

Argyll and Bute HSCP - Process Map for Conducting an EIA

Decide to conduct EIA	<ul style="list-style-type: none">• Is a policy, practice or service being implemented or changed?• Are the impacts major or minor?• Will people be affected?
Engage partners	<ul style="list-style-type: none">• Consider who will be affected• Inform community reps on LPG or IJB• Engage people with protected characteristics and/or who will be affected
Source paperwork	<ul style="list-style-type: none">• Ensure you use the correct EIA template• What data do you need for background info?• Do you need to gather new data/intelligence?
Convene working group	<ul style="list-style-type: none">• Proportionate input to scale of change• May be one-off meeting• Inform members of aims so they are prepared
Conduct EIA	<ul style="list-style-type: none">• Systematically consider affected groups• Record results and feedback
Develop action plan	<ul style="list-style-type: none">• What needs to happen to mitigate potential impacts?• Who needs to do what?
Ratification of EIA	<ul style="list-style-type: none">• Completed EIAs to be tabled at Clinical & Care Governance or alternative strategic meeting for quality assurance and Head of Service sign off
Publish EIA	<ul style="list-style-type: none">• Publish on Argyll and Bute HSCP website• Inform key stakeholders of results and actions
	<ul style="list-style-type: none">• Monitoring and evaluation of the action plan to ensure actions completed• Consider timescale for reviewing/repeating EIA