

APPENDIX A

Impact Analysis to Enable Informed Decisions						
Background Information						
Directorate	Assistant Director Area	Service Area	Lead Officer	Person / people completing analysis	Date of workshop / meeting	Version
Title of the policy / project / service being considered						
General overview and description						
Current status		New / Existing / Revised		LCC directly delivered / commissioned / re-commissioned / de-commissioned		
Timescales for implementation						
Analysis						
1. What is the current situation?						

2. What are the drivers for change?	
3. What difference will we make?	
4. What are the assumptions about the benefits?	

5. How are you testing your assumptions about the benefits?	
6. The assumptions about any adverse impacts. Could it have a negative impact on anyone? If Yes, go to 6.1 and 6.2 If No, please explain how you know this is the case	YES / NO
6.1 Which groups / individuals could it have a negative impact on?	

<p>6.2 Please state how it could have a negative impact on these groups / individuals? Please refer to the list of protected characteristics to assist your answer.</p>	
<p>7. How are you testing your assumptions about adverse impacts?</p>	
<p>7.1 What further evidence do you need to gather?</p>	
<p>8. Who are the stakeholders and how will they be affected?</p>	<p>Primary (those directly affected, either positively or negatively by the organisation's actions)</p>

	Secondary (intermediaries, people or organisations who are indirectly affected by the organisation's actions)	
<p>9. How are you assessing the risks and minimising the impacts?</p>		
<p>10. What changes will the Council need to make as a result of introducing the policy / project / service etc?</p>		
<p>11. How will you undertake evaluation once the changes have been implemented?</p>		
Further Details		
<p>Are you handling personal data? If so, please give details.</p>	<p>YES / NO</p>	

How was this analysis undertaken? Facilitated workshop? Who attended?			
Are you confident that everyone who should have been involved in producing this version of the Impact Analysis has been? If No, who needs to be involved?	YES / NO		
If this is new, or requires a decision by Councillors to revise, has this impact analysis been included with the committee report?			
Actions required Including any actions identified in this analysis for monitoring in the relevant service area work plan?	Action	Lead officer	Timescale
Signed off by		Date	