare duties such as taking children to school, as it will give them time to travel to work actively. Typically women make more trips than men and these trips tend to be for escorting children or shopping. A change to a more flexible working pattern would therefore be of greatest benefit to women.</p> <p>Where it is impractical for people to travel to or from work actively, for example due to onward journeys as a result of caring duties, travelling actively for work is also promoted. Most extensively this has been done through the provision of 12 electric bikes for staff to use for short business trips.</p>
--	--	--	--	---

15 GENDER REASSIGNMENT (TRANSGENDER IDENTITY)

This covers both:

Gender reassignment, which is the process of transitioning from one gender to another. Individuals in this category are often termed transsexual. Gender reassignment does not need to involve any medical supervision or surgical procedures; it could simply involve a permanent change of the social gender role in which the person lives their life, (for example through a permanent change of name and the way they dress); and **Other transgender identities** - such as polygender, androgyne, intersex, cross-dressing and transvestite people.

The terms **transgender** and **trans** are both widely used by equality organisations to refer to a diverse range of people who find their gender identity does not fully correspond with the sex they were “assigned” at birth. Although the term transgender does refer in part to transsexual people (see above), not all transgender people will undergo the process of gender reassignment, but may face similar barriers to access.

- Does your policy, function or service include people of different gender identities?
- Will your facilities impede transgender individuals in any way?

Useful websites: [Equality and Human Rights](#) [Transgender Equality and Rights](#) [Equality Network](#) [LGBT Youth](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>None of the Active Travel events are run as gender specific activities. We recognise that although not raised as a barrier, there may be issues around changing and showering areas. DGRI is currently the only workplace to have gender neutral toilets. Walking and cycling is promoted as a form of transport rather than sport, so the need to shower/change is not encouraged.</p> <p>The transgender community is at a higher risk of violence than other groups. Although not explicitly mentioned in surveys, issues around personal security may also be relevant to transgender people. Personal security has been addressed through promoting different walking and cycling routes during the hours of darkness. As well we promote using public transport and car sharing as options for travel,</p>

				where walking and cycling are not practicable.
--	--	--	--	--

16 MARRIAGE AND CIVIL PARTNERSHIP

The rights and responsibilities that come with marriage and civil partnership are almost identical although civil partnerships in Scotland are currently only available to same-sex couples.

Under the Equality Act 2010 it is unlawful discrimination for people who are married or in a civil partnership to be treated less favourably in employment than people who are not married or in a civil partnership.

Equality legislation also protects people in relation to sexual orientation, which means that you cannot be treated less fairly as a same-sex couple than a mixed-sex couple would be treated.

Useful websites:

[Registration – Getting Married or Registering a Civil Partnership in Scotland](#)
[Marriage and Civil Partnership in Scotland](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>		x		No impacts have been identified for this protected characteristic.

17 PREGNANCY AND MATERNITY

Pregnancy is the condition of being pregnant/expecting a baby. Maternity refers to the period after the birth. Protection against maternity discrimination covers 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding. For example:

- Do you provide facilities for breastfeeding mothers?
- Does your policy provide flexibility and privacy for pregnant women and breastfeeding mothers?

Useful websites:

[Maternity Pay and Leave](#)

[Maternity Leave and Pay – ACAS](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>The NHS guidance on physical activity during pregnancy is that it is encouraged as it benefits mother and baby. Low impact activities, such as walking are recommended through pregnancy. Cycling during pregnancy beyond 6 months is not recommended.</p> <p>Based on this guidance, promotion of walking, public transport and carsharing are all inclusive of pregnant women, but cycling beyond 6 months is not.</p> <p>Differing needs of people during maternity / paternity has not been raised in the initial survey of barriers to walking and cycling.</p>

18 RACE

This refers to a group of people defined by their ethnic or national origins, race, colour, and nationality (including citizenship). All minority race and ethnic groups are covered including, for example, gypsies and travellers, Jews, English people as well as visible minority groups like African, Caribbean and Asian.

Consider the impact your function or policy has on someone from a minority ethnic group. Remember the impact may differ depending on the gender, disability, faith, sexual orientation or age of the person as different cultures have different views on what is acceptable. For example:

- What about language and information?
- Is it in the right format?
- Does your policy appear to be inclusive to all people regardless of their skin colour and background?

Useful websites: [Equality and Human Rights](#) [BEMIS – Scotland's Ethnic & Cultural Minority Communities](#) [CEMVO](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>All information is given in English, but it can be provided on request in different languages and easy read.</p> <p>Essential Cycling Skills sessions have seen been well attended by people from a diverse range of ethnicities. In part this is reflective of the diversity of the NHS workforce. Anecdotally there has been a high representation of people from minority ethnic groups attending cycling sessions, more than the 1% of staff in post who identified in the NHS staff survey as Black or Ethnic Minority. On a few occasions the reason for this has been identified by the individuals as being because they do not possess a valid driving licence for the UK.</p>

19 RELIGION OR BELIEF

Religion is the worship or faith in a God or Gods but belief is wider and includes religious, spiritual and philosophical beliefs. It also includes lack of belief or no belief in religion (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. For example:

- Does the function or policy take into account different festivals, holidays, religious days and traditions?
- Will the different faith beliefs impact on, for example, women from that group and exclude or prevent them from using the service?

Useful websites: [Interfaith Scotland](#) [National Secular Society](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>		x		<p>Project events are mainly held Monday to Friday excluding bank holidays. This is year round delivery with the exception of two weeks over Christmas. As such, timing of events should not prevent participation by anybody observing religious days or holidays as activities are run all year and on different days of the week.</p> <p>The cycle helmet policy for NHS encourages people to wear a helmet when cycling and for Dumfries and Galloway Council this is mandatory. By law if people can't wear one due to religious headwear such as turbans, they are exempt.</p>

20 SEXUAL ORIENTATION

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. This includes people who are heterosexual, lesbian, gay or bisexual. For example:

- What are the issues for this group in terms of your function or policy?
- Are the needs of this group being met?

Useful website: [LGBT Youth](#) [Stonewall Scotland](#) [Equality Network](#)

How does your policy affect this protected characteristic?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance equality of opportunity by having due regard to:</p> <ul style="list-style-type: none"> • removing or minimising disadvantage • meeting the needs of particular groups that are different from the needs of others • encouraging participation in public life <p>Foster good relations – tackle prejudice, promote understanding</p>	x			<p>In the Scottish Health Survey 2012, respondents who identified as having an ‘other’ sexual orientation were significantly less likely to meet the physical activity recommendations than the national average. Bisexual, lesbian and gay respondents were not significantly different from heterosexuals in relation to sport and physical activity.</p> <p>Differing needs of people based on sexual orientation has not been raised in the initial survey of barriers to walking and cycling. It is noted that in particular in the Scottish Health Survey 2012, respondents who identified as having an ‘other’ sexual orientation were far less likely to take part in sport activities. As we are promoting active travel as a mode of transport rather than a sport, it is potentially more inclusive.</p>

21 HUMAN RIGHTS

This is about protecting and promoting individuals' rights and freedoms in relation the Human Rights Act 1998. The UN Convention on the Rights of the Child has a much broader approach that may be of interest and reference although the focus of the Impact Assessment is the UK legislation, linked below.

1	The right to life – protects your life, by law. The state is required to investigate suspicious deaths and deaths in custody;
2	The prohibition of torture and inhuman treatment – you should never be tortured or treated in an inhuman or degrading way, no matter what the situation
3	The right to liberty and freedom – you have the right to be free and the state can only imprison you with very good reason – for example, if you are convicted of a crime
4	Protection against slavery and forced labour – you should not be treated like a slave or subjected to forced labour;
5 and 6	The right to a fair trial and no punishment without law - you are innocent until proven guilty. If accused of a crime, you have the right to hear the evidence against you, in a court of law
7	Respect for privacy and family life – protects against unnecessary surveillance or intrusion into your life
8	Freedom of thought, religion and belief – you can believe what you like and practise your religion or beliefs
9 and 10	Free speech and peaceful protest – you have a right to speak freely and join with others peacefully, to express your views
11	The right to marry - you have the right to marry and raise a family
12	No discrimination – everyone's rights are equal. You should not be treated unfairly – because, for example, of your gender, race, sexuality, religion or age
13,14 and 15	Protection of property, the right to an education and the right to free elections – protects against state interference with your possessions; means that no child can be denied an education and that elections must be free and fair

Please refer to the Guidance for more information.

Useful Websites and documents: [Scottish Human Rights Commission](#), [Equality and Human Rights Commission](#)
[A Guide to the Human Rights Act for Public Authorities](#)
[UN Convention on the Rights of the Child](#)

How does your policy affect people's human rights?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate discrimination, harassment, victimisation or any other prohibited conduct</p> <p>Advance the aims of the Human Rights Act</p> <ul style="list-style-type: none"> • Prevent breaches of human rights • Respect people's rights • Foster good relations – tackle prejudice, promote understanding 	x			<p>12. No discrimination</p> <p>All Active Travel events are open to anyone to take part.</p>

22 HEALTH & WELLBEING and HEALTH INEQUALITIES

This is about physical and mental health and wellbeing and includes e.g. feelings of safety and security, leisure activity, participation, creativity, affection and developing/achieving your potential. It also covers all aspects of poverty including income and fuel poverty, lack of confidence and self-esteem.

Think about the determinants of health and the different causes of health inequalities:

- **fundamental causes** like macro-economic position, societal values about fairness and equity
- **wider environmental influences** like availability of jobs; physical environment e.g. pollution, housing, food production, learning, availability services, democratic engagement
- **individual experiences** like mental health and wellbeing, family income, home and heating, diet and nutrition, exercise and physical activity, substance use, learning, readiness for school, ability to navigate services, connectedness, community involvement and personal resilience

Think about the different causes and types of poverty:

- Will this policy give people and families experiencing poverty the opportunity to make sure that their **voice is heard**?
- Will the policy support people experiencing poverty to **move from dependence to independence**?
- Will the **information and services be easy to access**?
- Will the policy **provide services that meet the needs of people** experiencing poverty?

Think about how this policy will impact on increasing opportunities for:

- participation in physical activity
- accessing healthy food choices
- promoting positive mental health and wellbeing
- promoting personal confidence and self determination

Useful websites and publications: [Health Services](#) [Health Inequalities in Scotland](#) [Joseph Rowntree Foundation](#)
[Dumfries and Galloway Council Tackling Poverty](#) [Fairer Scotland Duty – Interim Guidance](#)

How does your policy impact on health and wellbeing inequalities?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate inequalities and increase access to opportunities for improving health and wellbeing</p> <p>Advance opportunities for increasing health and wellbeing across the whole population</p> <p>Foster good practice for population wide health and wellbeing</p>	x			<p>The focus of the project is on modal shift i.e. changing behaviours from people driving to work to walking or cycling. Interventions are set up to support people who are currently inactive or have low levels of inactivity to becoming physical active through walking and cycling.</p> <p>Active Travel is recognised as the best way to routinize physical activity into people’s lives. It is especially accessible for people with low levels of physical activity. Increasing active travel in the workforce should reduce health inequalities and improve health and wellbeing. As the two largest workforces in the region, this could have significant population wide positive impacts.</p> <p>Regular physical activity in the outdoors can increase mental wellbeing. Mental wellbeing is also measured using the WEMWBS tool.</p>

23 ECONOMIC AND SOCIAL SUSTAINABILITY

This is about e.g. pay, employment opportunities, assisting businesses to develop or grow, welfare to work schemes and disadvantaged groups, local self-help schemes, and valuing and supporting voluntary work. It also covers issues around aspects of poverty including individual and community resilience. For example

- social status, employment (paid or unpaid), flexibility and agility in working arrangements
- opportunities to expand on learning experiences, encourage investment in skills and training
- opportunities for volunteering, ,
- helping people access advice and support, confidentially and with no stigma
- availability or delivery of services for people living rurally
- increase access to facilities for arts, cultural and leisure pursuits.
- connectivity and infrastructure, particularly in rural areas including mains gas, water, transport and broadband connections
- encourage payment of the Living Wage?
- increase income/reduce expenditure/reduce financial and material deprivation

Useful websites and publications: [Poverty Alliance](#) [Scottish Living Wage](#)

How will your policy impact on economic and social sustainability?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate disadvantage or inequality</p> <p>Advance opportunities for individuals</p> <p>Foster good relations and sustainability of communities</p>	x			<p>Just over 1 in 5 households in Dumfries and Galloway do not have access to a car. Higher levels of deprivation are associated with lower levels of access to a private car. As a result rates of walking and cycling tend to be higher in more deprived areas.</p> <p>Transport poverty is when people don't have access to essential services or work because of a lack of affordable transport options. This could mean that someone is forced into owning a car to get to work each day, as their bus route has been taken away. This can result in a burden on households for those on medium to low incomes and can reinforce pre-existing social disadvantages. Transport poverty makes it even harder for a person to break that</p>

			<p>cycle. The Transport Poverty in Scotland report found 20% of neighbourhoods in Scotland are at high risk of transport poverty, which represents more than 1 million people in total. Research indicates it is not remote areas that are at the highest risk of transport poverty, rather it is accessible small towns (28%) and accessible rural locations (30%). This definition describes much of Dumfries and Galloway. Enabling and improving facilities and policies for walking and cycling should help reduce inequalities. Enabling walking and cycling for individuals can advance opportunities, by increasing access to services. This means people living in these areas have nearby public services. However, low household income or a lack of transport options might make these services difficult to access. Research indicated that cycling could be a viable solution to transport poverty. In analysing the at high risk areas, it was found that 61% were places where vital services could be reached within a 10-minute bike ride.</p> <p>All Active Travel events are free and for some activities, bikes and equipment are also provided. Electric bikes are provided for staff to use during the working day for short business trips. The Cycle to Work scheme and interest free government loans for electric bikes are promoted regularly. These schemes open up the prospect of owning a bike or e bike to more people.</p> <p>As well as the Cycle to Work scheme we will promote local second hand alternatives to buying a bike.</p>
--	--	--	--

24 ENVIRONMENTAL SUSTAINABILITY, CLIMATE CHANGE AND ENERGY MANAGEMENT

This is about enhancing the built environment, preserving local heritage, reducing the need to travel by improving or adding to local facilities, conditions for pedestrians and cyclists and promote public transport, living conditions such as housing and green spaces, biodiversity, the amount of emissions, fuel consumption, fuel use, renewable energy technologies. For example:

- If your policy may lead to a change in levels of emissions, has account been taken of the need to accurately record this data?
- What is the impact of your policy on infrastructure – housing, roads, and buildings?
- Does it promote pride and taking care of the facilities that we have?
- Does it promote active travel and physical activity?

Useful websites: [Carbon Reduction Commitment Energy Efficiency Scheme](#) [Sustrans](#) [Scottish Environment Protection Agency – carbon reduction](#)

How will your policy affect the environment and carbon usage?

Indicate if the impact is positive or negative or if there is no impact	Positive Impact	No Impact	Negative Impact	Comments
<p>Eliminate bad practice particularly in waste and carbon usage</p> <p>Advance good practice, particularly the use of innovative technology</p> <p>Foster a culture of personal responsibility</p>	x			<p>By bringing about modal shift from driving to walking and cycling, this will reduce fossil fuel use and the associated negative environmental impacts.</p> <p>Specific projects such as e bike use are recording where journeys by car/van are being replaced with journeys by bike. This allows us to calculate reductions in emissions and improvement to air quality locally.</p> <p>By increasing the number of people walking and cycling this increases the need for more infrastructure to support it. We work closely with the council to highlight areas where infrastructure could be improved and where there is a need. These infrastructure schemes are also subject to a Disability Discrimination Act assessment.</p> <p>Several pieces of infrastructure have been built as a result of the project, including cycle parking and bike repairs</p>

				<p>stations. Provision of 12 electric bikes for use by employees reduces the use of conventional combustion engine driven vehicles and is replacing it with a cleaner, greener technology.</p> <p>Air pollution has recently been cited as a major cause of respiratory conditions, as well as being linked to Attention Deficit Hyperactivity Disorder and depression. Air pollution also tends to be higher in more deprived areas, which is a form of environmental injustice. Through encouraging all members of society to replace car journeys with active travel, there should be an improvement in air quality.</p>
--	--	--	--	---

Note: If the effect or possible effect is minimal, no action is required under the requirements of Strategic Environmental Assessment (SEA) but there is a duty under the Environmental Assessment Scotland Act 2005 to notify the SEA authorities. There are templates available to help this process. This should be noted on the summary sheet. If there is any likely positive or negative environmental effect, a full SEA may be required.

25 SUMMARY OF IMPACT

Summarise your results from section 12 to 24 in the table below:

<u>Impact Area</u>	<u>Positive Impact</u>	<u>No Impact</u>	<u>Negative Impact</u>
Age	x		
Disability	x		
Sex	x		
Gender reassignment and Transgender	x		
Marriage and Civil Partnership		x	
Pregnancy and Maternity	x		
Race	x		
Religion or belief		x	
Sexual orientation	x		
Human Rights	x		
Health & Wellbeing & Health Inequalities	x		
Economic & Social Sustainability	x		
Environmental Sustainability, Climate Change and Energy Management	x		
	Total Positive Impacts = 11	Total No Impacts =2	Total Negative Impacts = 0

Positive and No Impact(s) - the Policy needs no further IA at this stage. Transfer the totals to the Summary Sheet for publication

Negative Impact(s) - please complete section 26

26 If Negative Impact(s) have been identified choose the most appropriate option below (a, b or c). Once you have identified your option, record your decision in the table below highlighting the Impact Area and action to be taken.

- a. **unjustifiable** - your policy must be revised and rewritten to remove the negative impact. This is the concept of 'treat' in risk management
- b. **can be justified** without further consultation. The justification is noted and recorded and the policy is signed off. This is the concept of 'managed' in risk management
- c. **may or may not be justifiable** - the proposed justification for the risk is noted and the policy is then consulted upon at the level that is appropriate. For instance, an employment policy may require only internal consultation where as a service delivery policy may require partner and external consultation.

Impact Area	Option (a), (b) or (c)	Explanation and action to be taken

Once completed transfer the actions to the Summary Sheet for publication

Section 5 : Monitoring And Reviewing

	Guidance
<p>27 How will the implementation of the policy be monitored? We will review it annually as part of ongoing project planning and monitoring.</p>	<p>e.g. customer satisfaction questionnaires, reports to Committee.</p>
<p>28 What (if any) environmental data is to be monitored and who is responsible for the collection of this data? The HEAT tool used for assessing value of the project includes a cost saving for environmental impact. The e bike project also measures how many car/van journeys are replaced by bike.</p>	<p><i>This will not be required for all policies</i></p>
<p>29 How will the results of the monitoring be used to develop the policy? We will continue to evaluate the project monitoring and feedback. Where we have demographic data we will check for negative trends.</p>	<p>This information will be useful when you review the policy</p>
<p>30 When and how is the policy due to be reviewed? The project is reviewed annually, when the Impact Assessment will also be reviewed. April 2020.</p>	<p>Give the month and year when this is planned, and also detail who is responsible. If there are a significant number of negative impacts, then an earlier date may be appropriate.</p>

Section 6 : Quality Assurance and Public Reporting of Results

(Information required for the Summary Sheet)

The organisation is required to publish the findings and results of all IAs conducted.

Monitoring of IA returns will be carried out by expert advisors and may result in additional information being required or a revised assessment.

The lead person is responsible for collating the key comments and actions. All members of the group should receive a copy of the final impact assessment.

The Impact Assessment information should be reported as part of the approval process for the policy.

The lead person is responsible for sending a copy of this completed Impact Assessment Toolkit form to the relevant service for the lead organisation where it will be quality assured and then part or all will be published on the public website.

For Dumfries and Galloway Council this is the Policy and Communications Unit - email it to ImpactAssessment@dumgal.gov.uk

For NHS Dumfries and Galloway email it to lynsey.fitzpatrick@nhs.net

**SUMMARY SHEET
SUMMARY OF IMPACT ASSESSMENT (IA)**

Policy	Active Travel Workplace Engagement Project	Date of process	20/05/2019
Lead service	DG Health and Wellbeing	Contact person for process	Chris Topping

Names of those involved in process

Kirsty Rankin – Sustrans
 Rhian Davies – Sustrans
 Sue Ingham – Sustrans
 Philip Myers – NHS Dumfries &Galloway
 Lynsey Fitzpatrick - Equality and Diversity Lead, NHS Dumfries &Galloway
 Peter McCormick – Dumfries and Galloway Council

Summary of IA

The Council is required to publish the findings and results of all IAs conducted. The publication should include a summary of the following:

<p>Research and data (section 3)</p>	<p>What was used to assess the impact of the policy and a summary of the findings? Baseline travel survey of the workforce. The following research:</p> <ul style="list-style-type: none"> • Best Investment for Physical Activity • Cycling Action Plan for Scotland • Dumfries and Galloway Active Travel Strategy • Health Promoting Health Service CEL Letter • Local Travel Plan data • National Implementation Plan for Physical Activity (Scottish Government) • National Travel Survey • National Walking Strategy • NHS Workplace Physical Activity Staff Survey 2014 • Public Health Priorities • Scottish Health Survey • Scottish Household Survey • Systematic Review papers on Active Travel (walking and cycling)
---	---

	<ul style="list-style-type: none"> • Transport Poverty in Scotland Report <p>Who was involved and consulted during the assessment stage?</p> <ul style="list-style-type: none"> • NHS and Dumfries and Galloway Council workforce. • Sustrans (Research and Monitoring Unit) • Dumfries and Galloway Council • NHS Dumfries and Galloway – Directorate of Public Health • Dumfries and Galloway Council Sustainable Travel Team <p>What were the findings from the consultation and how was this information used to develop the policy? The barriers and enablers of active and sustainable travel. From this, a project plan was produced taking into account the feedback from respondents.</p>
Impact Assessment (section 4)	<p>From the summary table at number 25 list the:- Positive Impact(s) – Age, Disability, , Gender reassignment and Transgender, Pregnancy and Maternity, , Sexual orientation, Human Rights No Impact(s) - Marriage and Civil Partnership, Religion or belief Negative Impact(s) – None</p>
Monitoring and review (section 5)	<p>How is the policy to be monitored - how often and by whom? Annually, by all.</p>

Summary of actions arising from the Impact Assessment

Transfer details from table at number 26

Actions	Responsibility	Timescale
Review policy	All	Annually

Section 7 : Improving the Impact Assessment Process

Feedback (optional) - Please use the space below to detail any matters arising from the Assessment which will help us improve the process

	Please tick (✓)					
Please score from 1 to 6 where 1 is low and 6 is high	1	2	3	4	5	6
1 How well did this toolkit help you understand the IA process?					✓	
2 Did the toolkit assist you in improving your policy?					✓	
3 Was the language and format easy to follow?					✓	

4 Any other comments

Please send this form to:

Policy and Communications Unit, Dumfries and Galloway Council, Council Offices, Dumfries DG1 2DD Drop Point: 320
or email: ImpactAssessment@dumgal.gov.uk

Equality and Diversity Lead, NHS Dumfries and Galloway, High East, Crichton Hall, The Crichton, Dumfries DG1 4TG
or email: lynsey.fitzpatrick@nhs.net