

## Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

### Version Control

Version	Author	Job title	Date
Version 1	Andrew Potts	Commissioning Officer	November 2019

### 1. Details of the initiative

	<b>Title of the Initiative:</b> Proposed remodel and relocation of Complex Needs Day Services
<b>1a</b>	<b>Service Area:</b> Adult Social Care
<b>1b</b>	<b>Directorate:</b> Social Services, Health and Housing
<b>1c</b>	<b>Summary of the initiative:</b> Proposal to move away from catchment based pan-disability service provision to have specialist services that deliver targeted support to specific groups of people.
<b>1d</b>	<b>Who will be directly affected by this initiative?</b> Current service users who may have their service delivered from a different site, dependant on their assessed need. Day Services staff will experience changes in where they work and with the group of people they work with.
<b>1e</b>	<b>When and how were people consulted?</b> January – March 2019. Public Consultation events, 1-1 meetings, website.
<b>1f</b>	<b>What were the outcomes of the consultation?</b> See Appendix 2

## 2. Evidence

### What evidence was used in assessing the initiative?

Social Services routinely collects data as part of the assessment/review process of individuals and carers, which is reported annually to Welsh Government.

In addition to the number of people accessing the services, limited equalities data such as age, disability, ethnicity and sex is also collected, which in turn informs policy development and service provision. The following provides a summary of information known about current users of Complex Needs Day Services.

The Social Services Client Index shows that there are currently

Age Group	Female	Male	Total
20s	3	16	19
30s	8	5	13
40s	9	10	19
50s	4	4	8
60s	3	2	5
<b>Total</b>	<b>27</b>	<b>37</b>	<b>64</b>

Ethnicity	Female	Male	Total
WELSH	2	3	5
WHITE BRITISH	24	34	58
NOT STATED	1		1
<b>Total</b>	<b>27</b>	<b>37</b>	<b>64</b>

Service	Female	Male	Total
ABBEY VIEW SPECIAL NEEDS SERVICE	11	6	17
BRYNAMLWG SPECIAL NEEDS DAY SERVICE	6	12	18
TREM Y MOR DAY SERVICE (FORMERLY CADOXTON SNS)	10	19	29
<b>Total</b>	<b>27</b>	<b>37</b>	<b>64</b>

Service	Age Group					Total
	20s	30s	40s	50s	60s	
ABBEY VIEW SPECIAL NEEDS SERVICE	4	3	8	1	1	17
BRYNAMLWG SPECIAL NEEDS DAY SERVICE	2	3	7	3	3	18
TREM Y MOR DAY SERVICE (FORMERLY CADOXTON SNS)	13	7	4	4	1	29
<b>Total</b>	<b>19</b>	<b>13</b>	<b>19</b>	<b>8</b>	<b>5</b>	<b>64</b>

The following information was obtained from responses to the public consultation:

### **Overarching Public Consultation – Responses**

A total of 19 completed questionnaires were received during the consultation period. All were completed in English with no Welsh responses.

The following provides a summary of the feedback from the questionnaire responses. All percentages shown in this section are relative to the total number of completed questions as not all respondents completed all questions.

### **About the respondents**

Of the responses:

- 11 (61%) stated that they live in Neath Port Talbot
- 5 (28%) stated that they are a carer
- 4 (22%) stated that they work for Neath Port Talbot Council
- 3 (17%) stated that they use services provided by NPT Council
- 1 (6%) stated they run a business in Neath Port Talbot
- 4 (22%) stated other. These included:
  - “Been trying to access help and support and get initial assessment for my child.”
  - “Parent”

*Please note that respondents were asked to tick all that apply. Therefore percentages will be greater than 100%.*

**Age**

Age range (years)	Number	% of respondents
Under 16	-	-
16 - 24	-	-
25 – 29	1	10%
30 - 39	2	20%
40 - 49	2	20%
50 – 59	2	20%
60 – 74	3	30%
75 – 85	-	-
86+	-	-
Prefer not to say	-	-
Total		100%

**Gender**

8 (73%) respondents were female and 3 (27%) male.

**Nationality**

10 (91%) respondents described their nationality as Welsh, and 1 (9%) as British.

**Ethnic origin**

10 (100%) respondents described their ethnicity as White British.

**Sexual orientation**

9 (90%) respondents described themselves as heterosexual, and 1 (10%) preferred not to say.

**Disability**

1 (9%) respondent reported having a disability with 10 (91%) stating that they did not have a disability.

**Welsh Language**

7 (78%) respondents reported having little or no knowledge of the Welsh language, while 2 (22%) stated they were fairly fluent speakers.

## Religion

6 (55%) respondents reported as being Christian, 4 (36%) respondents reported as having no religion/beliefs, and 1 (9%) stated other religion.

### 3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age	X			<p>Data shows that a high number of people receiving adult services care and support have a protected characteristic by virtue of their age.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control possible in regards to the care they receive.</p> <p>Assessment of need will take into account various protected characteristics including age and disability.</p> <p>Although the proposal will mainly affect people with a disability or age related frailty, there is no evidence to indicate that the proposal would lead to discrimination.</p>

			<p>The proposal will not change the Council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p> <p>Some people may see a change to the services received and/or location where it is delivered following a review and this may be perceived by those receiving services and their family/carers as having a negative impact. However, any change will be planned with the person. Changes are not necessarily as a result of this proposal as reviews take place to assess changes in need. All people will continue to receive services that meet eligible needs and be given choice, and their views and individual circumstances will be taken account of when determining the options available to the person/family/carer to meet their eligible needs.</p> <p>It is anticipated that moving to specialist services that deliver targeted support to specific groups of people will have a positive impact on those with a disability or age related frailty.</p>
Disability	X		<p>Data shows that a high number of people receiving adult services care and support have a protected characteristic by virtue of their disability</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control possible in regards to the care they receive.</p>

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Gender reassignment		X	<p>Access to adult services is unlikely to be solely due to a person's gender identity. However, personal circumstances relating to a person's gender identity may have an impact on how services are delivered.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p>

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Marriage & civil partnership		X	<p>Unpaid carers are often family members/partners of the person being cared for, which can have an impact on relationships and cause difficulties in maintaining the caring role as well as their personal relationships.</p> <p>Access to adult services is unlikely to be solely due to a person's marital status. However, personal circumstances relating to a person's marital status may have an impact on how services are delivered.</p>



			<p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control in regards to the care they receive.</p> <p>Assessed need will take into account various protected characteristics.</p> <p>There is no evidence to indicate that the proposal would lead to discrimination due to the person's marital status.</p> <p>This proposal will not change the council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p> <p>Some people may see a change to services received and/or location where it is delivered following a review and this may be perceived by those receiving services and their family/carers as having a negative impact. However, any change will be planned with the person. Changes are not necessarily as a result of this proposal as reviews take place to assess changes in need. All people will continue to receive services that meet eligible needs and be given choice, and their views and individual circumstances will be taken account of when determining the options available to the person/family/carer to meet their eligible needs.</p>
Pregnancy and maternity		X	It is possible that someone providing unpaid care may be, or become, pregnant which can cause difficulties in maintaining the caring role. It is also possible that the

			<p>cared for person may become pregnant or have a young child, which would need to be taken into account when determining how to best meet any care and support needs.</p> <p>Access to adult services is unlikely to be solely due to a person's gender identity. However, personal circumstances relating to a person's pregnancy or maternity circumstances may have an impact on how services are delivered.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control in regards to the care they receive.</p> <p>Assessed need will take into account various protected characteristics.</p> <p>There is no evidence to indicate that the proposal would lead to discrimination due to the person's pregnancy or maternity circumstances.</p> <p>This proposal will not change the council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p> <p>Some people may see a change to services received and/or location where it is provided following a review and this may be perceived by those receiving services and their family/carers as having a negative impact. However, any change will be</p>
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Race		X	<p>Access to adult services is unlikely to be solely due to a person's race. However, personal circumstances relating to a person's race may have an impact on how services are delivered.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control in regards to the care they receive.</p> <p>Assessed need will take into account various protected characteristics.</p> <p>There is no evidence to indicate that the proposal would lead to discrimination due to the person's race.</p> <p>This proposal will not change the council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p> <p>Some people may see a change to services received and/or location where it is provided following a review and this may be perceived by those receiving services</p>

			<p>and their family/carers as having a negative impact. However, any change will be planned with the person. Changes are not necessarily as a result of this proposal as reviews take place to assess changes in need. All people will continue to receive services that meet eligible needs and be given choice, and their views and individual circumstances will be taken account of when determining the options available to the person/family/carer to meet their eligible needs.</p>
Religion or belief		X	<p>Access to adult services is unlikely to be solely due to a person's religion or belief. However, personal circumstances relating to a person's religion or belief may have an impact on how services are delivered.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control in regards to the care they receive.</p> <p>Assessed need will take into account various protected characteristics.</p> <p>There is no evidence to indicate that the proposal would lead to discrimination due to the person's religion or belief.</p> <p>This proposal will not change the council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p>

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Sex		X	<p>Access to adult services is unlikely to be solely due to a person's sex. However, personal circumstances relating to a person's sex may have an impact on how services are delivered.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control in regards to the care they receive.</p> <p>Assessed need will take into account various protected characteristics.</p> <p>There is no evidence to indicate that the proposal would lead to discrimination due to the person's sex.</p> <p>This proposal will not change the council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p>

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Sexual orientation		X	<p>Access to adult services is unlikely to be solely due to a person's sexual orientation. However, personal circumstances relating to a person's sexual orientation may have an impact on how services are delivered.</p> <p>Adult Services provide needs-led, person centred support. Therefore the protected characteristics of those to whom the service is delivered and the needs of carers requiring support are considered as part of the needs assessment process and catered for in the individual's bespoke care and support plan.</p> <p>When commissioning services, the Council will make a determination as to what interventions can best meet the person's identified assessed needs and agreed desired outcomes in a way that is equitable and sustainable, whilst offering maximum choice and control in regards to the care they receive.</p> <p>Assessed need will take into account various protected characteristics.</p> <p>There is no evidence to indicate that the proposal would lead to discrimination due to the person's sexual orientation.</p> <p>This proposal will not change the council's obligations to ensure people's eligible needs are met. The Council is not, however, bound to meet a need in the way</p>

			<p>preferred by an individual, particularly where the cost of that preferred way is higher than other reasonable ways.</p> <p>Some people may see a change to services received and/or location where it is provided following a review and this may be perceived by those receiving services and their family/carers as having a negative impact. However, any change will be planned with the person. Changes are not necessarily as a result of this proposal as reviews take place to assess changes in need. All people will continue to receive services that meet eligible needs and be given choice, and their views and individual circumstances will be taken account of when determining the options available to the person/family/carer to meet their eligible needs.</p>
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### What action will be taken to improve positive or mitigate negative impacts?

Functioning on a catchment area basis has led to inappropriate combinations of people within buildings. This means someone with significant behavioural support needs can be in the same building as someone with exceptionally frail health support need, who may have a total dependency on staff for all parts of their daily life. This can prove challenging to manage on a day to day basis both for frontline teams and managers.

The proposal's intention is to move away from a catchment area based pan-disability service provision to have specialist services that deliver targeted support to specific groups of people.

In each case where there is an assessed eligible need, the individual will be offered a care and support package or offered Direct Payments if eligible of a similar amount to be able to meet that need. Social care and support will continue to be met but anything over and above this would be expected to be funded by the individual.

All protected characteristics will be considered in line with the Social Services and Wellbeing (Wales) Act 2014, by looking at the individual circumstances of the person - and carer(s) where applicable - and how their care and support needs can be best met. As such it is not anticipated that this proposal will have a negative impact based on peoples protected characteristics.

It is acknowledged that some people may receive a change in service provision and/or the location that service is delivered if this proposal is implemented. Although the provision would continue to meet the person's needs as identified through an individual personalised assessment, an individual may perceive this as having a negative impact.

In all cases the person will be offered a care and support package proportionate to their individual needs and offered the choice of receiving direct payments, maximising choice and control for those individuals. There will be no reductions in service but possible relocations.

In light of the above this proposal should overall have a neutral impact.

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

<b>Public Sector Equality Duty (PSED)</b>	<b>+</b>	<b>-</b>	<b>+/-</b>	<b>Why will it have this impact?</b>
To eliminate discrimination, harassment and victimisation			X	The proposal's intention is to move away from catchment based pan-disability service provision to have specialist services that deliver targeted support to specific groups of people.
To advance equality of opportunity between different groups			X	This proposal supports the council in taking forward its statutory duties with regards to adult social services, which further it in discharging its Public Sector duties.
To foster good relations between different groups			X	



**What action will be taken to improve positive or mitigate negative impacts?**

The potential impact of the proposal on those with eligible care and support needs on PSED has been fully considered and it has been assessed that overall this policy will have a neutral impact.

This proposal supports provision of care and support tailored to meet individual’s assessed needs.

**4. Community Cohesion/Social Exclusion/Poverty**

	+	-	+/-	Why will it have this impact?
Community Cohesion			X	It must be emphasised that any services received will meet the eligible assessed needs of, and agreed desired outcomes for, the individual.  Overall this proposal should have a neutral impact as it will support the Council in ensuring that services are financially sustainable in order to be able to continue meeting ongoing demand for services, including community based services in appropriate settings.
Social Exclusion			X	
Poverty			X	

**What action will be taken to improve positive or mitigate negative impacts?**

The Council’s Wellbeing Objectives aim to improve the wellbeing of children, young people and adults, as well as the general wellbeing of the area, by developing the local economy and environment.

As noted above the proposal should have a neutral impact.

People will be supported to maximise their income, and all people will continue to have their needs met and have a choice in how those needs will be met.

## 5. Welsh

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: – people’s opportunities to use the Welsh language			X	The Council will continue to offer services in Welsh and English.
– treating the Welsh and English languages equally			X	The Council will continue to offer services in Welsh and English.

### What action will be taken to improve positive or mitigate negative impacts?

The Council currently has only a small number of staff with Welsh language skills working in the Directorate. However, opportunities for staff to use their language skills are promoted and training made available to those who wish to further develop their skills.

The proposals do not include any planned reduction in human resource at the frontline. It is not therefore anticipated that they will have any effect on the service delivered to those who receive care and support from Adult Services and who wish the service they receive to be delivered through the medium of the Welsh language.

The proposal is written on the assumption that there will be no further financial or human resources available to Adult Services and that therefore, sustaining the current level of equality of treatment, in respect of the Welsh language, is the only realistically achievable aim.

Opportunities for staff to use their language skills will continue to be promoted and training will continue to be made available to those who wish to further develop their skills.

Contracts for commissioned services contain clauses to ensure the provider delivers services in line with the Welsh Language Act.

## 6. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity			X	It is not expected that the policy will have any adverse effect on biodiversity or ecosystem resilience.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			X	

**What action will be taken to improve positive or mitigate negative impacts?**

Not applicable.

## 7. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	The proposal aims to move away from catchment based pan-disability service provision to have specialist services that deliver targeted support to specific groups of people, and also promotes the long term sustainability of service provision in line with the Social Services and Well-being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015.
ii. <b>Prevention</b> – preventing problems occurring or getting worse	Tailoring services to individual’s needs will help improve independence and prevent or reduce the need for more complex care.
iii. <b>Collaboration</b> – working with other services internal or external	The proposal enables the council to make best use of our partnerships with those who are commissioned to provide specialist services for people with various complex needs.
iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population	Various staff representatives have been involved in the development of the proposal, including social workers and managers, Finance and Legal.
v. <b>Integration</b> – making connections to maximise contribution to:	<p>All current service users accessing complex needs services would be assessed and aligned to services that most meet their personal needs and outcomes.</p> <p>The proposal therefore contributes towards the objective of improving the well-being of adults who live in the county borough and to develop the economy.</p>
<b>Council’s well-being objectives</b>	<p>To improve the well-being of all adults who live in the county borough.</p> <p>To develop the economy and the environment so that the well-being of people can be improved.</p>

<b>Other public bodies objectives</b>	Create safe, confident and resilient communities, focusing on vulnerable people. Encourage Ageing Well.
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## 8. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

<p>Ongoing consideration of equality impact will continue to be given as the proposal is implemented. This will be monitored through the complaints process, information from social worker reviews and contract monitoring.</p> <p>Any unintended/unforeseen negative impact on those in receipt of care and support services, identified as part of these processes, will be the subject of further impact assessment to understand opportunity to mitigate wherever possible.</p> <p>We will thereby ensure that any emerging unintended/unforeseen negative impact on those who are in receipt of services, which was not previously considered, is acknowledged and acted upon appropriately.</p> <p>Any such further completed impact assessment will be brought to the attention of Members, as part of the ongoing review process recommended in the proposal, to ensure these inform decisions which have had due regard to the Council's legal obligations.</p> <p>The outcome of any such assessment will be routinely included in the next annual progress report to Members, or reported on sooner if the assessment outcome is significant enough to justify doing so.</p>
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## 9. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	<b>Conclusion</b>
<b>Equalities</b>	All protected characteristics will be considered in line with the Social Services and Wellbeing (Wales) Act 2014, by looking at the individual circumstances of the person - and carer(s) where applicable -

	and how their care and support needs can be best met. As such it is not anticipated that this proposal will have a negative impact based on peoples protected characteristics.
<b>Community Cohesion/ Social Exclusion/Poverty</b>	Overall this proposal should have a neutral impact as it will support the Council in ensuring that services are financially sustainable in order to be able to continue meeting ongoing demand for services, including community based services in appropriate settings.
<b>Welsh</b>	It is not expected that the proposal will have any adverse effect on the Welsh language.
<b>Biodiversity</b>	It is not expected that the proposal will have any adverse effect on biodiversity or ecosystem resilience.
<b>Well-being of Future Generations</b>	The proposal contributes to the long term sustainability of service provision.

### Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

The purpose of the proposal is to move away from catchment based pan-disability service provision to have specialist services that deliver targeted support to specific groups of people.

It aims to improve access to appropriate services that meet identified eligible need, as well as the long term sustainability of services in line with the Social Services and Well-being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015 to meet the outcomes of a growing population with social care and support needs.

## 10. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Put robust digital systems in place to improve data collection against all protected characteristics.	Head of Adult Services	Annually from 2020	Improved equalities data collection systems are in place.
Continue to promote opportunities for staff to use their Welsh language skills and make available training for those who wish to further develop their skills.	Head of Adult Services	Annually from 2020	There is at least no reduction in the number of staff able to deliver the Council's Adult Services through the medium of the Welsh language. Enable staff to attend Welsh language training.
As the Policy is implemented, complete further IIAs in respect of any emerging unintended/unforeseen impact and include them in annual	Commissioning Officer - Policy & Strategy	Annually from 2020	The overall impact of the Policy on all those receiving care and support from Adult Services remains positive.

monitoring reports to Members.			
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**11. Sign off**

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Completed by</b>	Andrew Potts	Commissioning Officer		3.12.19
<b>Signed off by</b>	Angela Thomas	Head of Service/Director		3.12.19