

Impact Assessment Form

Completing the Impact Assessment

This Impact Assessment will form a significant part of the process used by the NHS organisation and the local Overview and Scrutiny Committee (OSC) to decide whether the changes being discussed constitute a 'substantial development' of service. If a decision is made that the changes do constitute a 'substantial development' of service, formal consultation with the OSC (and potentially with the wider public) is necessary. It will be appropriate to agree the consultation process with the OSC.

Please complete all the boxes below and complete the attached Impact Assessment scoring form. The Impact Assessment needs to be completed at an **early and formative** stage in the development of the proposals or discussion around service change – not at a stage when it is too late to make changes to the process. It must be submitted to the local Overview and Scrutiny Committee by the lead PCT.

The Trust or PCT needs to score the form attached to support the Impact Assessment – there is also an opportunity to comment on the issues this throws up. A score is also required from a group of people affected by the changes (eg patients, users or carers) before it can be submitted. The Trust or PCT will need to identify and agree who will do this - for example it may be the local user group you are working with on the proposed changes, an involved voluntary group or the Trust's Patient and Public Involvement Forum. The aim is to demonstrate that the views of some of those affected by the change are incorporated in this part of the process. This is consistent with a Trust or PCT's new legal responsibility to involve and consult people who use services in the planning, operation and delivery of services (Section 11, Health and Social Care Act 2001).

This form and the Impact Assessment scores will be forwarded to the relevant OSC for consideration. Please complete all boxes, plus the scoring matrix attached and forward to your line manager and organisational lead for Overview and Scrutiny Committee

1. Impact Assessment Details	
Name of Trust/PCT	South Wiltshire PCT
Name of proposal or service development	Proposal to transfer provider services staff to Salisbury Foundation NHS Trust
Name of Trust/PCT person completing the form	Sally Sandcraft
Name of Patient and Public Involvement Forum or other patient/user/carer/voluntary group supporting Impact assessment	Patient Forum South Wiltshire
Date Impact Assessment scores completed	8 th August

2. Please briefly describe the scope of the proposal or service development

Following some months of discussions within the PCT regards the future direction of PCT provider (clinical) services in South Wiltshire the PCT Board in November 2005 recommended that an options appraisal was undertaken. After the consideration of the options appraisal by the PCT Board in January 2006, and the subsequent agreement to proceed to staff consultation by the Strategic Health Authority, SWPCT proposes the transfer of the majority of clinical services to Salisbury Foundation Trust (SFT).

3. Comments from the Service Provider on the Impact Assessment scores

South Wiltshire PCT do not consider the proposal to constitute a significant variation.

4. Comments from the patient/user/carer/Patient and Public Involvement Forum or voluntary group on the Impact Assessment scores

Patients Forum Chair meeting minutes capture Forums view awaiting copy of the minutes

Submitting PCT contact point for OSC officer	
Tel no 01722 345050	E Mail
sally.sandcraft@southwiltshire-pct.nhs.uk	
NHS Trust contact point for OSC officer (if appropriate)	
Tel no	E Mail
Does the proposal cover more than one OSC areas	YES/NO
If yes which one(s)?	
No	
Has an Impact Assessment been forwarded to this OSC(s)?	Yes YES/NO
Date Impact Assessment forms submitted to OSC 11th September 2006	

The scoring shall be undertaken on a seven point scale, ranging from major negative impact (-3) to major positive impact (+3), using the matrix set out below.

A service variation or development shall be considered substantial where any aspect is deemed to have a major negative impact (ie scored -3) or where the total score in any one of the five impact areas is -7 or less or +7 or more].

Proposal				
NHS Body				
OSC Area Affected	B&NES	Bristol	North Somerset	South Gloucs
Impact Range	-3	Major negative impact		
	-2	Medium negative impact		
	-1	Minor negative impact		
	0	No impact		
	+1	Minor positive impact		
	+2	Medium positive impact		
	+3	Major positive impact		

1. Changes in Accessibility

Ref	Aspect	Patient/Carer Perspective *	Organisational Perspective	Impact
A	Reduction/Increase in Service		0	0
B	Local Provision Accessibility		0	0
C	Relocation of Service		0	0
D	Withdrawal of Service		0	0

2. Impact on the Wider Community

Ref	Aspect	Patient/Carer Perspective *	Organisational Perspective	Impact
A	Transport		0	0
B	Community Safety		0	0
C	Local Economy		0	0
D	Environment		0	0

3. Patients/Carers Affected

Ref	Aspect	Patient/Carer Perspective *	Organisational Perspective	Impact
A	Number of Patients/Carers		0	0

B	Proportion Affected		0	0
C	Equality & Diversity		0	0
D	Social Exclusion		0	0

4. Methods of Service Delivery

Ref	Aspect	Patient/Carer Perspective *	Organisational Perspective	Impact
A	Change in Setting		0	0
B	Change in Technology		0	0
C	Change in Practitioner		0	0
D	Change in Care Process		0	0

5. Financial and Other Factors

Ref	Aspect	Patient/Carer Perspective *	Organisational Perspective	Impact
A	Financial Impact on NHS body		0	0
B	Financial Impact on Local Authority and other agencies		0	0
C	Other material factors		0	0
D	Cumulative effect of change		0	0

6. Summary

Ref	Impact Area	Total Score	Any Score of -3
1	Changes in Accessibility	0	0
2	Impact on the Wider Community	0	0
3	Patients/Carers Affected	0	0
4	Methods of Service Delivery	0	0

* All statements on the patient or carers' perspective of the change must be evidenced.

7. Declarations

Assessment Led By (Name)	Sally Sandcraft
Date Undertaken	8 th august
Substantial (Yes/No)	No
Date Passed to Relevant OSC(s)	11 th September

